



## 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 H.M.&M. 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?
<b>You</b>						
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						

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.**

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

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About your current housing situation.

8. I am currently living in:  a house  a flat  a bedsit

9. In my present accommodation I have:

Room	Exclu- sive use	Shared with others	Number or Size	Room	Exclu- sive use	Shared with others	Number or size
Bedroom				Kitchen			
Living Room				Toilet			
Bathroom/shower				Storage space			
Garden				Other			

10. I would describe my current accommodation as:  in good condition  Reasonable repair  Bad condition

11. What are the reasons why you wish to move from your present accommodation?

12. About what you are looking for, and what you would accept

Please let us know what your ideal property will be, and if you will refuse a particular type of property. We will try to take this into account your ideal property when we make offers. You will be restricted in terms of the size of property which we may offer you by the allocations and lettings policies. You will be restricted in the area and property type by the fact that the Co-op only has a small number of vacancies each year. **If you indicate below that you would be unwilling to accept a certain type of property, you will not be considered for an offer if such a property comes up and it will be offered to someone else.** Subject to these restrictions, if a property of the size and type that you are looking for is offered to you and you refuse it, you will be dropped from the transfer waiting list for 12 months, and will have to re-apply.

Ideally I would like a  a house  a flat  a bedsit with  bedrooms  
 On the  basement  ground floor  first floor  any floor  
 I would  would not like  access to  exclusive use of a garden  
 The property should have  full central heating  adequate space heating  
 I would ideally like to live in the area of

*College*

*New Cross  
Brockley Cross  
Lewisham*

Also.....

I would **not** accept a property if it was: A.  a house  a flat  a bedsit with less than  bedrooms  
 B. On the  basement  ground floor  first floor  above first floor  
 C. If it had  no garden  shared garden  
 D. If it did not have full central heating   
 E. If it was in the area of  New Cross

**13. PARTICIPATION PLAN**

- You are required to make a plan showing how you will participate in the Co-op during the period whilst you are waiting for an offer of a transfer.
- The simplest form of participation is to attend at least one meeting per month. Each meeting lasts about one and a half hours. We will be happy to listen to your suggestions as to other ways that you can benefit the Co-op.
- The only restrictions on this are that your idea will help with the Co-op's work and/or foster the community of the Co-op
- This participation must also be able to be monitored. We need to be able to tell if you are carrying out the activities that you said that you would. If you are not doing so we will write to you and tell you that you will be removed from the transfer waiting list if you do not participate. If you still do not participate you will be suspended and then removed from the list.
- Some ideas for participation are: Helping with the Co-op newsletter, Working in the office, organising social events, parties or outings, doing surveys or research for Co-op projects or satisfaction surveys, attending local and national conferences and forums, visiting other Co-ops and bringing back ideas, doing minor maintenance jobs, Drafting policies or handbooks, typing, website design, facilitating skill sharing inside the Co-op..... anything which uses your skill and time for the Co-op's benefit. For more ideas, or an idea as to what is needed at the moment, talk to the office and see the participation policy.
- Please write your participation plan below. We expect a minimum time commitment of about an hour and a half a month and expect the participation to last for at least 12 months.

14. Do you currently owe the Co-op any arrears of rent?                      Yes                      No  
If "yes" please give details of how you intend to reduce them to less than 2 weeks by the time that an offer of a transfer is made to you, or why you believe that there are special reasons that you should be permitted to be made an offer despite your arrears. If they are due to housing benefit delays or errors, please supply evidence of this.

Date:

Signature: