

Homesdale (Woodford Baptist Homes) Ltd.
TRANSFER POLICY

Homesdale (WBH) Ltd is committed to giving choice and flexibility to its tenants whilst recognizing the wider responsibility of ensuring the best use of its resources for both the immediate and wider community.

ELIGIBILITY

Applications can only be made one calendar year from the start of the current tenancy, unless the request is made to move to a smaller flat. The Applicant can apply at any time, after one year, regardless of whether or not there is a property available.

HOW TO APPLY

The Applicant must apply in writing for the transfer, on the required application form available from the Housing Officer and is advised to enclose any relevant supporting evidence.

ALLOCATION

The application is then referred to the Management Committee for a decision and the Committee reserve the right to approve, defer or decline a transfer. The Committee will follow a number of general principles in making this decision. These include considering the medical needs of both existing tenants and those on the waiting list and the length of the waiting list for bed-sits and 1 - bedroom flats at the time of the application. Subject to this, the applicant will be offered the first available flat.

If a property is refused by an applicant they will need to resubmit their application if they wish to be considered again.

LIMITATIONS

- Due to expense incurred by the organisation an Applicant can only transfer once unless there are circumstances, which the Management Committee consider to be exceptional.
- The 2 and 3 bedroom properties are still reserved for couples only.
- The Applicant will pay for repair/replacement of fixtures to their current flat, if the damage is deemed by Homesdale to be intentional on the part of the Applicant
- The property the Applicant is leaving must be cleared completely; this includes all personal possessions, carpeting, curtains and rubbish.
- Homesdale is not responsible for any physical, financial or organisational help with the move.
- The tenancy commencement date is set by Homesdale, and if the previous property is not vacated at this time, then the Applicant is responsible for rent/service charges and other costs on both properties

Signed

Date.....

Review Date.....