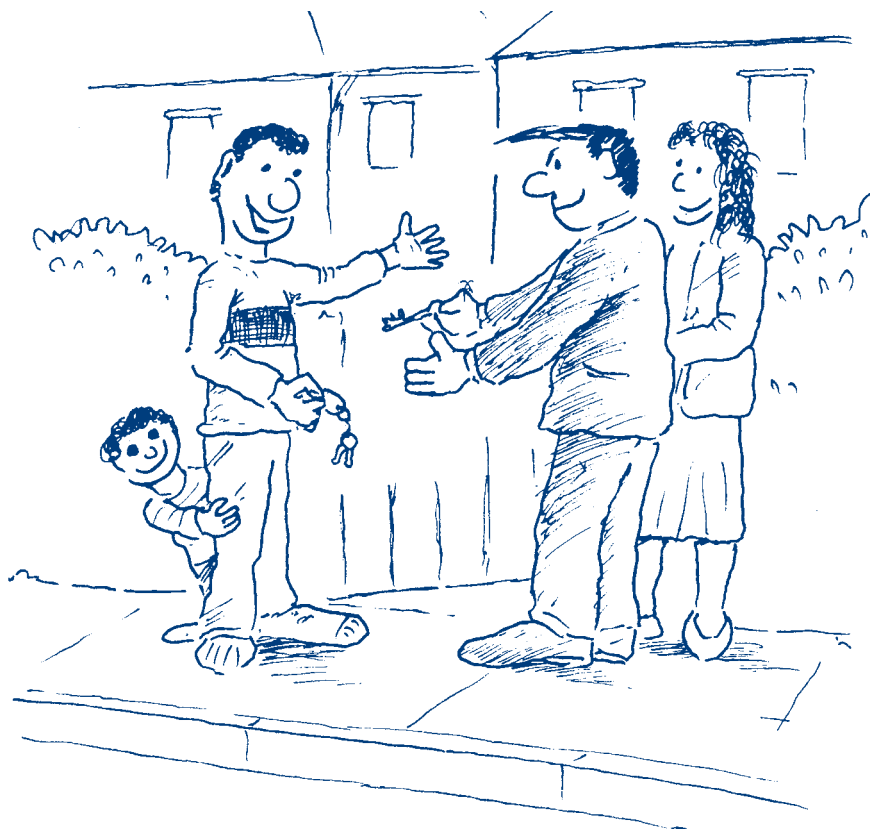




Moving Home



Introduction

South Lakes Housing understands that you may want to move home for various reasons, for example, because your home is too large or too small, or due to medical reasons.

We may be able to help you move to another Council home or to a housing association property. It may be possible for you to **transfer** or **exchange** to another property.

By **transfer** we mean that we find you another property.
By **exchange** we mean that you swap properties with someone else and you move into their home and they move into yours.

This leaflet also advises you what to do if you intend to give up your Council tenancy when you make your own arrangements to move elsewhere.

Transfers

Should you want to transfer from one Council property to another you should complete a transfer application form. These forms are available from all South Lakes Housing's offices.

However, due to the limited number of available homes, it is not possible to help everyone. Transfer requests will be prioritised taking into account overcrowding, under occupation, and any medical problems that you may be experiencing which makes your present home unsuitable, for example, if you can no longer manage stairs.

Priority will not be given should you simply wish to move because you do not like the property or area you live in, or the neighbours you have. Your request will not be actively considered if you have rent arrears. In addition your home must be in a re-lettable condition. For more information contact the Housing Officer at your South Lakes Housing office.

Home Swaps (also known as Mutual Exchanges)

Home Swaps can be arranged between Council tenants but you must ask for our permission first (you can also apply to exchange with a housing association tenant). Permission is not normally

withheld, but we can refuse to give our permission for the reasons shown below:

- Where a notice Seeking Possession has been served on the tenant and is still in force, or where a Possession Order has been made on the dwelling.
- You have a possession order or a suspended possession order against you or possession proceedings have started.
- Your accommodation is too big or too small for the reasonable needs of the person you want to exchange with.
- Your accommodation has been designed or adapted to make it suitable for a disabled person to live in and the proposed exchange is not with a disabled person.
- Your accommodation is part of a development which is specifically designed or located for people with special needs, such as the elderly, and the proposed exchange is not with a person who has those special needs.

We may also give conditional approval to exchange, for example, on the condition that rent arrears are paid.

Before going ahead with the exchange you must be satisfied that the property you intend taking over is in a good state of repair. This is essential because any existing defects or problems reported after the exchange has gone ahead may not be SLH's responsibility.

If you wish to be considered for an exchange but do not know of anyone who will swap with you, you can go on the Council's Home Swap register. To register your details or to view this register please contact your local South Lakes Housing office.

Alternatively, you can register with HOMESWAPPER. This is a national website and is open to all Council and Housing Association tenants in the country. They charge a nominal fee for registration. If you do not have access to the internet a service is available at the Kendal office.

If you have found someone to exchange with please put your request to exchange in writing and send this to your local housing office. Remember to give your name and address and the name and address of the person you intend to exchange with. SLH are

legally obliged to advise you of whether approval has been granted or not, within 42 days of receiving your request.

In cases where an exchange involves another local authority or housing association, we will wish to be satisfied that they consent to the exchange.

Please do not make any arrangements to move until you have our approval.

Other help

The following scheme may be available to assist tenants to move in certain circumstances:

- **Low Cost Home Ownership Schemes**

There are two types of low cost home ownership. They are:

- A) Shared ownership, where you can part rent, part buy a home.
- B) Low cost outright purchase, where you can buy a house at a discounted rate.

Please ask for our leaflet ‘ Low cost home ownership in South Lakeland’.

Contact South Lakes Housing for details about any of the above schemes.

The Council’s Housing Allocation Policy

As a Council tenant you may be interested to know how we allocate properties that may become available near to your home. A large number of people apply to SLH for housing. For most types of accommodation, more people apply than there are properties available. SLH’s aim is to provide housing for those in greatest need and to make best use of the housing stock. The Housing Allocation policy helps us to decide whose needs should be met first. This policy applies both to allocations of Council tenancies, and nominations to housing associations.

For more details you can obtain a guide to the Council’s Housing Allocation policy from any South Lakes Housing office.

Ending your tenancy

If you want to end your tenancy with us, you must give us four week's written notice and complete a "Notice of Termination of Tenancy" form. These forms are available from your local housing office. One or more joint tenants can do this. If you are moving into residential care or a nursing home we will not insist on four week's notice.

Please remember that it is a condition of your tenancy that you must leave the property in a good condition. If you fail to do so you may be recharged the cost of putting this right. You should also remove **all** of your belongings and any rubbish before you leave.

The keys to the property should be handed in to your local housing office on the day the tenancy ends (this will always be a Monday) by 12 noon. If the keys are handed in after this time you may be charged an additional week's rent for each week you keep hold of the keys.

If you intend to hand in the keys before or after your tenancy is due to end, please contact South Lakes Housing office to discuss this.

Allocations and Lettings Standards

- We will write to all applicants on the housing waiting list every year on the anniversary of their application to ensure the information we hold is up to date.
- If you apply to go on the register you will be informed within 10 working days if you are successful, the reasons for the decision, and how you can appeal.
- We will deal with all applications for mutual exchanges within 42 days.
- We will ensure applications for medical priority are assessed within 15 working days of submission.

You can get a copy of this document in different formats such as large print, Braille, audio, or in a different language by calling 0845 057 0080 or check our website www.southlakeshousing.co.uk

আপনি 0845 057 0080. -এই নম্বর ফোন করে, বিভিন্ন ফরম্যাট যেমন বড় প্রিন্ট, ব্রেইল, অডিও বা একটি ভিন্ন ভাষাতে এই নথিটির একটি কপি পেতে পারেন।

Pode obter uma cópia deste documento em vários formatos, como por exemplo em Braille, áudio, ou numa outra língua. Para tal ligue para o 0845 057 0080.

如果您想获取该文件的不同版本，如：大字体印刷、盲文、音频或不同语言版本，请致电 0845 057 0080.

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