

# **HOMESDALE (WOODFORD BAPTIST HOMES) LTD**

## **TRANSFER POLICY & PROCEDURE**

Homesdale (WBH) Ltd is committed to giving choice and flexibility to its tenants. This involves ensuring the Tenants receive a service that reflects their needs. Homesdale is therefore committed to providing transfers within Sheltered Housing to meet the needs of the Tenants to ensure they enjoy independence, privacy, dignity and enhance their quality of life.

### **ELIGIBILITY**

- Applications can only be made one calendar year from the start of the current tenancy.
- The Applicant can apply at any time, after one year, regardless of whether there is a property available.

### **HOW TO APPLY**

- The Applicant must apply in writing for the transfer, on the required application form.
- A waiting list is maintained according to the date of application, and records any additional information relevant to the application.
- The Applicant will then be invited to attend an informal discussion with the Care Manager, Warden and Housing Officer. The purpose of this is to highlight logistical and financial implications of a transfer and to discuss any other relevant matters.
- The discussion is an opportunity for the Staff and the Applicant to ascertain whether a transfer is the right option for the Applicant
- The Applicant can themselves express any concerns, ask questions, and view the property if appropriate. It is Homesdale's view that the meeting is as much for the benefit of the applicant as for the Staff.
- Homesdale will consider each application in date order.

### **ALLOCATION**

- The applicant is offered the first available flat after the procedure is followed.
- If this property is refused then the applicant must go to the bottom of the list.

- If more than one property is available it is Homesdale's decision as to which property is offered to which Applicant

**LIMITATIONS**

- London Borough of Redbridge has the rights to 50% of all voids under our Nomination Agreement. Where a nomination has not been provided in 7 days Homesdale can fill the void from another source.
- The flats will be then be offered on an alternate basis between the Transfer Waiting List and Homesdale's external applicant waiting list.
- If the first Applicant on the list is not suitable, then Homesdale will continue to the next Applicant on the same list.
- If through the first consulted route no suitable Applicants are found, then Homesdale will proceed to the alternative application method.
- Due to expense incurred by the organisation an Applicant can only transfer once.
- 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.....