

**FAMILY SERVICES AND CONSUMER AFFAIRS CIRCULAR**

**Date: September 16, 2010**

**CIRCULAR NUMBER: 2010-38**

**Alternate Program(s):**

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**To:** Community Social Service Supervisors/Program Managers

**Subject: Manitoba Housing - Tenant Initiated Transfer Fees**

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**Type:**  Policy Replaces # \_\_\_\_\_  
 Procedure  
 Rate  
 Information Only

**Effective Date** Immediately

Manitoba Housing (MH) requires that tenants pay a \$50 transfer fee when tenants request a transfer to a different MH unit. In the past, the transfer fee was not enforced for EIA participants. However as of May 2010, MH began enforcing the fee for every tenant that requests a transfer. The transfer fee must be paid at the time the tenant is moving, not when a request to transfer is made.

EIA does not cover the MH fee for tenant-initiated transfers. The participant is required to pay the cost of the transfer fee out of exempt sources of income (GST, CCTB/NCBS, or UCCB).

However, in exceptional circumstances, and with director's approval, the transfer fee may be covered by EIA under approved moving costs. This should only be approved in instances where the tenant's safety is a concern.