

TRANSFERS - POLICY

1. INTRODUCTION

Tenants at Lister can apply for a transfer to another Lister tenancy - a transfer application form can be obtained from the Lister office, where it should be returned after completion and signature. Lister aims to let approximately one quarter of all lets to transfers - this target being evaluated over several years given the low turnover at Lister. The quota system will help maintain the community at Lister and deal with outstanding need such as overcrowding or medical reasons for moves. The system will be monitored closely to see if it is meeting its objectives. A transfer will not be made just to meet a target quota - there has to be reasonable housing or medical need.

2. APPLYING FOR A TRANSFER

Applications for transfer will be considered by Lister . Transfer requests from entire families only will be considered. Adult children living with parents (or equivalent) who wish to form a separate household, should submit an EdIndex application and this will be considered in the same way as external applications. Single people or couples in three or four-bed flats may be considered for a 2-bed flat rather than a one-bed flat. This is due to the shortage at Lister of 1 bed flats and a recognition that such down-sizing from 3 to 2 is more likely to take place due to the quantity of furniture owned / a wish to have a spare room for children/relations.

Lister properties on the ground floor (and sometimes within one floor of the ground floor) will be used primarily (in terms of transfers) for those with a medical need for a ground floor or lower level, compared to their current property.

Applications for transfers will be assessed in accordance with the allocations policy. Transfer applications will be pointed using the transfer points scheme - see the sheet on this. Being placed on the transfer list is not a guarantee of an offer or a move.

Applicants for transfer cannot specify the flat to which they wish to move. Requests for transfers for particular flats as they fall vacant will not be given any special priority.

Tenancy of multi-occupancy accommodation cannot be considered as a short cut to obtaining a self-contained home. The Co-operative will bear this in mind when considering internal transfers.

3 CONDITIONS OF TRANSFER

Rent Arrears. Generally transfer applicants should aim to have a clear rent account. Lister may suspend a transfer applicant who has rent arrears or other debt relating to a tenancy, but we will not suspend someone:

- a. Where previous rent arrears have been cleared.
- b. Where rent outstanding is equal to or less than one-twelfth of the annual rent.
- c. Where there is an agreement to pay rent arrears and the applicant has stuck to their agreement for three months and is continuing to keep to it.
- d. Where the debt was not the responsibility of the applicant (i.e. they were not the tenant).

Applicants with rent arrears may be considered for transfer to lower cost housing where this would assist their financial position.

Repairs. A maintenance survey will be carried out prior to any transfer being approved, and the tenant is required to carry out repairs which are the tenant's responsibility which are not due to fair wear and tear and to ensure that the flat is in lettable decorative condition. Alternatively the tenant could agree to a rechargeable repair being carried out at their cost.

An offer of transfer is made on the strict condition that, in accepting the offer (and moving), the tenant gives vacant possession of their current tenancy at the same time to the Co-operative.

All transfer applicants being considered for a transfer will be asked in writing if they are related to a member of the Lister staff or the Management Committee.

4. TRANSFER APPLICATIONS AND THE EdINDEX CHOICE-BASED LETTINGS SCHEME

In April 2018 Lister joined the EdIndex Key-to-Choice choice-based lettings system, which means that all vacancies (that are not being used for an internal transfer) will be advertised on www.keytochoice.co.uk

When a property is coming empty, Lister will decide if it is to be used for a transfer or for an allocation under Exceptional Circumstances (see our allocations policy for more information). If neither routes are to be used then it will be advertised and applicants on EdIndex may bid for the vacancy in the normal Key-to-Choice way.

A Lister tenant who sees a Lister property advertised on Key-to-Choice may submit a bid (provided they are registered under the EdIndex system). Their bid will be considered by Lister along with all others. They will get no special consideration arising from them being an existing Lister tenant.

All Lister tenants who wish to move from their current property are advised to also look outwith Lister for housing as this will increase their chances of moving. Thus tenants willing to consider such moves should register with EdIndex and also consider registering with the house exchange scheme - see houseexchange.org.uk for more information.

5. INFORMATION LEAFLET ON TRANSFERS

There is an information leaflet on transfers available.

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