

# Overhousing / Internal Move Policy

Pacific Heights Housing Co-operative  
Passed 2012 September 19

## Statement of Principle:

In accordance with Co-operative principles, this policy applies to all members equally. Its objective is to make the best possible use of the Co-operative's housing stock and to guard the Co-operative's long-term financial interests while being as fair as possible to individual members. No over or under housed member will be required to leave the Co-operative if there is no available unit to accommodate their family size.

1. Being **overhoused** means there are more bedrooms in a unit than the number of people living in it. Being **underhoused** means there are fewer bedrooms in a unit than the number of people living in it.
  - Members' overhoused or underhoused status will be determined based on the annual membership survey. The Co-operative can require a member to provide evidence for the number of permanent residents reported on the survey, and if the member fails to provide satisfactory evidence then the Co-operative may make its own determination based on whatever evidence it has available.
  - Family members temporarily residing elsewhere and expected to return in a reasonable time, eg students, will count as permanent residents.
  - Guests will be counted as permanent residents after three months.
  - Members who have shared custody of children are entitled to one extra bedroom.
2. A principle member (but not an associate member) who has lived in the Co-operative for at least twelve months may **apply** to the Internal Move List, including requests for specific units.
  - Members will only be eligible for an internal move that will not result in their being overhoused after the move, except that a single person currently in a three-bedroom unit may downhouse to a two-bedroom unit.
  - If more than one application is received on the same date, the member with seniority in the Cooperative will have priority.
  - Priority status on the Internal Move List will be granted only for reasons of severe health or disability issues.
  - Following an internal move, a member may not apply to the Internal Move List again for five years.
3. Members who become overhoused will be **placed** on the Internal Move List after one year, and will remain on the list as long as they continue to be overhoused or until they downhouse. In the spirit of co-operation, members are encouraged to apply to the Internal Move List for a smaller unit after a permanent reduction in family size. The Co-operative will attempt to accommodate preferences for units on a particular floor.
4. Members who are underhoused will not be placed on the Internal Move List unless they apply.
5. All internal moves are subject to Board approval and no outstanding or unacceptable history of

arrears, and may not be approved if the move is not in the Co-operative's best interests. Members who have **applied** to the Internal Move List will have priority when an appropriate unit becomes available, in order of receipt of applications by the Membership Committee. If a unit is not accepted by a member who has **applied** for an internal move, it will be filled from the list of members **placed** on the Internal Move List due to being overhoused, in the following order of priority:

- a) Members overhoused by more than one bedroom
  - b) Members overhoused by one bedroom
  - c) Earliest date of overhoused status
6. Members who have **applied** for an internal move will be removed from the Internal Move List if they refuse a second unit.
  7. Members who have been **placed** on the Internal Move List due to being overhoused may refuse one unit; refusing a second unit will be deemed to be a breach of the Occupancy Agreement of the Co-operative and will be reason for termination of the Membership and Occupancy Agreement in accordance with the Rules of the Co-operative.
  8. If a member moves to a unit with fewer bedrooms than their current unit, either voluntarily or when required by the Co-operative to do so in accordance with this policy, the Move Out Fee will be waived, and the Cooperative will assist by paying for utility transfer fees and helping to organize packing and moving assistance.
  9. The Internal Move List will be available in the Co-operative office and distributed to the members at least twice each year.
  10. This policy will take effect one year from the date it is passed by the General Membership, with **placement** on the Internal Move List retroactive to date of overhousing.

This policy supersedes all previous Over and Under Housing and Internal Move policies.