BEECHWOOD CO-OPERATIVE HOMES INC.

693 Beechwood Drive
Waterloo, Ontario
N2T 2P6
phone (519)886-0359
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beechwoodco@rogers.com

Internal Transfer Request Form

From time to time, your **occupancy may change with the number of people that live in your household** or **you may require an accessible unit due to health challenges.** When this happens you can **apply to the Community Housing Access Center (CHAC)** or pick up an application form **in order for your name to be added to the waitlist for RGI housing. *Remember:**The CHAC will determine if you are eligible.

In addition, you may also submit an **Internal Transfer Request Form** at the Beechwood Co-op office. You will be added to an internal waitlist. If you have **not** provided your request in writing or submitted an Internal Transfer Request Form you will **not** be added to the Beechwood Internal Transfer List.

Please note all internal transfers are subject to Board approval.

Date of Request:_____

Name:_____

Current Address: Unit#_____693Beechwood Drive, Waterloo, ON. N2T 2P6_____

Home Phone#:_____

Work Phone#:_____

Cell Phone#:_____

_____

Email address:_____

What unit size are you requesting? (Circle one) 2 bedroom 3 bedroom 4 bedroom

2 bedroom accessible unit

Office Use Only:

Date Received by the Beechwood Co-op Office:_____

Date of Approved by Board of Directors:_____