

Date:

UNIT TRANSFER RATIONALE (single occupant from large family home)

**RE: The Housing department decision to transfer** (TENANT) \_\_\_\_\_

**Date of pending transfer:**

In light of the Housing Department's decision to transfer this tenant to a smaller 1-2- bedroom unit, here is the rationale behind that decision.

This decision is rooted in policy # \_\_\_\_\_ of the \_\_\_\_\_ Housing Policies

**# \_\_\_\_ Unit Transfers**

**POLICY:** If the size of a family has permanently changed so that the unit occupied is no longer appropriate, the housing department may require the family to move to a unit of appropriate size.

**RATIONALE:** to prevent the overcrowding that may occur as families grow and to prevent large units from being underutilized as family size is reduced.

**PROCEDURE:** The tenants will be given 3-months written notice that they will be transferred to a new rental unit. No families will be left homeless, if a unit is not readily available they will remain in their current rental unit until a more suitable unit is vacant.

Points taken into consideration:

- There are no records to indicate the tenant owns the house they are currently inhabiting. There are also no records of any action to CP (transfer ownership) of the house to the tenant by either past or current administration. There are no archived e-mail messages, no meeting notes indicating agreements or intended agreements and no signed or drafted agreements.
- The house is currently listed as a band owned asset with INAC.

**Contributing factors leading to the decision to transfer: (fill in your own info)**

- Age of the house
- Past tenants and any past rental agreements, tenants name, dates in the home and details of any agreements
- Tenant's ability to pay for utilities
- Tenant's ability to maintain the house
- Future plans for the house

- Tenant's capacity to fully use the house, (are spare rooms closed off and/or used for storage)
- History of repair and renovation costs
- Projected costs of repairs and renovations
- Tenant's ability to pay appropriate rents on the large home
- Tenant's rental history- rent payments, complaints, loud parties etc.

As you can see, this decision was made in the best interest of the band , the membership and the tenant.

Sincerely,

Housing Manager

Copy to Chief and Council and copy in tenant's file.