

TRANSFER SUPPORT SCHEME FOR PARTNER RSL TENANTS

Procedure

1. Introduction

Brighton and Hove has a limited supply of family sized accommodation and properties adapted to be wheelchair accessible. To ensure best use of the social housing stock across the city the council we are providing transfer advice and support to RSL (Registered Social Landlords) partner tenants through the Transfer Support Scheme.

Under this scheme RSL partner tenants who are giving up these types of accommodation are given the highest priority for rehousing in the allocations scheme (Band A) and the advice and support from our dedicated Specialist Caseworker.

For more information, please contact the Homemove Team on 01273 294400 (please select option 1) or e-mail TransferUnderoccupying@brighton-hove.gov.uk

2. Eligibility

The Transfer Support Scheme (TSS) is available to tenants who meet the following:

- Have held an Assured Tenancy with their RSL for a year or more.
- Occupy a general needs family property or a wheelchair accessible property

In this context a property suitable for a family is classified as a two bedroom flat or a two, three, four, five, six or seven bedroom house.

- Or tenant's who occupy a property that has been adapted for wheelchair access.
- Agree to transfer to smaller accommodation that meets their needs, or non-adapted property, and provide vacant possession of their present home.
- Have a clear rent account or have an agreement in place to clear arrears with your Housing association.

3. Incentive Payments

Any incentive payment will be managed by the RSL and **not** Brighton and Hove City Council. If you have any questions about a possible payment you may be eligible for please contact your RSL for further information.

4. Applications & Assessment

Transfer applicants must complete a Joint Housing Register application form (JHR) and Transfer Support Scheme Application Form available from Homemove, Bartholomew Square. Homemove can be contacted on 01273 294400, Option 1.

Application forms are also available from any council housing offices in Brighton and Hove.

Once a transfer applicant has been accepted onto the scheme they will be given a Band A priority by the Homemove Team with details of the size of property they are eligible for. Applicants will then be able to 'bid' for available properties in the Homemove magazine. Full details of the scheme are available at www.homemove.org.uk

Partner RSL Transfer Support Scheme (TSS)

Application Form

Please complete in block capitals; further information about the scheme can be obtained from the policy, available from our website. **A Joint Housing Register application form will also need to be completed.** If you are interested in senior housing please complete a support needs form. If you want us to assess your application because you have mobility issues please complete a mobility form. These can be obtained from Homemove or your housing office. Supporting evidence from a doctor, occupational therapist or professional body will need to be provided to support your application.

ABOUT YOU AND YOUR HOUSEHOLD

Your full name	
Present Address	
Telephone number	
Date of Birth	
Mobile & e-mail	
Are you a joint tenant	No: Yes : Name of joint tenant

HOUSEHOLD DETAILS

Last Name	First Names	Male/ Female	Date of Birth	Relationship To You	Moving With You ?	
					Yes	No

HAVE YOU?

Completed a housing application?. This is a requirement when moving through the scheme.	
Notified your Housing Association that you wish to move through the scheme (we will require a reference from them to confirm you are eligible to move through the scheme.	

DO YOU?

Want to move to smaller accommodation?	
Do you have a joint tenancy	
Want to move from your wheelchair-adapted property? Please give details of all adaptations.	

YOUR PRESENT ADDRESS

Do you have a separate dining room	
Is there a garden?	
Do you live in a house, a flat or a bungalow	
Please give details of any adaptations	

WHAT FACILITIES DO YOU NEED?

Sheltered Housing for the elderly	
Do you have any mobility issues?	
Can you manage stairs?	
Is there any other information which would help us with your application?	

INCOME AND SAVINGS (for each household member)

	YOU	YOUR PARTNER	ADULT CHILD
Gross monthly income	£	£	£
Savings	£	£	£

SUPPORT

Please give details of any support you currently receive

Do you require any specific support from the Transfer Support Officer to help you on the process?

EQUAL OPPORTUNITIES AND FAIRNESS

Brighton & Hove City Council operates policies to ensure that everyone who applies for housing is provided with a service that is relevant to their needs. In aiming to provide a housing service that is accessible to all applicants, landlords recognise that racial discrimination and disadvantage means that services must be monitored to ensure these are provided fairly. By giving the following information, you will help us to make sure that these policies are working properly. The information you give will be confidential.

It is important that you complete this section.

Please indicate what you consider to be your ethnic origin by ticking the appropriate box

White	
British	
Irish	
Any other White background	
Mixed	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other mixed background	

Black or Black British	
Caribbean	
African	
Any other Black background	
Chinese or Other Ethnic Group	
Chinese	
Any other Ethnic Group, please	
Specify.....	

Asian or Asian British	
Pakistani	
Bangladeshi	
Indian	
Any other Asian background	

DECLARATION

I have read and understand the Transfer Incentive Scheme Policy. I understand that any Housing Related Debts, Rechargeable Repairs or Court Costs will be deducted from any incentive payment. I understand that if I have provided false information in my housing application my incentive payment may be withdrawn. I understand that if I am granted a tenancy because I have given false or misleading information, or because of information I have not given then that tenancy may be terminated and I may have to pay a fine of up to £5,000 under Section 214 of the 1996 Housing Act.

Signature Date

NOTE: we are unable to make an offer until we know that the property will be unoccupied when your tenancy ends.

Please send this completed form to: Homemove Team, 1st Floor Bartholomew House, Bartholomew Square BRIGHTON, BN1 1JP. Alternatively you can complete this form online at www.homemove.org.uk

SUPPORTING INFORMATION REQUIRED

Proof of Local connection

- Proof that you have been **resident in Brighton & Hove for the past 5 years**

Proof of savings and income (for each household member) -

- Proof of your household income, savings for the entire household e.g. a list of incomes for each adult household member and evidence such as:
 - a recent full 3 month bank statement from each account held,
 - benefit letters for each benefit claimed,
 - payslips.
 - if you are on Universal Credit, please provide us with your full **print-out statement** (if you do not have access to a printer you can print this out in our local job centre)
- Proof of investments for all household members
 - if you have any investments please provide applicable form of proof ie premium bonds etc.

Proof of identification (all documents below need to be provided for each household member)

- A recent printed or digital photo e.g. from a photo booth or taken with your phone (For any household member over 18 years old).
- Proof of National Insurance Numbers (For any household member over 16 years old)
- Photocopy of valid: passport, birth certificate or driving licence. (For all household members)

Proof for children (if relevant)

- Under 18
 - Confirmation that the child(ren) live(s) with applicants. Up-to-date full letters of proof for child benefit or child tax credits with the child(ren)'s name(s) on,
 - photocopy of a birth certificate,
- Adult Child
 - Confirmation of adult child's identity
 - a Letter from the adult child stating that live with the applicant and wishes to be re-housed with the applicant permanently.
 - Proof that adult child has been resident with the applicant for at least 6 months e.g. current bank statements or utility bills,

Medical/Mobility evidence (if relevant)

Should you choose to commit to any costs in order to provide supplementary medical information these will not be reimbursed by the service.

- Please complete the enclosed medical/mobility forms if you require a mobility and medical assessment
- Proof of diagnosis, medication and treatment that you currently receive. Any recent reports regarding your medical needs
- Recent 'Patient Summary'. You can ask the receptionists at your GP's surgery for this. This is a print-out summary of your history and diagnoses, and should be provided free of charge.
- Reports or assessments regarding your mobility levels from any professionals who are involved within your care. e.g. from Occupational Therapists, Physiotherapist or any other reports such as a walking aid assessment. If you have been assessed to use a wheelchair/electric scooter, we need proof of when you have been assessed to use it e.g. for outdoor use only or full-time.

Sheltered Housing (if relevant)

- Please complete the enclosed Support Needs Self Assessment Form - if you feel you will benefit from living in older people's housing (sheltered housing +55)

Extra bed for carers (if relevant)

- Proof to have been formally assessed for permanent over-night care.
- Provide evidence that overnight care is required. This must include a care assessment from Adult Social Care at Brighton & Hove City Council.

Applicants with convictions (if relevant)

- Details of all unspent convictions, when and where the offence took place and the sentence received, plus details of any exclusion zones or non-molestation orders. Contact details of Probation Officer.

