



UNIT TRANSFER REQUEST GUIDELINES AND APPLICATION

Airdrie Housing receives many requests from tenants wishing to transfer to another unit or another location. Airdrie Housing recognizes that there are many different reasons why a particular unit may no longer be suitable to a tenant and has developed guidelines to ensure that these requests are assessed in a fair and equitable manner. There are no guarantees whether a transfer will be approved or how long it will take as transfers are evaluated along with new applications for housing. Affordable housing is always determined on priority of need. Before submitting your request, please ensure that you meet the following criteria:

Basic Transfer Eligibility Criteria

- Have lived in your unit for a minimum of six months.
- Tenancy is in good standing
- Have no outstanding arrears to Airdrie Housing

Housing transfers are assessed on a priority basis. They are:

- **Special Priority** – tenants whose units experience severe damage due to fires, floods or other such occurrences may be transferred temporarily.
- **Overhoused** – too many occupants in the unit as per the National Occupancy Standards – increase in household composition
- **Medical** – mobility issues, health related issues - must be accompanied by a doctor's certificate and proof that a transfer would be beneficial to the occupant.
- **Underhoused** – too few occupants in a unit – transfer to a more appropriate unit will provide financial relief.
- **Non-priority** – Any reasons other than those identified as priority. Non-priority transfers will be processed in chronological order based on the date of approval and after any priority transfers have been addressed.

Once an application has been submitted, the tenant will be advised within 2-6 weeks of their eligibility or ineligibility for transfer. Tenants eligible for a transfer will be advised if they have been placed on a waitlist or if there is an appropriate unit available to them.

Transfer Inspection

Before the transfer is approved, the Property Manager will conduct an inspection of the tenant's current residential premises. If there are damages or repairs that have been caused by the tenant, they must be acknowledged and the cost resolved before the transfer will be considered.

Transfer fees

A transfer fee of \$50 will be charged to cover the costs associated with processing a transfer and must be paid in advance. Additionally tenants will be required to pay any increases in their security deposit as well as rent prior to move in.

Please complete this form if you are a current Airdrie Housing Affordable Unit tenant and wish to transfer to another Airdrie Housing Affordable Housing Unit. Once complete, submit this form to:

Karen Lazaruk, Housing Assessment Coordinator

Mail to: 211-125 Main Street, Airdrie, AB, T4B 0P7

Drop off at the office located at: #105 – 104 First Avenue NW, Airdrie

Fax to: 403-948-0226

Date	
Tenant Name(s)	
Current Address and number of bedrooms	
Telephone Number	
Email Address	
Children Names and Dates of Birth	
Household Pet(s) Type and Weight	
Please tell us why you are requesting a transfer and include any supporting documents.	
Is there a specific unit or building you wish to transfer to?	

Please be advised that Airdrie Housing Limited does not guarantee that this transfer request can be fulfilled and will not be responsible for costs associated with moving. Applicants will be notified of their status within 2-6 weeks.

Airdrie Housing Limited
Office Address: 105-104 First Avenue NW
Mailing Address: 211, 125 Main Street, Airdrie, AB, T4B 2B8
403-945-3900
karenl@nrvc.ab.ca