



**ILM CO-OP
REQUEST TO TRANSFER SUBSIDY DESIGNATION**

Co-op Name: _____ File #: _____
 Requested By: _____ Title: _____
 Contact Phone: _____ Date: _____

Subsidy transfers for the below reasons do not have to be approved in advance by BC Housing. Your co-op board may approve the transfer based on its policy and forward this form along with the Application for Rent subsidy to BC Housing.

Reasons for transferring subsidies:

- a. (switch designation between MKT and RGI) The member in the subsidized unit no longer requires the subsidy and a non-subsidized or prospective new member is at or below the Housing Income Limits and meets the National Occupancy Standard.
- b. An existing subsidized member is transferring to another unit within the co-op. (Must meet National Occupancy Standard and the Housing Income Limits for the new unit.

Other situations will be given consideration on a case by case basis. Full supporting documentation must be attached to the request. Please note: Subsidy will not be approved if the Household does not meet the National Occupancy Standard or Housing Income Limits for the unit size.

TRANSFER DETAILS (Co-op to Complete)	
Effective Date of Request:	
Reason for Request:	
"FROM" UNIT	"TO" UNIT
Member Name:	Member Name*:
Address:	Address:
Bedroom Size:	Bedroom Size:
Market Rent:	Market Rent:
Apply Heat Allowance? <input type="checkbox"/> Y <input type="checkbox"/> N	Apply Heat Allowance? <input type="checkbox"/> Y <input type="checkbox"/> N

**A completed Application for Rent Subsidy must be attached for the proposed recipient*

BC HOUSING TO COMPLETE		
Occupancy Standard met? (not over housed)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Household at or below Housing Income Limits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If NO to either of above, supporting document received?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Rejected	<input type="checkbox"/> Approved

Processed By: _____ Date: _____