

Over or Under Housed Form



For Office Use Only	
Date Received:	Receiving Office:
Current Application Reference: <<Current App#>>	Move Request #: <<Move Request #>>

Date: <<Date>>

PERSONAL INFORMATION			
Leaseholder name:	<<Leaseholder name>>		
Co-leaseholder name:	<<Co-Leaseholder name>>		
Address:	<<Address>>		
Town/City:	<<City/town>>	Postal code:	<<Postal code>>
Contact number(s):	Home:	Cell:	
	Work:	Email:	
Leave a message:	Name	Phone:	

REASON FOR THE MOVE
<<Enter Reason for the Move>>

PARKING
Will you require a parking stall? <input type="checkbox"/> Yes <input type="checkbox"/> No

SMOKING
Do you prefer a unit designated as: <input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking <input type="checkbox"/> No preference

PETS
<i>If you are moving to a building with common areas, please be aware pets must be carried, crated or kenneled through all common areas.</i>
Do you have a pet? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, will the pet be moving with you? <input type="checkbox"/> Yes <input type="checkbox"/> No

HOUSEHOLD MEMBERS			
<i>If more space is required to list all household members, please use reverse side of this form.</i>			
NAME	RELATIONSHIP TO THE LEASEHOLDER	GENDER	BIRTH DATE YYYY-MM-DD
	<i>Leaseholder</i>		

ADDITIONAL HOUSEHOLD MEMBERS			
NAME	RELATIONSHIP TO THE LEASEHOLDER	GENDER	BIRTH DATE YYYY-MM-DD
Is any member of your household pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No			

INDICATE PREFERRED LOCATION(S)

Your personal information is collected under the authority of the Manitoba Housing Social Housing Rental Program and will be used to update your records in order to process your move. Your personal information is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA).

If you have any questions about the collection of personal information, please contact the Access and Privacy Coordinator, 352 Donald Street, Winnipeg, MB, 204-945-3025.

Declaration

I certify that the information given here is complete, true, and correct to the best of my knowledge.

Signature of Leaseholder: _____ Date: _____

Signature of Co-leaseholder: _____ Date: _____

Manitoba Housing staff: _____ Date: _____

To be completed by Manitoba Housing staff only:

Current number of bedrooms: << # >> _____	Eligible number of bedrooms: << # >> _____
Approved by: _____	Position: _____

Priority 1 - Safety or Health requests will be considered where:

- there is a serious risk of harm to the tenant;
- a household member has a medical condition or disability and their current unit:
 - is inaccessible,
 - seriously worsens their medical condition or disability, or
 - causes a significant barrier in accessing treatment.

NOTE:

- Documentation will be required
- Tenants with arrears must enter into a payment plan agreement and abide by the conditions of the agreement.

Priority 2 - Under-housed or Proximity requests will be considered where:

- the number of people in the household increases and more bedrooms are needed; or
- travel back and forth daily to school or work is not possible (e.g.: a tenant lives in Cross Lake and has a job in Winnipeg).

NOTE:

- Documentation will be required
- There must be no incidents of nuisance and disturbance or violations of any agreements in the 12 month period prior to application or at time of unit offer.
- There must not have been arrears on the tenant account in the 12 month period prior to application or at time of unit offer.
- Tenant must not have moved for Priority 2 in the past 12 months.
- Tenant must not have refused an offer for a Priority 2 move in the past 12 months.

Priority 3 - All other move requests including, but not limited to:

- The tenant's desire to be closer to work, school, family, or support agencies within the same community where daily travel is possible but may create a barrier for the tenant;
- Tenant requests a non-smoking building or floor.

NOTE:

- A fee will be charged at the time of the move.
- There must be no incidents of nuisance and disturbance or violations of any agreements in the 12 month period prior to application or at time of unit offer.
- There must not have been arrears on the tenant account in the 12 month period prior to application or at time of unit offer.
- Tenant must not have moved for Priority 3 in the past 12 months.
- Tenant must not have had a move request application cancelled due to refusal of unit offers in the past 12 months.