

## **MOVING HOME**

- Our purpose is to meet immediate housing needs
- Ways in which we can help you to move home
- Lee Housing Association may ask you to move
- Ending your tenancy

### **Our purpose is to meet the immediate housing needs of our applicants**

This usually means an offer of a place in a shared house with at least three occupants.

Although we have some self-contained flats, we can not guarantee that we will be in a position to offer them to our residents currently in shared housing; we are often obliged to offer them to people nominated to us by the local authority.

### **Ways in which we can help you to move home**

- **Transfers**

You can apply for a transfer to another property within our housing stock.

- If you live in shared accommodation you may apply for a transfer to a different shared house after six months.
- If you live in shared accommodation you may normally apply for a transfer to a self - contained flat after six years. Selection is made on the basis of length of tenancy.
- If you live in self-contained accommodation you may apply for a transfer to other self-contained accommodation after one year.
- You must not be in breach of the terms of the tenancy. In particular, your rent account must not be in arrears, although we may be flexible in exceptional cases.
- You should not be under a court order or have received a notice of seeking possession.
- You are awarded a Priority Rating in accordance with the urgency of your need to move.
- Selection is made first in accordance with your Priority Rating, and then in accordance with the date your application was received.

- A maximum of two reasonable offers may be made. An offer will be considered reasonable if the property meets your requirements in terms of size, type and location.
- **Referral to the Local Authority**
  - We have an arrangement with Enfield Council whereby we can refer a limited number of people to them for one bedroom flats each year. This would place you on the housing register and both entitle you to bid for empty properties under their choice-based lettings scheme, and put you in a position to receive a direct offer from them.
  - Again, selection for referral is based upon length of tenancy, and you may have to have been a tenant for six years to qualify.
  - You must not be in breach of the terms of the tenancy. In particular, your rent account must not be in arrears, and you should not be under a court order or have received a notice of seeking possession.
- **Mutual Exchange**

You have a contractual right to exchange tenancies by assignment with residents of either a local authority or another housing association. However, you are unlikely to get an exchange partner if you are in shared accommodation and looking to move into a self-contained flat.

***If you would like to move home, please contact your Housing Officer by coming into our office, by telephone on 0208 805 0548, or by email to reception@leeha.co.uk.***

### **Lee Housing Association may ask you to move**

We may ask you to move either permanently or temporarily in order to carry out major works.

If we ask you to move temporarily, we will pay for removals both to and from the temporary accommodation and any other reasonable costs that arise, such as disconnection and reconnection of appliances.

If we ask you to move permanently, if you have been our tenant for a year you may in addition be entitled to a "Home Loss Payment" by way of compensation. The amount of this payment is set by law.

### **Ending Your Tenancy**

***If you wish to end your tenancy, you must:***

- Give us at least four weeks' notice of your intention to leave
- Pay your rent up to date when you leave. *We will instruct a debt collection agency to trace you and collect any outstanding arrears.*
- Remove all your belongings and leave the property clean and tidy. We will dispose of any belongings that you leave behind
- Leave no-one in occupation
- Return your keys and give us a forwarding address

***And, if you live in self-contained accommodation:***

- Inform the gas, electricity and water companies that you are leaving, and arrange for final meter readings
- Inform the local authority Council Tax office