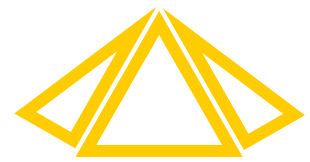


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| <b>Sunbeam House Services<br/>Policy Document</b> | <b>Title: Mutual Transfer Policy (Tenants)</b> |
|   | <b>Effective Date: 01 September 2014</b>       |



## Document Control

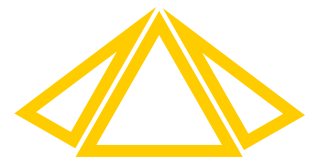
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| Policy Title                       | Mutual Transfer Policy (Tenants)                 |
| Policy Number                      | 005  |
| Owner                              | Housing, Development & Transport Senior Manager  |
| Contributors                       | Housing, Development & Transport Senior Manager  |
| Version                            | 1.0  |
| Date of Production                 | 01 September 2014                                |
| Review date                        | 01 September 2016                                |
| Post holder responsible for review | Housing, Development & Transport Senior Manager. |
| Primary Circulation List           | Shared Drive                                     |
| Web address                        | N/A  |
| Restrictions                       | None   |

## Version Control

| Version Number | Owner   | Description | Circulation |
|----------------|---|-------------|-------------|
| 1.0            | Housing, Development & Transport Senior Manager | Review      | SMT         |

|                                    |                 |
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| Policy No.: 005                    | Revision: 1.0   |
| Page 1 of 3                        | Department: 014 |
| Full Policy ID Number: 014.005.1.0 |                 |

|   |  |
|---|--|
| <b>Sunbeam House Services<br/>Policy Document</b> | <b>Title: Mutual Transfer Policy (Tenants)</b> |
|   | <b>Effective Date: 01 September 2014</b>       |



## 1.0 **POLICY:**

To ensure all tenants of Sunbeam House Services (SHS) properties, whether rented, leased or owned by Sunbeam House Services, are facilitated to transfer between locations depending on changing needs and circumstances.

To provide clear guidance on how applications to mutually transfer will be managed by Sunbeam House Services.

To ensure that all applications to mutually transfer are dealt with in a fair and transparent way.

## 2.0 **SCOPE:**

All tenants of Sunbeam House Services properties whether owned or leased by Sunbeam House Services, where a tenancy agreement is in place. *It should be noted that where Licence Agreements are in place the policy on "Moving Clients" should be adhered to.*

## 3.0 **ROLES & RESPONSIBILITIES:**

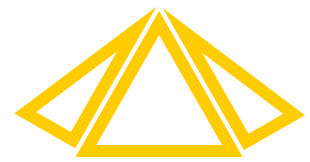
Client Service Managers (CSM) / appropriate identified staff should ensure that all tenants of a property owned or leased by Sunbeam House Service are aware of this policy and put in measures to ensure that this policy is adhered to at all times.

## 4.0 **PROCEDURES:**

- Tenant(s) must request a transfer in writing. A separate request must be made by each tenant(s) involved in the application to mutually transfer.
- All requests should be submitted to the Housing, Development & Transport Senior Manager.
- On receipt of letter, the tenant(s) will be issued a transfer application form for completion. It should be noted that the date of application to transfer will be the dates that this form is returned completed.
- On receipt of the completed application form the tenant(s) will be invited for interview separately to discuss their Housing option.
- A point system is not utilised to determine priority with regard to mutual transfer applications.

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|------------------------------------|-----------------|
| Policy No.: 005                    | Revision: 1.0   |
| Page 2 of 3                        | Department: 014 |
| Full Policy ID Number: 014.005.1.0 |                 |

|   |  |
|---|--|
| <b>Sunbeam House Services<br/>Policy Document</b> | <b>Title: Mutual Transfer Policy (Tenants)</b> |
|   | <b>Effective Date: 01 September 2014</b>       |



- All rents and monies due must be paid in full before any transfer application will be approved. The rent account must be clear for a minimum period of six months.
- A Surrender of Tenancy Form must be signed for the existing tenancy before a new Tenancy Agreement can be signed.
- The applicant(s) must have a minimum of twelve month tenancy of present accommodation.
- The applicant(s), or any residents in the house, must not have engaged in any anti-social behaviour.
- An inspection of the house / apartment will be carried out by Sunbeam House Services staff as part of the application process. If a house/ apartment is found to be in bad repair the tenant will be liable for the costs of the repairs.
- All transfers are subject to approval by the Senior Management Team.
- All applicants must attend for interview as part of the application process.
- Good estate management will be considered when reviewing any application to transfer.
- The applicants must view each others property with a member of Sunbeam House Services staff and sign a declaration stating that they are accepting the houses/apartments in the present condition and will not require repairs or maintenance to be carried out.

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|------------------------------------|-----------------|
| Policy No.: 005                    | Revision: 1.0   |
| Page <b>3</b> of <b>3</b>          | Department: 014 |
| Full Policy ID Number: 014.005.1.0 |                 |