

Transfer Policy (Housing)

Purpose

Foundation Housing recognises that tenants' housing needs can change over time, and it aims to help move existing tenants within its available homes to make the best use of properties and to meet those changing needs.

This policy explains:

- eligibility for a transfer and how Foundation Housing manages such requests;
- the principles of over occupancy and under occupancy.

Definitions

Tenant/s refers to a tenant or tenants on a Residential Tenancies Act tenancy agreement.

Applicant/s refers to a tenant or tenants that have applied for a transfer.

Over occupancy is defined as a household living in a property that does not have enough bedrooms to meet Foundation Housing's bedroom entitlement standard (see Transfer Procedure).

Under occupancy is defined as a household that has one or more spare bedrooms.

Policy

Foundation Housing will:

- Assess transfer applications fairly, honestly, and openly;
- Maintain an up-to-date transfer waiting list;
- Undertake regular reviews of transfer applications to assess ongoing eligibility.

Transfer Application

If a tenant applies for a transfer, Foundation Housing will consider the request as long as, at the time of the application, the tenant meets eligibility criteria for transfer being;

- Tenancy held for at least 12 months.
- No rental arrears or tenant liability debt, or, an agreed repayment plan in place which will clear any debt within six months.
- Home and Garden is maintained in a clean and reasonable condition.
- Tenancy agreement terms are being met.
- No breaches or recordable incidents within the last three months.
- Remain eligible for community housing.



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When Foundation Housing receives an application, a representative will visit within one month to assess the standard of the home and to discuss details of the request. Approved applications will be categorised as follows and listed in date order.

Priority 1:

- Severe disability or chronic disease.
- Severe social need.
- Under occupation.
- Severe overcrowding.
- Foundation Housing asks the tenant to vacate their home for other reasons.

Priority 2:

- Medical need.
- Social need.
- Overcrowding.

Over occupancy and under occupancy

If a tenant's home is under occupied, Foundation Housing can negotiate with the tenant to move them to another Foundation Housing property, in a zone of their choice, which has the number of bedrooms for the household according to Foundation Housing's bedroom entitlement standard.

Offers of accommodation

In order for Foundation Housing to offer a transfer, a tenant at the time of offer, must remain eligible as per the application.

Under special circumstances, Foundation Housing may decide that a transfer offer can be made if the tenant does not meet all of the conditions in the list above.

A reasonable offer of accommodation is considered to be a home of a suitable size in the zone area nominated on the transfer application. Refusal of a reasonable offer may result in withdrawal (permanently or temporarily) of the application.

Appeals

If a tenant does not agree with any of Foundation Housing's decisions or actions, they can appeal against them under Foundation Housing's Appeals Policy.

Relevant Legislation

Residential Tenancies Act 1987 (WA)