

MANAGEMENT POLICY OF PRIORITY REQUESTS AND RELOCATION REQUESTS

In accordance with article 23.1 of the *By-law respecting the allocation of dwellings in low rental housing*, the Office municipal d'habitation du Val-Saint-François (OMHVSF) has adopted a policy concerning the management of priority requests. That policy was approved by the board of directors of the OMHVSF.

Priority applications are ranked as follows:

- ➔ A person victim of domestic violence;
- ➔ Households victim of a loss (fire);
- ➔ An applicant who lives in a dwelling in low rental housing and whose health or safety requires that he be relocated;
- ➔ An applicant evicted as a consequence of the application of a program carried out under section 54, 73 or 79 of the Act respecting the Société d'habitation du Québec (chapter S-8) or as a consequence of an expropriation or a voluntary acquisition by a municipality or by an agency constituted as an agent of the municipality, provided that an application is submitted to the lessor within 6 months following the date of departure from the dwelling;
- ➔ The lessee who occupies a dwelling of a category other than that to which he is entitled to an appropriate dwelling (C.c.Q. art. 1990);
- ➔ The applicant who is the lessee of the housing cooperative or non-profit organization that receives benefits under the Rent Supplement Program.

TO REQUEST A TRANSFER JUSTIFIED BY A HEALTH OR SECURITY MOTIVE:

- The lessee must first fill the *transfer request* form.
- The lessee must have the *prejudicial environment* form completed by a health practitioner or a social worker.
- The apartment transfer must have a direct cause-and-effect relationship on the improvement of the lessee's health condition or security.
- The lessee must fill in the *choice sector form* to identify his sector(s) preference(s).
- The selection committee evaluates and, if applicable, informs the applicant of the decision to enter him on the list of eligible persons.
- No rehousing compensation will be paid to the tenant.
- The refusal of a dwelling that complies with the requirements and needs that motivated the transfer request, will automatically lead to the closing of the application.
- A new request can be issued one year after an application is closed.

THE TENANTS OF A DWELLING THAT NO LONGER COMPLIES WITH THE CATEGORY AND SUBCATEGORY OF DWELLING TO WHICH THE PERSON IS ENTITLED (ART. 1990 OF THE C.C.Q). HERE'S HOW THE REQUESTS ARE TREATED:

- A notice is sent to the lessee with a form in which he has to indicate three of his preferred sectors.
- If the lessee does not indicate any preference, the OMHVSF will consider that the lessee is ready to accept any sector.
- The OMHVSF offers a rehousing compensation to the tenant that has to be transferred based on the article 1990 of the C.c.Q, according to the provisions decreed by the Société d'habitation du Québec.
- The refusal of a dwelling under the article 1990 of the C.c.Q will lead to the submission of an application at the Régie du logement.

THE TRANSFER REQUESTS WITH NO PARTICULAR MOTIVE ARE ACCEPTED IN ACCORDANCE WITH THE FOLLOWING RULES:

- The tenant must not be indebted to the OMHVSF and must have no recourse at the Régie du logement initiated by the OMHVSF.
- The current dwelling of the tenant must be in good state.
- The tenant must submit his application to the OMHVSF and indicate his preferred sector(s). If no sector is indicated, the OMHVSF will consider that the tenant is ready to accept any sector.
- The tenant of a studio or a dwelling located in a basement must have occupied his apartment for at least two years before being eligible to a transfer.
- The tenant of an apartment other than a studio or a dwelling located in a basement must have occupied his apartment for at least four years before being eligible to a transfer.
- No rehousing compensation will be paid to the tenant.
- The applicant's file will be added to the regular list of eligible persons, with no priority.
- In the event of a refusal, the application will be removed from the list of eligible persons.

WHEN A DWELLING IS VACATED, THE OMHVSF WILL RANK THE APPLICATIONS AS FOLLOWS:

- The applications justified by a health condition, accompanied by the appropriate documentation;
- The applications justified by a security motive;
- The applications provided by lessees with mobility or accessibility issues;
- The transfers provided for in article 1990 of the Civil code of Québec, due either to the category or subcategory of the dwelling;
- The applications are classified in seniority order within their category.
- Each year, the number of authorized transfers is determined by the annual budget granted to that service.