

Eastwood Housing Co-operative

Policy Number: 510

Policy Title: Internal Waiting List

Committee Approval: 26 February, 2001	Revised: N/A
Board of Directors Approval: 20 March, 2001	27 March, 2017
General Membership Approval: 26 April, 2001	30 March, 2017

The Co-operative gives priority to the wishes and needs of their Members before any consideration is given to external individuals. When a Member wishes to move from their current unit to another, the request must be made in writing to the Membership Committee. The letter must clearly indicate the reason for making the request. To facilitate the requirements of the Member, an Internal Waiting List shall be maintained.

The Membership Committee shall review the request, assess the reasonableness and inform the Maintenance Committee of the fact that a request for transfer has been made. Maintenance will conduct a formal inspection and provide specific instructions to the present Member regarding preparation of the unit for occupation. These items must be completed before the Member is eligible for transfer.

Upon receipt of a report from Maintenance that the present unit is ready for occupation, the Membership Committee will place the Member on the Internal Waiting List. This list will be consulted at any time the Committee is informed that a unit is to be vacated prior to reference to the External Waiting List.

Members will be placed on the Internal Waiting List on a first come first served basis. Two copies of the List will be maintained, one copy as a working copy for the Membership Committee and the second on file with the Corporate Secretary of the Co-operative in case of loss or dispute.

Attempts to contact the first Member on the Internal Waiting List will be made for 96 hours only. If the Membership Committee is unable to do so, the next person will be called. Members may refuse one unit for legitimate reasons and still retain his/her place on the Waiting List. A second refusal for any reason will result in the name's removal.

The Internal Waiting List will be reviewed semi-annually to ensure that members still wish to remain on the list.

Once a Member has exercised his/her option to change units via this mechanism, they are prohibited from any further such consideration for five years. The only exception to this would be due to changes in the member's household which produces an occupancy level in excess of 2 people per bedroom.