

PATHWAYS ABILITIES SOCIETY

PROCEDURE: INTERNAL TRANSFER

Applies to: Management and Tenants

Original Effective Date: January 16, 2023

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Replaces Procedure Dated: Not Applicable

1. If a tenant is required to transfer between units for one of the reasons outlined in the Internal Transfer Policy, the Building Manager assess the need and attempts to find a solution that works for both parties.
2. If there are no units available or if it is impossible to accommodate the tenant, Pathways Abilities Society attempts to find appropriate housing along with the tenant.
3. If no arrangement can be made, Pathways Abilities Society may give notice to end tenancy.
4. If a tenant wants to move rental units within the building, they submit a written request to the Building Manager who determines if the request can be accommodated.
5. If the request to move units is approved, the tenant pays a fee of no more than \$25.00 or 3% of the rent amount payable, whichever is greater.