



Housing

Policy

Transfers and Exchanges

Policy

Transfers

1. Housing will consider transferring a Tenant to another States House or to nominate them for a Guernsey Housing Association property where:
 - (i) they are eligible for social rented housing and likely to remain so in the immediate future;
 - (ii) the size of property requested relates to their housing need;
 - (iii) they have not been in rent/maintenance arrears during the previous six months;
 - (iv) there have been no Petty Debt summons during the previous twelve months for monies owed to Housing or the Guernsey Housing Association;
 - (v) their rent/maintenance account remains up to date while they are on the Transfer list;
 - (vi) there has been no evidence of causing significant nuisance to neighbours during the previous twelve months;
 - (vii) a satisfactory transfer inspection shows that the property is in a let-able condition;
 - (viii) no unauthorised alterations have been carried out to the property that would require reinstatement prior to transfer;
 - (ix) no other significant breach of the Tenancy Agreement has occurred;
 - (x) there has not been any breach of their Tenancy Agreement during the time that they are on the Transfer List.
2. In assessing the level of priority for a transfer request, Housing will take into account whether the Tenant is adequately housed and whether the application for transfer is based on need rather than a wish to move to another area.
3. Priority will be given to cases based on housing need.

4. Applications for Transfers will be assessed by Housing on a pointing system. Guidance on the Points System for a Transfer is given in Appendix 3 of the States Housing Allocation Policy.
5. In the event of a breach of the Tenancy Agreement while the Tenant is on the Transfer List, Housing will normally suspend the Tenant from the List for a period of up to six months.
6. If the Tenant has complied with the conditions during that period, they will be reinstated. Otherwise, the Tenant will be removed from the List and required to make fresh application.
7. Transfers between Housing and Guernsey Housing Association accommodation (for nominated tenants) can generally take place provided both organisations agree to the transfer.

Exchanges

8. The “swap” can only go ahead if Housing gives its written approval in advance of the move.
9. Where Tenants move without the written permission of Housing, they may be required to return to their original properties at their own expense. If they fail to do so, Housing will deem that they have abandoned their tenancy.
10. Housing will usually agree to an exchange or “swap” when:
 - (i) both properties are suitable for the needs of the Tenants and their families;
 - (ii) neither Tenant has broken their Tenancy Agreement.
 - (iii) neither Tenant has rent arrears.
 - (iv) both Tenants meet the criteria for States’ housing.
11. Tenants exchanging properties are required to accept the property in the condition at the time.
12. It may be possible for Housing and Guernsey Housing Association Tenants to exchange properties with each other. The same conditions apply, with the additional requirement that both Housing and the Association give written approval for the exchange.

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