



improving housing through partnership



Transfer Team
Highbury House
5 Highbury Crescent
London, N5 1RN
Tel: 020 7527 4140
Fax: 020 7527 4000

TRANSFER APPLICATION FORM

for current Islington Council tenants

Applicant name:.....
Applicant address:.....
.....



Office use only

Date received by Transfer Team

Application number
Date registered
Tenant number
Property number

Filling in this form

Please read the form carefully before you fill it in. If you need help to complete this form you can ask staff at your Area Housing Office to help you. If English is not your first language, you can ask for help from a translator – see the back of this form.

Leaflets are also available on our housing Allocations Policy, housing options such as Mutual Exchange, Under-occupation, moving out of London and other connected subjects. These leaflets may be on display in your local Area Housing Office. They are also available from the Rehousing Enquiry Service on 020 7527 4140.

What happens next

You will need to provide documents to prove:-

- ◆ your identity
- ◆ the identity of the people in your household
- ◆ that you have custody or legal guardianship for any children on the form
- ◆ that you live where you say you do

We also need to make sure that your immigration status does not prevent us from giving you a tenancy.

We will also check whether you have registered with us for housing before, whether you owe rent from another tenancy, and whether you have been evicted before.

Finally we will enter the details from your form onto a computer. When the assessment of your circumstances has been completed, we will send you a letter explaining the result of that assessment.

Changes in your circumstances

If your details change – for example, you have a child – you should let us know as soon as possible. If you do not, we may offer you an unsuitable property. We can only assess your circumstances based on the information you have given us.

It is also important that you let us know of any changes that would affect your priority for housing. If you accept a tenancy that we have offered, based on false information provided by you, we may take you to court.

If we make you an offer of housing, we ask you to provide certain proof. This proof will show us whether your circumstances have changed.

Is all this necessary?

It may seem that we have a lot of checking to do. You may feel this is unnecessary and is delaying your registration, and that we do not trust you. However, we need to make sure your details are correct so that:

- ◆ the people in most need are housed first
- ◆ the properties are suitable for the people we offer them to
- ◆ we obey the law

Eligibility for accommodation

Your application will be assessed under the criteria of the current Allocations Policy. When the assessment is completed, we will write to you to let you know how many points have been awarded to your situation. Each application is awarded a level of points based on the information provided.

If you are eligible to be considered for a transfer, you will be provided with details of how to find a new home using the councils Home Connections scheme.

Unfortunately we cannot help all applicants who want to move home. People with a very low points award may need to consider alternative options. A useful source of information is the Choices – Housing Options Toolkit, which can be obtained from your Area Housing Office.

Transfer Application

Please answer all your questions in block capitals and black pen.

Section 1 – Your details and details of other people to be housed with you

Question 1

Your surname	
Other names	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	
Male <input type="checkbox"/> Female <input type="checkbox"/>	
Date of birth / /	
National Insurance number	

Question 2

Your current home address, including the name of your estate (if any) and the postcode.

FLAT NO:	STREET NO:
BLOCK NAME:	
STREET/ROAD NAME:	
ESTATE:	
POST CODE:	PHONE NUMBER:
When did you move here? / /	

Question 3

Address you would like us to send all letters to (if different from above).

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Question 4

If you have given an address other than your home address for us to write to, please tell us why we should not send letters to your home address

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Question 5

Do you use, or are you known by any other name? If "Yes" please give details.

Question 6

Islington is an equal opportunities borough. It would help us to monitor our service if you answer the following questions. How do you describe yourself?

Black or Black British	African <input type="checkbox"/>	Somali <input type="checkbox"/>
		Eritrean <input type="checkbox"/>
		Nigerian <input type="checkbox"/>
		Ghanaian <input type="checkbox"/>
	Caribbean <input type="checkbox"/>	
	Any other black background <input type="checkbox"/>	
White	Irish <input type="checkbox"/>	
	British <input type="checkbox"/>	
	Greek/Greek Cypriot <input type="checkbox"/>	
	Turkish/Turkish Cypriot <input type="checkbox"/>	
	Kurdish <input type="checkbox"/>	
	Any other white background <input type="checkbox"/>	
Asian or Asian British	Bangladeshi <input type="checkbox"/>	
	Indian <input type="checkbox"/>	
	Pakistani <input type="checkbox"/>	
	Any other Asian background <input type="checkbox"/>	
Mixed	White & Asian <input type="checkbox"/>	
	White & Black African <input type="checkbox"/>	
	White & Black Caribbean <input type="checkbox"/>	
	Any other mixed background <input type="checkbox"/>	
Chinese or other ethnic group	Chinese <input type="checkbox"/>	
	Filipino <input type="checkbox"/>	
	Vietnamese <input type="checkbox"/>	
	Any other ethnic group <input type="checkbox"/>	

Are you pregnant?

If yes, when is the

Are you an Asylum

If yes, you must att

Question 7

Do you require an interpreter? Yes No

What is your first language?

Please answer the following questions for other people you want to live with you. You will need to provide proof of the identity of the people listed here.

Question 8

Surname	First name	Male or female	Date of birth	What is their relationship to you?	Ethnic origin (use descriptions on previous page)	Is this person an Asylum Seeker?
			/ /			YES / NO
			/ /			YES / NO
			/ /			YES / NO
			/ /			YES / NO
			/ /			YES / NO
			/ /			YES / NO
			/ /			YES / NO
			/ /			YES / NO
			/ /			YES / NO
			/ /			YES / NO

Question 9

If someone on this application does not currently live with you, please answer the following:

Name	Current address	Reason they do not live with you now

Section 2 – About your household and accommodation

Question 1

Are you registered on another council's housing list? Yes No

If yes, which borough have you applied to?

Question 2

Has anybody currently living with you made their own application to Islington Council for housing?

YES / NO Name Application No

Question 3

What type of property do you live in?

Flat in a small block <input type="checkbox"/>	House on an estate <input type="checkbox"/>
Flat in a conversion <input type="checkbox"/>	House on a street <input type="checkbox"/>
Flat on an estate <input type="checkbox"/>	Bungalow <input type="checkbox"/>
Maisonette in a small block <input type="checkbox"/>	Other (please give details):
Maisonette in a conversion <input type="checkbox"/>	
Maisonette on an estate <input type="checkbox"/>	

Question 4

What floor do you live on? If you live on more than one level, please tell us the level where your own front door is.

What floor level do you live on?	
Is your property on more than one level?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a lift? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is it reliable? Yes <input type="checkbox"/> No <input type="checkbox"/>

Question 5

If you or someone moving with you owns or rents any other property, please give their details here.

Surname	First names	Rent or own?	Address of property	Landlord details

Question 6

How many double bedrooms are there in the property?

How many single bedrooms are there in the property?

Do you have a separate dining room?

Yes

No

Question 7

Where do people usually sleep ?		
	Who sleeps in which room?	
	Name	Room Type
Bedroom 1		DOUBLE / SINGLE ROOM
Bedroom 2		DOUBLE / SINGLE ROOM
Bedroom 3		DOUBLE / SINGLE ROOM
Bedroom 4		DOUBLE / SINGLE ROOM

Question 8

If anyone does not sleep in a bedroom, please tell us where they usually sleep.

Surname	First names	Where they sleep

Section 3 – Medical need

NB: Ground floor flats and properties that we can adapt for applicants who need mobility standard accommodation are in very short supply. The council will ensure that the few properties that do become available are offered to those people in most need of them. Applicants will be selected for these properties on the basis of an assessed need for this property type.

If you have no serious medical or mobility problems, it is a reasonable expectation that you can be accommodated in any type of property, on any floor level. If you are notified that you are eligible to use the Home Connections bidding system, you should bear this in mind and be as flexible as possible in considering what properties to bid for, in order to stand any chance of success.

Medical conditions

If you or someone moving with you has a disability or medical condition that affects the type of housing you need, please give their details here.

Name	Medical condition

Notes:

- If we need to make a medical assessment, we will ask you to fill in a medical form. Alternately you can pick up a form from your local Area Housing Office and attach it to this form.
- Completing a medical form does not automatically mean that a priority will be awarded. The medical information will be considered in relation to the housing circumstances such as type of accommodation currently occupied, medication and dosage prescribed, prevailing housing conditions etc.
- Points will only be awarded if the medical condition is considered to be of a severe or chronic nature and re-housing is needed to solve or alleviate the medical condition.

Section 4 – Where would you like to live?

Which Islington areas would you like to live in? Please fill in the table below.

The more areas you choose, the more likely you are to be made an offer.

Write “Yes” if you would like to live in an area. Write “Cannot” if you cannot live in the area. Write “No” if you prefer not to live in an area.

Area Housing Office	Ward	Yes, No or Cannot	Reason if cannot
Boleyn Road			
	Gillespie		
	Highbury		
	Mildmay		
	Quadrant		
Central Street			
	Bunhill		
	Clerkenwell		
Holland Walk			
	Hillrise		
	Highview		
	Junction		
	St Georges		
Hyde Northside			
	Barnsbury		
	Hillmarton		
	Holloway		
	St Mary		
	Thornhill		
Isledon Road			
	Gillespie		
	Highbury		
	Highview		
	Sussex		
	Tollington		
Upper Street			
	Canonbury East		
	Canonbury West		
	Holloway		
	St Mary		
	St Peter		

Section 5 – Other housing options available

Mutual Exchange scheme

This is a self-help scheme whereby you can swap your home with another Islington Council or housing association tenant. You will need permission from your landlord before you can swap. We have 42 days in which to authorise a mutual exchange. Your tenancy must have been conducted satisfactorily and you must not owe any rent. Application forms are available from your Area Housing office or the Rehousing Section on 020 7527 4140.

Sheltered housing

Sheltered housing is for people over 60 who are independent, able to manage alone but prefer the added security of a warden and an alarm call system. Application forms are available from your Area Housing office or the Rehousing section on 020 7527 4140.

Under occupation Scheme

Tenants who wish to move to a smaller property may qualify for a cash payment. See our Under-occupiers leaflet, available from your Area Housing office or the Rehousing section on 020 7527 4140.

Shared Ownership scheme

This scheme is for buying a home in stages. You can begin by buying a part share in a property and paying rent on the rest. You can then increase the proportion that you buy. These schemes are usually run by housing associations and you should apply directly to individual housing associations. A leaflet is available with details of housing associations operating these schemes, from the Rehousing section on 020 7527 4140.

Transfer outside of the Islington area

If you are interested in moving out of the borough, you may be able to apply directly to the local authority where you want to move. Otherwise it may be possible for the Council to nominate you directly to another council or housing association. Often you must have a connection with the area, such as a job or relative living in the area.

Housing opportunities are extremely limited, particularly in relation to family-sized accommodation in London and the Southeast of the country. Nevertheless if you are interested in moving out of Islington you can contact the Mobility Team for more information on this scheme and any housing opportunities in other parts of the country. Tel 020 7527 4140.

Section 6 – General details

Question 1

Are you or is anyone else listed on this form employed by either Islington Council or Homes for Islington?

Yes No

If you have answered “Yes”, please give details.

Name:

Job Title:

Service area:

Office address:

Are you or is anyone on this form an elected councillor or a Homes for Islington board member?

Yes No

Are you or is anyone on this form related to an elected councillor, board member, Islington Housing Department employee or Homes for Islington employee?

Yes No

If you have answered “Yes”, please give details.

Related to:

Their position:

Section 7 – General information

Your rent account will be checked. If you have rent arrears, you should discuss this with your Area Housing Office. This may prevent you from being successful on the Home Connections Scheme.

It is your responsibility to advise the Transfer Team of any changes to your household details. Any person joining your household after the commencement of your tenancy will need to be authorised by the Area Housing Office.

Any change in your tenancy details must be notified to, and confirmed by, the Area Housing Office before your application can be processed. If your transfer application details do not match our tenancy records, your application will be returned to you, at which point you must contact your Housing Officer to discuss the tenancy. You can re-submit the application when the tenancy details have been adjusted.

Documents needed

Have you attached the following documentation? Without it we will be unable to make a full assessment of your application.

PLEASE DO NOT ATTACH ORIGINAL DOCUMENTS (We may later need to see originals)

DOCUMENTATION	ATTACHED
<p>Proof of identity for each person on the application, in the form of a passport or birth certificate. Those persons born outside of the United Kingdom or Eire must provide a current valid passport as proof of their identity. Those persons who have a passport from a non-EEC country must show evidence that they have leave to remain in the United Kingdom, either in the form of a letter from the Home Office or a valid visa in their passport.</p>	
<p>Proof of residence for each adult on the application – we will need to see 5 things which show your name and current address. Acceptable proof of residence – GP card, drivers licence, credit agreements, bills, bank or building society statements, employer’s letter, pay-slips, DSS letters, benefit books, child benefit books, legal letters, official correspondence, etc. Hand written envelopes are not acceptable. You are required to provide 5 separate items – several items from the same source will be counted as 1 item only.</p>	
<p>Birth Certificate or Child Benefit Book or Child Tax Credit payments for each child on the application form</p>	
<p>If pregnant, “Expected date of confinement” certificate or “MATB1” form as appropriate</p>	
<p>Medical assessment form for anyone who has a medical condition affected by their current housing</p>	
<p>Copy of prescription for any medication noted on the medical assessment form</p>	
<p>If you are an Asylum Seeker, documentation showing the most recent Home Office decision</p>	

If you have any other documentation which supports your application please attach a copy and give details below

Confidentiality and Declaration

Notes

- 1 You must tell us immediately if any of the details you have given on this form change
- 2 We will check the information you give
- 3 We may consider legal action against you if you knowingly (or anyone acting for you) give us incorrect information
- 4 We may use the information you have given us on this form to help prevent and detect fraud

Confidentiality:

The information you provide on this form is confidential. However, we may share information with other agencies, for example Doctors, Social Workers and Registered Social Landlords, to assist the Transfer Team in processing your application.

We cannot deal with your application unless you sign this declaration.

Please remember that if you, or anyone acting for you, tell us anything that is not true, we may take legal action against you and you could lose your home.

The information I have given on this form is true. I will tell you immediately about any changes in my circumstances.

Your signature:

Date:

Your signature (second person applying):

Date:

Please return this form to:

Homes for Islington
Transfer Team
Highbury House
5 Highbury Crescent
London
N5 1RN

Receipt

Area Housing Office
date stamp

Name
Address

() has received your housing application.

We have also received the following proof from you:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.

