



TRANSFER APPLICATION
STUDENT FAMILY HOUSING – 30/35 CHARLES STREET WEST

The Student Family Housing Residence is aware that our residents’ housing needs sometimes change, resulting in a desire for a larger apartment.

Are you Eligible?

- You have lived in your current apartment for at least 12 months before applying to transfer
- You have had a baby or are pregnant after moving in.
- Have maintained your apartment in good condition, requesting repairs and pest control as needed
- Have paid your rent on time and not caused disruption to the peace and quiet enjoyment of the community

How long is this process?

- At least 1 - 1.5 years, assuming you are eligible and have successfully passed the financial and apartment review.
- This can vary considerably based on how many families applied before you did, how many apartments are vacant each month, whether others ahead of you decide not to move when we offer them a transfer, and more.
- If you would like to know where you are on the list, please email family.housing@utoronto.ca.

Application process:

- Submit this form to the Residence Office, room 102 in 35 Charles Street West with your supporting documents (ie, proof of pregnancy/birth certificate for child due or born after you moved into Student Family Housing).
- When you are close to the top of the waiting list, you will be notified about an apartment inspection.
- If you have specific requirements, eg noise sensitivity or other preferences, please indicate below.

I’ve been offered an apartment, so now what?

- Contact the Admissions Office to set up a viewing appointment
- Once accepted, you must submit a Notice to Vacate for your current apartment within 24 hours of the viewing.
- If you have a storage locker, you will no longer qualify and have to empty it out before transferring.
- You will be offered and shown a maximum of two units. If neither apartment suits you, you will be removed from the transfer list.

We do not transfer between apartments of the same size, nor for reasons such as wanting a higher floor, south vs north view, difficulty with neighbours, noise, pest control issues, and more. Only because your family size has changed.

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|--|--|------------------------|-----------|
| Student’s Name: | | Partner/Spouse’s Name: | |
| Apartment: | | Building: | Phone #: |
| Email Address: | | | |
| Size of Current Unit (circle one): Bachelor / 1 Bedrm Standard / Large 1 Bedrm | | | |
| Size of Apartment requested (circle one): 1 Bedrm Standard / Large 1 Bedrm / 2 Bedrm | | | |
| Preferences, if any: 30 / 35 High Floor / Low Floor North / South | | | |
| Reason for Change: | | | |
| Current Family Members: | | Adults: | Children: |
| Due date for pregnancy: | | | |
| Other Comments | | | |

I understand that I will be notified of a date to inspect the general condition and standard of housekeeping of my present apartment. I understand that it is my responsibility to ensure I meet the criteria in order to obtain a transfer.

Date: _____ Signature: _____

CHARLES STREET STUDENT FAMILY HOUSING
Admissions & Community Development Office
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