



calgaryhousingcompany.org
587-390-1200

Request to Transfer

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Date of request: _____

Full Name of Lease Holder(s):

Current Address: _____

Phone Number: _____ E-Mail Address: _____

You must meet the following eligibility requirements to be considered for a transfer.

- You have lived in your current unit for a minimum of one year
- You have not received a recent (within 12 months) eviction notice (other than arrears)
- You do not have outstanding debts or arrears with CHC.
- You have no recent history (within 12 months) of unacceptable behavior.

Note you will only be offered one unit through the transfer process. Please check the reason for your request to transfer below:

___ *Emergency.* Please attach supporting documents for the emergency such as a copy of a No Contact Order, Emergency Protection Order, or letter from Calgary Police or supporting Agency. If you CANNOT safely reside in a community/area of Calgary due to the emergency please specify that community _____.

___ *Medical.* You may be eligible for a medical transfer if your health is being negatively affected due to your housing. Please attach a letter from your Health Care Professional to verify the impact of your current housing on your health problems. This letter should not disclose medical conditions or diagnosis. It should include special housing requirements or limitations in the type or location of housing needed (i.e. barrier free, limited number of stairs, smoke free building, etc).

___ *Under- Housed.* You may be eligible for a transfer if your do not have enough bedrooms to meet the needs of your family size based upon Alberta Government Regulations.

___ *Over-Housed.* You may be eligible for a transfer if your unit size is now too large for your family size.

___ *Other.* Please specify, and attach supporting documentation.

Tenant Signature

Please submit completed form and documents to your Property Manager. Or send by mail or drop off with "Attention: Transfer Request" at:

East District Office
Marlborough Mall 320, 433
Marlborough Way NE
Calgary, AB T2A 5H5

South District Office
Glenmore & Centre Shopping
#18, 6624 Centre Street SE
Calgary, AB T2H 0C6

West District Office
Braithwaite Boyle Centre
1701 Centre Street NW
Calgary, AB T2E 8A4