
INTERNAL MOVE POLICIES

Members of Dundee Court Co-op are eligible for an internal move (move within the co-op) provided they meet ALL of the following criteria:

1. If a member wishes to apply to be placed on the internal waiting list he/she must:
 - reside in his/her unit for a minimum of one year
 - be a member in good standing with the co-op as per the occupancy agreement: (housing charges paid to date, shares paid in full or payments current if involved in approved co-op payment plan); active participant, who meets all of the requirements set out in the Participation Policy and who has met these requirements for a minimum of the past twelve months (ie: active participant for the past twelve months previous to the date of application for internal move), also reasonable upkeep on present residence maintained.
2. Requests for internal moves must be submitted in writing to the Membership Committee and the co-op office. The date the request is received will be considered the seniority date.
3. When a requested unit becomes available, the above criteria must be met (see number 1). If a member fails to meet any of these criteria, he/she will be removed from the internal waiting list and must reapply after being a member in good standing for 3 months.
4. In accordance with the over/under housing policy, members must be "eligible" for the unit size they request. IE: minimum of one person per bedroom, maximum of two persons per bedroom.
5. Internal moves will take priority over external moves.
6. Members on the internal waiting list may refuse a unit and still maintain their seniority on the internal waiting list. This option does not apply to those placed on the internal waiting list because of over/under housing.
7. Members must be on the internal waiting list before they are eligible for an internal move. Any request for an internal move received after the Membership Committee and Board of Directors have received a notice to vacate a unit, will not be eligible for consideration for that unit.
8. Internal move requests made by residents who are not co-op members (ie: adult children of members) or by Associate members will be treated as follows:
 - a. A membership application must be submitted in order to determine suitability of candidate. Anyone wishing to apply for membership must meet all of the criteria of the internal move policies.

- b. If application is approved by the Membership Committee and the Board of Directors, they will be placed on the internal waiting list; seniority will be established based on date of approval.