

# HJALTLAND HOUSING ASSOCIATION LTD

## **TRANSFER POLICY**

1. Applicants to have resided in their property for at least twelve months before a transfer can be considered. If there are exceptional circumstances that warrant relaxation of this rule, then the Director will report the matter to the Management Committee.
2. The tenant must have a clear rent account. If there are exceptional circumstances that warrant relaxation of this rule, then the Director will report the matter to the Management Committee.
3. Priority will be given to tenants overcrowding their current accommodation. Priority will also be given to tenants under-occupying their current home and applying for transfer to a smaller property
4. The transfer must not result in overcrowding or any other breach of existing Association policy. In addition, transfers are likely to be refused where significant under-occupation would result e.g. two bedrooms in excess of required bedroom need.
5. Each house must be inspected, prior to consent being given, to ascertain its condition. Where such inspection reveals unauthorised works to the property, this may require to be reinstated, at the tenant's expense and to the satisfaction of the Association, prior to consent to the transfer being granted.
6. Routine repairs will only be carried out in the normal way by the Association. Where major refurbishment or planned maintenance is programmed, this will be carried out as part of the Annual Programmes in the normal way. A change of tenancy will have no effect on programmed work.
7. It is a requirement that, in giving consent to a transfer, the tenants must reside in their new property for at least twelve months. An application to transfer will be refused if there is reason to believe that the tenant does not intend to reside in the new property for this minimum period.
8. Before transferring, each tenant will be required to terminate their existing tenancy and each shall sign a Tenancy Agreement with respect to the new tenancy.

### **Equal Opportunities**

We will seek to ensure equality of access in our provision of services and we will aim not to discriminate against any groups or individuals on any of the grounds detailed in para. 1.1 of our Equal Opportunities Policy.