

INTERNAL TRANSFER POLICY

Homes for Change Co-operative aim to provide adequate housing for all of their Tenants and will therefore support and assist those tenants who wish to transfer or exchange due to changes of circumstances / housing need.

In either case the tenants:

- must have been resident in the property for one year □ Property must be in a lettable condition
- And must have a clear rent account (no rent arrears)
- Must be fulfilling membership requirements
- Must be leaving the property empty for another tenant

In extreme circumstances – exceptions may be made such as domestic violence, harassment etc.

Tenants wishing to apply for an exchange or transfer who do not meet the above criteria points must send their request in writing marked 'confidential' to the Appeals committee or contact Membership Group to assist with the request if necessary. (Refer to Appeals procedure for guidance)

All Transfer requests meeting the criteria will be assessed as per the waiting list procedure but priority will be given to members within the Co-op and applications will be placed on a separate

Transfer list. **AN INTERNAL TRANSFER WILL NOT BE ALLOWED IF DOING SO RESULTS IN THE CO-OP BEING UNABLE TO OFFER SUITABLE ACCOMMODATION TO AN APPLICANT ON THE EXTERNAL WAITING LIST WHO HAS A HIGHER NUMBER OF POINTS THAN THE MEMBER REQUIRING THE TRANSFER.**

If the Co-operative is unable to assist members with alternative accommodation within the Co-op, nomination and referral methods will be considered.

Exchange applicants should follow the exchange procedure.

If the Co-operative needs a property to be empty for maintenance reasons, the occupant is entitled to an 'emergency internal transfer' and is awarded 500 points. Such an award is gained through recommendation by Membership Group, subject to confirmation from Maintenance Group, for approval by the Management Committee or General Meeting.

exchange procedure

Submit a written request to seek an exchange via Homes for Change office for the attention of membership group.



Allocation officers will then check request against criteria and provide written approval / rejection within 14 days.



Upon receipt of approval to seek an exchange – identify person(s) you wish to exchange property with and obtain exchange proposal form from HFC office.



Complete exchange form with both your own and other person(s) details and submit to HFC office.



Allocation officers will then arrange to interview prospective tenant within 3 weeks of receipt.

EITHER:

Meet membership requirements