

HFI Policy

Assessment of Transfer Applications

Author: Paul Byer
 Department: Service Development Team
 Approved by: Lesley Bugg
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Introduction

A transfer is when a tenant currently living in a council, Housing Association or TMO property wishes to transfer to another property. The reasons for this may be that their property has now become too small or large for them but also emergency reasons such as fire, flood, disrepair or violence.

Transfer applications are assessed by Homes for Islington (HFI), the Arms Length Management Organisation (ALMO) managing Islington's council housing stock.

Housing allocation is a service that is provided jointly by London Borough of Islington (LBI) which is responsible for the Housing Allocation Scheme, and Homes for Islington(HFI), the ALMO which manages council housing in the borough.

All rehousing applications, including transfers, are assessed according to the LBI Housing Allocation Scheme. Details of the Housing Allocations Policy, LBI's Guide to Housing and other useful forms and leaflets are located on the LBI website.
<http://www.islington.gov.uk/Housing/FindingAHome/>

LBI and HFI have agreed responsibilities and procedures in relation to the rehousing register and allocation process through a service level agreement.

Scope

This policy relates to transfer applications. The table below demonstrates the split in responsibilities through the transfer and re-letting process.

Part of Process	Team Responsible
Assessment	HFI – Transfer Team – Highbury House HFI – Area Housing Offices(AHO)
Allocation Implementation of Choice-Based Letting (CBL) scheme	LBI – Rehousing Team – 38 Devonia Road, London, N1 8UY
Re-servicing and reletting empty properties	HFI – Area Offices

Policy

Many tenants would like a transfer but we cannot help everyone, as council housing is in short supply. So priority points are given to tenants who have urgent reasons for moving. These include where:

- there are serious medical problems which are adversely affected by the current housing
- major repairs or improvements are planned by us and you need to move out for these – We refer to this as a “major works transfer.”
- a tenant’s home is too large for them – This is referred to as “under-occupation.”
- tenants are under threat of violence or serious harm – A transfer in this case is called a “management transfer.”

Eligibility

A secure tenant with a clear rent account is entitled to apply for transfer.

Rent Arrears

As a general rule tenants who have rent arrears are not agreed for rehousing and will not be assessed. Any tenant with arrears should talk to their Income Recovery Team to discuss paying them off.

Common pointing scheme

Islington participates in the allocation policy operated by the North London Sub-Regional boroughs and this includes a common pointing scheme. Transfer applications are assessed under this scheme.

Time-scales for implementing housing transfer

HFI will ensure that the properties we manage are made available for letting as quickly as possible. We will aim to carry out an initial assessment of applications for transfer within 5 working days. Sometimes we will need to obtain more information from the applicant, the area office or other agency or department. We will tell the applicant if the assessment is going to take longer. Once the application has been assessed the applicant will be sent a letter telling them how many points they have been awarded and if entitled details of the bidding process.

Choice Based Lettings

All offers of housing in Islington are made using to a Choice-Based Letting scheme called Home Connections. Details available on the LBI website – including a link through to the Home Connections website.

<http://www.islington.gov.uk/Housing/findingahome/housingregister/homeconnections.asp>

Applicants with 120 points or more are eligible to bid for properties advertised on Home Connections.

Accepting a Property



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When a new tenancy is accepted the transferring tenant is expected to ensure that all keys are returned to the area office by mid-day on the Monday of termination. The property is left clean, clear of rubbish and belongings, and in good repair and with no-one left living in the property. A recharge or legal action may result if this is not followed.

Appeals

Appeals against the level of points awarded for a transfer application should be sent to the Transfer Manager, Homes for Islington, Highbury House, 5 Highbury Crescent, London N5 1RN. Via email to transfer.team@homesforislington.org.uk

Equality and Diversity

Housing allocation is monitored annually to ensure it reflects local housing need. We ensure, whenever possible, that our policies incorporate the needs of our tenant population.

It is the policy of HFI to assist and enable all tenants who need help to access this service. We will arrange for translation or interpretation services or provide documentation in other formats if required. We will arrange to visit you at home if you are unable to attend an office appointment, e.g. to complete forms.

[Link to Interpretation and Translation Services on HFI website.](#)

Health and Safety

Homes for Islington staff may be required to visit a tenant in their home to verify details of a transfer application. Staff must ensure their safety and will follow HFI's Health & Safety Procedures. Sometime this may mean visiting with a colleague or asking the applicant to come to the area office.

Legal Framework

Housing Act 1996 Pt VI as amended by the Homelessness Act 2002.

Review Period

This policy will be reviewed after 3 years.