



TRANSFER APPLICATION

TENANT DETAILS			
Your name		Date of birth	
Partner's name		Date of birth	
Address			
Home telephone:	Mobile telephone:	Work telephone:	Email:

DETAILS OF CHILDREN/OTHER OCCUPANTS TO BE HOUSED				
Name	Date of Birth	Sex	Relationship	Employment, Benefit, Education

INCOME FROM ALL WORK, BENEFITS, EDUCATION, INVESTMENTS		
Name of person receiving income	Type of Income - employer, benefit, education, investment etc	Net Weekly Amount (Gross weekly amount minus tax and social security contributions)

CAPITAL AND SAVINGS FOR TENANT AND PARTNER – Please provide the total credit balance of all your bank accounts	
Tenant.....	£
Partner	£

I/We confirm that the above information is correct and will inform Housing in writing of any change of circumstances

Signature(s):

Date:

Signature(s):

Date:

GUIDELINES FOR TRANSFER

In order to make the most effective use of its properties, Housing does its best to make sure that people are housed in properties suitable for their needs.

Housing recognises that cases arise where the tenant may benefit from a move to different accommodation. Normally, this is because of a change in the person's circumstances - for example, the size of the family may increase, the children become older or leave home; or it may result from a medical condition. These things affect a person's housing need or, in some cases, their ability to cope with a particular type of property.

In these circumstances, Housing is prepared to consider transferring a tenant to another property. This may not be possible immediately, since it does depend on a suitable property becoming available and the demands of other people with similar needs.

Each application is considered according to the particular circumstances of the applicant and their dependant family. Where a person is already adequately housed, i.e. where the property and the facilities match their needs, then the opportunity for a transfer may be limited. Priority will normally be given to applicants who need to transfer because their present property is unsuitable for their needs.

In order to be eligible for a transfer, a tenant must normally satisfy the following conditions:

- The tenant has been occupying the property for more than 12 months.
- The property is no longer suitable for the occupants' needs.
- The premises have been generally well looked after, with the property kept in good decorative order and the garden suitably maintained.
- The tenant remains eligible for Housing accommodation and is likely to remain so for the immediate future.
- The tenant's rent account has been clear of any rent arrears for the last 6 months.
- The tenant has not significantly breached their Conditions of Tenancy within the previous six months.

Note: Housing will be prepared to consider waiving conditions where there are extenuating circumstances, of which Housing should be advised in writing. In the case of medical conditions, the tenant should arrange for a letter to be sent from the GP/Specialist managing the treatment which confirms the type of accommodation and facilities required.

INFORMATION ABOUT AN EXCHANGE/SWAP

All parties need to remain eligible for Social Housing Rented Accommodation (Housing and some Guernsey Housing Association properties) for the immediate future.

They would normally need to satisfy the same conditions as they would for a transfer and the properties that they want to move to have to be suitable for their needs.

All relevant information will be considered and the final decision is at the discretion of the Housing Providers (Housing and/or the Guernsey Housing Association).

What you need to do if you want to exchange properties with someone else in Social Housing.

- Look at the exchange board in Housing Reception at Sir Charles Frossard House for suitable options and contact the tenant of the property in which you are interested.
- Providing both parties are interested in exchanging and the properties meet both parties' housing needs you should arrange to view each other's properties.
- All tenants should realise that they will need to agree to accept the property in its condition at the time of any approved exchange, and from that date they will take over responsibility for maintaining the property to an acceptable standard.
- Tenants must make a request to exchange properties **in writing** to their housing provider, either Housing and/or the Guernsey Housing Association.
- The "swap" can only go ahead if Housing /Guernsey Housing Association gives their written approval.
- Electric and gas periodic inspection checks are usually required on both properties. Tenants are expected to pay the costs of these inspections and any associated work deemed to be the tenant's responsibility, prior to exchanging. The costs of inspection are currently approximately £250.00.

What happens next?

You will be notified of the decision in writing and, if successful, a date to move will then be agreed.

You should not make any arrangements to move before you receive written approval from Housing and/or the Guernsey Housing Association and all paperwork has been signed and witnessed at the office/s.



"How we collect and use information

Housing processes personal information in order to carry out the functions of the Committee for Employment and Social Security that relate to the provision of accommodation. Information collected will depend on your business with us, but will be no more than is required for that purpose. We may get information about you from others for any of our purposes if the law allows us to do so. We will share information with the Guernsey Housing Association to the extent necessary to discharge our responsibilities as co-provider of social rented, sheltered and extra care housing. Any personal information you give to us will be processed in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2001. If you wish to know more about the information we have about you, or about the way we use it, you can ask at the Office *for* Employment & Social Security."