|  |
| --- |
| Name and Address of tenant |

Date

Dear Tenant

**RE REQUEST FOR A TRANSFER APPLICATION FORM**

Thank you for requesting an application form for an internal transfer. Before you can be considered for a transfer you must complete the transfer application form enclosed and return it to Arches Housing in the prepaid return envelope provided.

It may take a while for a property that fits your needs to become available. There is often lots of demand for certain types of property, so please be patient as you wait for suitable properties to become free. When a property is ready for you to consider, a member of our lettings team will be in touch with you.

Please be aware that when considering transfer applications Arches Housing take into account issues such as rent arrears and anti-social behaviour. In most cases, we will not consider an application where there are outstanding issues.

If you need any extra help filling in this transfer application form, or if you have any further questions about the transfer process, please telephone the Arches Housing office on **0114 2288100** and our staff will be happy to help you.

Yours sincerely,

Mr Marcus Palmer

Arches Housing



**Office use only**

Received / /

Reviewed / /

App Ref \_\_\_\_\_\_

**Transfer**

**Application**

**Form**

|  |
| --- |
| **About You** |
| Title: First Name: Surname: |
| Date of Birth: NI Number: |
| Current Address: |
| Home Phone Number |
| Work Phone Number |
| Mobile Phone Number |
| Email Address |

|  |
| --- |
| **Equality and Diversity Monitoring** |
| Please tick your Ethnic Origin   |  |  |  |  | | --- | --- | --- | --- | | White - British |  | Black or Black British - African |  | | White - Gypsy/Romany/Irish Traveller |  | Black or Black British - Caribbean |  | | White - Irish |  | Black or Black British - Other |  | | White - Other |  | Mixed Other |  | | Asian or Asian British - Bangladeshi |  | Mixed White & Asian |  | | Asian or Asian British - Chinese |  | Mixed White & Black African |  | | Asian or Asian British - Indian |  | Mixed White & Black Caribbean |  | | Asian or Asian British - Other |  | Arab |  | | Asian or Asian British - Pakistani |  | Other (Please state) |  | |
| What is your gender?   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Male |  | Female |  | Transgender |  | |
| What is your first language? |
| What is your sexual orientation   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Heterosexual (Straight) |  | Gay/Lesbian |  | Bisexual |  | Prefer not to say |  | |
| Please tick your nationality   |  |  |  |  | | --- | --- | --- | --- | | UK national resident in UK |  | Poland |  | | UK national returning from overseas |  | Refused |  | | Bulgaria |  | Romania |  | | Czech Republic |  | Slovakia |  | | Estonia |  | Slovenia |  | | Hungary |  | Other European Economic Area country |  | | Latvia |  | Any other country |  | | Lithuania |  | Unknown |  | |
| What is your religion? |

|  |
| --- |
| **About Others That Will Be Moving With You** |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Title | 1st Name | 2nd Name | M/F | DoB | Relationship to you | Ethnic origin | Employment status | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |   Who else will be moving with you? |
| Has anyone in your household ever served in the British Armed Forces?  If yes, who? |
| Is anyone in your household pregnant? If yes who?    What is the baby’s due date? |
| Do you consider any member of the household to be disabled?  If yes please detail below.  Name  Details of disability  Name  Details of disability  Name  Details of disability  Name  Details of disability |
| Does anyone in the household have any specific needs in regards to any of the following?   |  |  | | --- | --- | | Requires fully wheelchair accessible housing |  | | Requires wheelchair access to essential rooms |  | | Requires level access housing |  | | Requires adaptations relating to a visual impairment |  | | Requires adaptations relating to a hearing impairment |  | | Other disability related requirements |  | | No disability related housing design or adaptation requirements |  | | Don’t know |  | |
| Do you consider any of your household to be vulnerable?  Name  Details of vulnerability  Name  Details of vulnerability  Name  Details of vulnerability  Name  Details of vulnerability |
| If you answered yes to any question in this section, please provide contact details of your GP.  Name  Surgery Address  Contact Number |
| Does any member of your household have a criminal conviction (Please include spent convictions)? Please specify below.   |  |  |  |  | | --- | --- | --- | --- | | Name | Date | Offence | When served? | |  |  |  |  | |
| Does your household require a translator?  If yes, what language? |

|  |
| --- |
| **Other Information** |
| Do you have any pets? If yes, how many and what pets are they?  Please be aware, Arches Housing do not allow cats or dogs in flats with communal access |
| What is the household’s net weekly wage after tax? |
| How much does the household receive each week in benefits (except child, housing and council tax benefits)? |
| Do you have a bank account? If yes, which bank or building society is your account with? |

|  |
| --- |
| **Your Housing Needs** |
| Which areas would you like to move to?   |  |  |  |  | | --- | --- | --- | --- | | Burngreave / Ellesmere |  | Brightside |  | | Pitsmoor / Woodside |  | Attercliffe / Darnall |  | | Fir Vale / Page Hall |  | Tinsley |  | | Firth Park |  | South Sheffield (Netheredge, Meersbrook, Heeley) |  | | Grimesthorpe |  | Middlewood / Wadsley |  | | Wincobank |  |  |  | | Other (Please state) |  |  |  | |
| What type of property would you like to move to?   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | House |  | Bungalow |  | Ground Floor Flat |  | Upper Floor Flat |  | |
| How many bedrooms would you like? |
| What do you consider to be the main reason for wanting to move?   |  |  |  |  | | --- | --- | --- | --- | | Permanently decanted from another property owned by this landlord |  | Property unsuitable due to overcrowding |  | | Domestic violence |  | Under occupation |  | | (Non-violent) relationship breakdown with partner |  | Property unsuitable because of ill health or disability |  | | Asked to leave by family or friends |  | Property in poor condition |  | | Racial harassment |  | Can’t afford rent |  | | Other problems with neighbours |  | To move closer to family, friends or school |  | | To move nearer to work |  | To move to independent accommodation |  | | To move to accommodation with support |  | Other |  | |  |  | Don’t know |  | |
| Are there any other reasons for you wanting to move? |

Arches Housing is committed to creating stable and secure communities for people to live in without the fear of suffering harassment or nuisance from their neighbours.

In order to support this aim, Arches Housing may make enquiries with local agencies and your permission is requested to carry out these enquiries (if appropriate) by signing this form. These agencies **could** include: Previous Landlords, Doctors, Building Societies, Probation Services, Employer, DSS, Social Services or Police

Please be aware that if it is found that information provided in this form is not true, this application may be cancelled and any tenancy granted could be revoked by the courts.

“I hereby authorise Arches Housing to make any necessary enquiries before offering me a tenancy. I understand that this may involve the divulging of information covered by the Data Protection Act and I am aware that this may involve Arches Housing contacting various agencies (as appropriate) on my behalf.

I further declare that the information and details I have provided in this application form are true to the best of my knowledge. I am also aware that if any information in this application is found to be false it may result in the cancellation of this application and the loss of any tenancy gained from it.”

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TRANSFER AGREEMENT**

I have applied to transfer to another Arches Housing property and understand that I must agree to the following for any transfer to proceed:

* I will pay any outstanding rent arrears and other charges that I owe to the organisation
* I will not have had an Anti-Social Behaviour complaint made against me for a minimum of 12 months
* I will ensure that the gas and electric meter cupboard doors are in good order
* I will ensure that all electrical fittings are clean and in good order
* I will ensure that all internal doors are in good order
* I will ensure that all kitchen units and fittings are cleaned and in good order
* I will ensure that all bathroom fittings are clean and in good order
* I will ensure that all windows and frames are clean and in good order
* I will ensure that all my personal items are removed from the inside and outside of the property and disposed of
* I will ensure that the decoration of the property walls and ceilings is good
* I will ensure that all the property is left clean and tidy

I agree to meet the conditions of the above criteria and understand that where, in the opinion of Arches Housing, I have not met the above criteria, my application will be cancelled or I will be re-charged for work done by Arches Housing to bring it up to standard.

Signed: ……………………………………... ………………………………………… ………………………..

(Tenant) (Print Name) (Date)

…………………………………….. ………………………………………… …………………………

(Joint Tenant) (Print Name) (Date)