

# Over- and under-housing

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**For co-ops that are required to follow National Occupancy Standards – FCHP (ILM) subsidized units.**

## **Purpose of the policy**

To make sure that members are provided with a suitable unit of appropriate size.

## **Definitions**

**Over-housing** means having too many bedrooms for the size of the household.

**Under-housing** means having too few bedrooms for the size of the household.

## **Policy**

1. The co-op will use National Occupancy Standards in determining the appropriate unit size for each subsidized household:
  - no more than two and no fewer than one person per bedroom
  - spouses and couples share a bedroom
  - parents do not share a bedroom with their children
  - dependents of the same sex, age 18 or over, do not share a bedroom
  - dependents of the opposite sex over age five do not share a bedroom.

2. Subsidized members will be provided with sufficient bedrooms to house:
  - children on a part-time basis (at least 50% of the month) due to custody arrangements or Foster Children.
  - care-givers for members with special needs
  - members with medical conditions requiring an additional bedroom.
3. Members must provide documentation acceptable to the co-op as outlined in the procedures.
4. Members must advise the co-op of any change in household size.
5. Unless exempted by BC Housing, the co-op will require a subsidized household that is over- or under-housed to move to an appropriate sized and suitable unit when one comes available. The household will be permitted to stay in the current unit until that time.
6. Over-housed households required to move must accept the offer of an appropriate sized and suitable unit, unless there is a valid reason acceptable to the co-op.
7. Over- and under-housing cases are approved at the discretion of the board, in compliance with the BC Housing agreement.

Note: The over- and under-housing policy should set out co-op requirements and adhere to standards outlined in the agreement with BC Housing. Where the board is called upon to use its discretion, it will consult with BC Housing.

Policy approved by general meeting:

Replaces policy dated:

## **Procedures needed to carry out this policy**

1. Criteria for documentation required in Point #2.
2. Method of notifying members that they are over- or under-housed, providing adequate notice.
3. External transfer form and procedures where other housing options are available.
4. Note other relevant policies.
5. BC Housing Rent Calculation Manual.

## Options

### Option: Point #1

If you want to apply the standards to all households (in market and subsidized units), delete “subsidized”.

Note: The rent supplement agreement with BC Housing requires that the occupancy standards apply to all households in subsidized units. Your co-op can choose to apply the standards to households in market units as well and reflect this in your policy.

### Options: Point #2

Add any other points that comply with the operating agreement.

Fill in the appropriate percentages in the two bullets.

Note: For subsidized units, the BC Housing Rent Calculation Manual stipulates at least 40%.

### Option: Point #5

If you choose to require only households in subsidized units to move when over- or under-housed, delete “household” and replace with “subsidized household”.

Note: The rent supplement agreement with BC Housing requires that the occupancy standards apply to households in subsidized units.

### **Option: Point #6**

If your co-op does not wish to allow over-housed members to turn down any offers of an appropriate sized and suitable unit, unless for a valid reason, delete Point #6 and replace with:

6. Over-housed households required to move must accept the offer of an appropriate sized and suitable unit, unless there is a valid reason acceptable to the co-op.

Note: The BC Housing requirement is that an over-housed household in a subsidized unit may turn down one offer. When a member refuses the second offer without a valid reason, the subsidy for the over-housed household may be cut off and a market housing charge applied.

### **Resources**

- Housing Provider Kit  
[www.bchousing.org/Housing\\_Providers/Housing\\_Provider\\_Kit/default.asp#top](http://www.bchousing.org/Housing_Providers/Housing_Provider_Kit/default.asp#top)
- Operations Guide – Resident Relations, pages 18 to 21
- Rent Calculation Manual