

Applying for a transfer



If you are a South Staffordshire Housing Association tenant and want to move to one of our other homes in the area you can apply for a transfer.

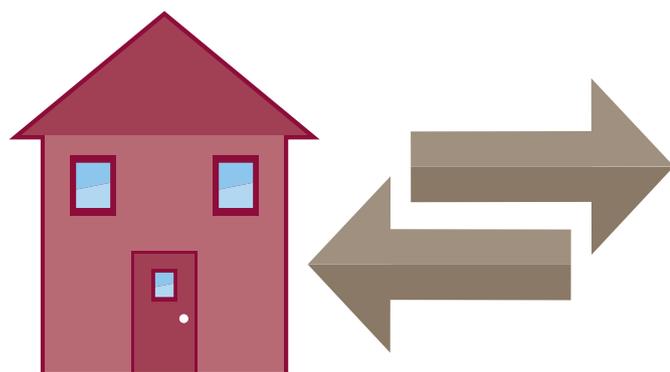
You can't apply for a tenancy transfer if:

- ◆ You have not occupied your current property for at least 24 months
- ◆ You have outstanding rent arrears or other housing-related debt
- ◆ You have court orders for arrears, anti-social behaviour or refused entry for gas maintenance
- ◆ The condition of your existing property has been allowed to deteriorate beyond reasonable wear and tear due to neglect or damaged caused by you, members of your household or visitors to your home
- ◆ You have carried out unauthorised alterations to your home

Certain factors will mean that you have a higher priority for a transfer. For example:

- ◆ Your home is now larger than you need.
- ◆ Your family has grown and your home is now overcrowded
- ◆ Your home isn't suited to your medical needs

There are many individuals and families in need of affordable housing in this area and we know that people often wait a long time for the home they want.



Transfer moves can take a long time and there is no guarantee that you will get the home you want. To speed up the process, you may need to be flexible about your requirements.

Leaving your home in good condition

Before you can complete a transfer your current home must be in a good condition, ready for someone else to move in. This will be determined by a property inspection carried out by a housing officer.

Repairs to empty properties can mean additional delays for people who need that home as well as significant costs to the association. Those are costs which affect all our customers because less of our rental income can be invested in home improvements. That means:

- ◆ Customers miss out on Home MOTs
- ◆ Fewer homes benefit from a new kitchen or bathroom
- ◆ Families don't receive new, energy-efficient boilers and potentially face bigger fuel bills as a result

That is why we are being very clear about the condition that a home must reach **before** we can approve a transfer.

On the following pages you will find the checklist that your housing officer will complete during your inspection. To help you, there is detailed advice about the standard that we expect for everything that we inspect.

You need to ensure that your home meets the standard for everything listed. **Failure to meet the standard in any area will mean that your home will not pass the inspection.**

Meeting the standards to pass the transfer inspection



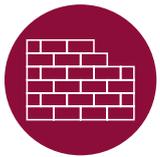
Internal doors

Doors should sit flush in the frame and should show no signs of damage. Door furniture (hinges and handles) should be securely fitted and in working order. If a door has been painted then it should be free from blemishes. There must be no stickers or holes.



Windows

Windows should be unlocked and be able to open and close. Where restrictors are fitted, these should be in working order. Glass should be unbroken and free from stickers. Where it is safe to do so, windows should be cleaned.



Walls

Anything larger than a nail hole should be filled, sanded and painted to match. Wallpaper must be in good condition, without rips, tears or peeling. Television brackets and shelving should be removed and the walls made good. Skirting and windowsills should be intact and free from damage or condensation stains. Walls should be free from graffiti.



Kitchen

Work surfaces, cupboards, tiles and flooring should be free from damage. Sink plugs should be present. Taps should be in good working order, without drips or leaks. Cooker point and fridge present



Bathroom

Baths, where fitted, are undamaged and free from chips. Toilets flush and re-fill. Sanitary ware is secure. Bath and basin plugs are present. Shower curtain rails are secure and tiles are undamaged. Showers fitted by tenants have been removed.



Fire and surrounds

Fires and surrounds, where fitted by the tenant, have been removed and made good.



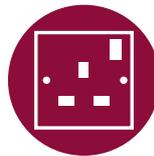
Flooring

All tenant-fitted flooring should be removed. Where carpets are new or in exceptional condition these may be retained at the discretion of the voids and letting officer. Carpets being retained should be a single neutral colour, clean, free from stains or rips and show no threadbare areas. Flooring in kitchens and bathrooms should be clean, secure and free from rips or stains.



Gardens

Gardens should be well maintained and cleared of any belongings. Sheds retained at the discretion of the voids and lettings officer should be in excellent condition and empty. Greenhouses must be removed. Boundaries should be fenced or marked where appropriate. Gardens should be safe and free from holes or trip hazards. Ponds to be filled. Outhouses should be cleared and swept.



Sockets and light switches

Sockets and light switches must be securely fitted and in a safe working order.



Non-standard light fittings

Non-standard light fittings must be removed and replaced with a standard pendant.

Tenancy transfer inspection checklist

Item	Standards		Comments
	Met	Not met	
Internal doors			
Windows			
Walls			
Kitchen			
Bathroom			
Living room			
Flooring			
Gardens			
Sockets and light switches			
Non-standard light fittings have been removed and replaced with a standard pendant			
Cleaning <ul style="list-style-type: none"> ◆ Skirting boards, architraves and door frames are clean and dust-free ◆ Cooker space is clean and is free from grease, food stains or spillages ◆ Toilets are free from staining and lime ◆ Baths and basins are clean ◆ Floors are clean. Where carpets have been removed, underlay has also been removed ◆ Ceilings are clean 			

Signed by tenant Date

Signed by joint tenant Date

Signed by housing officer Date