



Internal Transfer Application Form

Please read this before filling in this form: If your situation changes, you must let us know -

- You need to fill in this form if you are looking to move from one property owned or managed by the Co-op to another property also owned or managed by the Co-op. If you are doing a mutual exchange you do not need to fill in this form.
- If you need to move, you should realise that the Co-op has a limited number of vacant properties, and it may be a while before you are made an offer. Other possible routes for finding another property are looking for a mutual exchange through the national register, application to another Co-op or to Lewisham Council, looking for a private rented flat, purchase of a property using homebuy (an interest free loan), shared ownership schemes and in certain very limited circumstances nomination to another housing organisation through the HOMES scheme. Talk to the office if you wish to get more advice.
- To qualify for a transfer you need to have been living where you are for 1 year. You should normally have no rent arrears at the time when an offer is made to you.
- This form will be read and your application initially prioritised on the basis of what you have written here. You do not have to show any reason to wish to move, other than a wish to be in a different property. Your application will be of a higher priority if you show us that you have a need to move. We prioritise applicants on the basis of 2 main criteria, **housing need** and **ability and desire to participate in the running of the co-operative**. When this form is considered by the Housing Management and Maintenance Sub-Committee your application (if accepted) will be prioritised in comparison with those already on the transfer waiting list for the size of property. At a later date your priority may be reduced if other later applicants are considered to have a higher priority than you. The list is also reviewed every 3 months, and priorities may change if circumstances (or participation) changes.
- You must give us as much information as you can about your current situation and why you wish to move, so that we can compare your need for housing with that of other transfer applicants.
- We cannot guess what you do not write down on this form, so be as detailed as you are able. We may ask you to provide proof of some of the things that you tell us in the form of doctor's or police reports for example. You may be asked for an interview if the committee is not clear about any issues that you raise.
- This application form is normally considered in the confidential section of the Man Com. meeting. This is the section with only committee members present. Staff and committee members will read what you have written, and they have a duty of confidentiality for any personal information. By filling in this form you are giving your consent for some of the information to be stored on the Co-op's computer system. (If you object to this please let us know in a separate letter.)
- Please be sure that you qualify for the size of accommodation for which you are applying. If you ask us for housing for 2 adults, we will normally allow you to apply for a 1 bedroom flat or a bedsit. We operate certain rules about over occupying (overcrowding) or under occupying flats. For details of these rules read the enclosed allocations and transfer policies. Make sure that your application qualifies you for that size of property, or it will be rejected. Applications which, for medical reasons ask to occupy extra space, or to restrict the type of property which you will accept, will need to be accompanied by a separate doctor's letter. The rules for when children will be allowed separate rooms are set out in the allocations policy. So are the rules about children or others who do not live with you all the time. Please read these before applying.
- We will ask you to supply what proof you are able of the proportion of time that children spend with you. Please remember that you may be asked to demonstrate the truth of what you have written on this form by supplying written or documentary evidence.
- You will receive one offer of alternative accommodation which fits the criteria that you have specified. If you refuse it, you will normally be removed from the transfer waiting list, and you will be able to re-apply in 12 months time.

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1. About you and who will be living with you

	Full Name	Date of Birth	Gender	Relationship	Currently living with you?	Joint Tenant?
You						
1						
2						
3						
4						
5						
6						

2. If anyone listed above will not be living with you at your home full time please give details below:

If you have not mentioned anything in this question we will assume that everyone above is living with you full time. If you have given details you will have to supply as much proof as you are able of the truth of what you have said. You can supply this proof later if you wish

3. Do you or anyone living with you suffer from any disability which may restrict the type or size of housing which you are able to accept? Yes No

If yes please give details of **the disability** and the **type of property** which you would **not** be able to accept:

You will be asked to supply a doctor's letter supporting your application, but you can send this in later.

4. Do you or anyone living with you have any pets?

Yes No

If yes please give details:

5. Do you or anyone living with you own or have use of a car or motor vehicle?

Yes No

6. Have you lived at your present accommodation for 1 year?

Yes No

If "no" please give details of special reasons why you think that you should be allowed to transfer.

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Information that we will use to check that our transfers are fair

We ask you to fill in this page of the form so that we can check if we are treating everybody equally

This page will be separated from the remainder of the form after it has been received and recorded.

The information on it will not be available to anyone involved in the selection of the waiting list and will be kept for monitoring purposes only.

If you choose you may leave this form blank. It will not affect your application in any way.

We would encourage you to fill it in so that we can check whether there is any bias in the way that we let our flats and houses

Would you describe yourself as :

Asian	<input type="checkbox"/>	Black	<input type="checkbox"/>	Disabled	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	White	<input type="checkbox"/>	Not disabled	<input type="checkbox"/>
African	<input type="checkbox"/>	Other	<input type="checkbox"/>		
South-East Asian	<input type="checkbox"/>	Mixed	<input type="checkbox"/>		
British/European	<input type="checkbox"/>				
Irish	<input type="checkbox"/>				
Other	<input type="checkbox"/>				
Combination	<input type="checkbox"/>				

Please tick one box from each column

What to do if you are not satisfied with the way that you application has been dealt with

We try to treat all members fairly according to our policies, and to resolve problems as simply as possible. Our resources are limited and we must allocate them fairly. This means that everyone cannot always get result that they want. If you think that you have been unfairly treated:

You may attend the meeting at which your application is first considered, and you may speak (subject to the chair's right to control the meeting). You may bring an objection to any H.M.&M meeting if you are removed from the waiting list.

If you are not satisfied with the decision of the H.M.&M. you may request that the matter be considered at the Management Committee if you think that the policies have not been followed or if the decision was unjust due to partiality or you did not get a fair hearing.

You may use the Co-operative's complaints procedure if you think that you have been unfairly treated.

If this does not produce a satisfactory solution, you may contact the Housing Association Ombudsman, or take legal advice.

For Office use only		Reference	
Size of property applied for		Date received	
Accepted?		Date of offer?	
Set as what priority on what list?		Accepted?	

