

TRANSFER INCENTIVE SCHEME

POLICY

1. Introduction

Brighton & Hove City Council has a limited supply of family sized accommodation and wheelchair-adapted properties. The council has therefore adopted an under-occupation incentive scheme in order to free up these properties. Under this scheme, council tenants who are giving up these types of accommodation are eligible for cash incentives and are given the highest priority for rehousing in the allocations scheme.

2. Eligibility

The Transfer Incentive Scheme is available to tenants who meet the following:

- Have been a secure tenant of Brighton & Hove City Council for a year or more.
- Occupy a general needs family property with two or more bedrooms (excluding high rise) or occupy a property that has been adapted for wheelchair use and meets the criteria for mobility category 1 properties.
- 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 and housing management agree that a move can take place.

The Housing Income Management Team will be consulted where tenants are in rent arrears, but are not subject to a possession order.

3. Ineligibility

A Transfer Incentive Grant will not be available to people who:

- are subject to a possession order
- have been served with a Notice of Seeking Possession for anti-social behaviour
- have been served with a Demotion Notice
- hold an introductory tenancy or are licensees
- have previously received a TIS payment

4. Incentive Payments

A fixed incentive payment will be paid at the following rates to those transferring from family-sized general needs accommodation to smaller or non-adapted property.

- £2,000 if you give up one bedroom
- £2,500 if you give up two bedrooms
- £3,000 if you give up three bedrooms
- £3,500 if you give up four bedrooms
- £2,000 if you give up a wheelchair-adapted property (even if you keep the same number of bedrooms)

The above payments will be subject to budget limits. If there are more requests for transfer incentive grants than there is funding available, the council will:

- Give priority to those moving from accommodation that is more urgently needed; or
- Assist with a transfer in the new financial year.

The council reserves the right to reduce the payments above by

- The amount of rent arrears owed to the council at the time of transfer; and/or
- The cost of any works that the council has to undertake to the vacated premises as a result of damage or neglect on the part of the tenant; and/or
- Any outstanding court costs

Payments will be authorised once the tenant has moved and following an inspection of the vacated property.

Applicants **must** be registered on the scheme **before** a move takes place for a payment to be authorised.

5. Financial Resources

The annual budget for the existing scheme is currently £120,000. The scheme will be kept under review and the need for any additional funding will be dealt with as part of the annual budget setting process.

6. Applications & Assessment

Transfer applicants must complete a housing application form and TIS Application Form available from the Homemove team, Bartholomew Square, 01273 294400 or any housing office.

Once a transfer applicant has been accepted onto the scheme they will be given a band A priority by the Homemove Team and sent a welcome pack 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 this scheme are available at www.homemove.org.uk

7. Private Sector Renting

Incentive payments are also available for those who wish to move into the private sector to rent privately and are giving up family accommodation, as described above. Tenants should complete a TIS application form and return to the Homemove Team prior to a move taking place. Proof that the applicant is moving into a sustainable tenancy will be required (eg tenancy agreement). Please note that applications for this scheme must be received **at least three months** before the tenancy ends.

March 2007

Transfer Incentive Scheme Application Form



Please complete the form in block capitals; further information about the scheme can be obtained from the leaflet 'Transfer Incentive Scheme', available from your local housing office. Please note that if you require a transfer you must also complete a housing application form.

A. ABOUT YOU AND YOUR HOUSEHOLD

Your full name	
Present Address	
Telephone number	
Mobile & e-mail	

FAMILY DETAILS

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

DO YOU:

Want to move to smaller accommodation?	
Want to move from your wheelchair-adapted property? Please give details of all adaptations.	
Move into the private sector?	

YOUR PRESENT ADDRESS

How many bedrooms do you have?	
Is there a garden?	
Do you live in a house, a flat or a bungalow	

WHAT FACILITIES DO YOU NEED?

Number of bedrooms	
Sheltered Housing for the elderly	
Ground Floor Flat	
Downstairs toilet	
Wheelchair accommodation	
Do you need an adapted property?	
Can you manage stairs?	
Will you accept a high-rise flat?	
Will you consider housing association properties?	
Other requirements?	

SUPPORT

Please give details of any support you currently receive

B. EQUAL OPPORTNITIES 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	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>
Mixed	
White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>

Black or Black British	
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>
Chinese or Other Ethnic Group	
Chinese	<input type="checkbox"/>
Any other Ethnic Group, please	<input type="checkbox"/>
Specify.....	

Asian or Asian British	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

C. BANK DETAILS

Any incentive payments will be made directly into your bank account, please give details below:

Name of Bank			
Address			
Sort code			
Account no.			

D. FORWARDING ADDRESS

Please provide if known

E. DECLARATION

The information I have given is true to the best of my knowledge and I will tell the housing department if my circumstances change. I understand that any outstanding rent arrears or rechargeable repairs or court costs may be taken from any incentive payment. 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.

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, BARTHOLOMEW HOUSE, BARTHOLOMEW SQUARE, BRIGHTON, BN1 1JP.