

Transfer- Policy

Foundation Housing recognizes the changing needs of tenants in relation to their housing needs and will endeavor to meet their needs in the most appropriate way.

Due to the limited amount of stock held by Foundation Housing, there may not always be the capacity to transfer tenants. However, applications for transfer will be taken and assessed on a case-by-case basis by the Housing Coordinator.

To qualify for a transfer for any reason, you must have no debts with Foundation Housing Limited, have acceptable property standards and be living peacefully with neighbours

Grounds for transfer:

- Change in family size or circumstances e.g. extra children; children left home, age, disability
- Employment/education needs
- Where a household is at risk i.e. child abuse; domestic violence
- Family support
- Cultural grounds
- Inappropriate allocation
- Neighbor disputes/harassment
- House not habitable

Above grounds not met:

Foundation Housing will take applications to transfer from existing tenants, who wish to move for personal reasons or life style changes and none of the above grounds are met.

In these cases to be considered for a transfer, tenants must meet the following criteria:

- have no rent arrears for at least 6 months
- held a good tenancy record for at least 6 months
- had no breach notices served for at least 12 months

Applications for transfer will be placed in date order on a separate transfer waiting list. Where it is possible to meet the needs of both eligible mainstream waiting list applicant and transfer applicant the transfer will take president.

In all of the above process, consideration shall be given to house size and location.

In the case of a tenant requesting a transfer, the tenant is required to pay all costs associated with the transfer and a new tenancy agreement is signed. Where a tenant is required to relocate by Foundation Housing, all costs incurred will be met by Foundation Housing.

Any tenant disagreeing with a decision on a transfer application may appeal the decision in line with the Grievance/Dispute policy.

Mutual Exchange Transfer

Tenants wishing to arrange a mutual exchange transfer will be assisted to contact possible other suitable households. All further negotiations will be the responsibility of the tenants exchanging.

All requests to mutually exchange with another tenant must be in writing with supporting documentation where necessary.

The decision to permit a mutual exchange to continue will be at the discretion of the Housing Coordinator and the Tenancy Services & Community Development Manager.

Tenants wishing to exchange must have:

- a clear rent account for at least six months
- hold a good tenancy record for at least six months
- have been a tenant of Foundation Housing for at least six months
- The property must have been well maintained.

Both tenants must agree and sign an agreement to accept each property as seen.

Tenants exchanging will be required to pay all costs of relocating between properties if the mutual exchange takes place.

Supporting Documentation

- Information for Applicants Leaflet
- General Eligibility Criteria
- Housing Application Form
- Application For Board & Lodging
- Unsuccessful Application Letter
- Grievance and Appeals for Tenants
- Confirmation of Wait List Letter
- Update of Wait List Letter
- Reminder update of waiting list
- Disability Information Form
- Advice to Applicants re transfer
- Application for transfer
- Transfer request acceptance