



**INFORMATION SHEET
FOR
TRANSFER APPLICANTS
(REIDVALE TENANTS)**

HOW WE ALLOCATE OUR PROPERTIES

The Association allocates its houses on the basis of clear criteria. Such criteria form the basis of four categories – namely (i) Unsatisfactory Housing (ii) Medical (iii) Aspirational and (iv) Inactive. The information provided by you in your application form will enable the Association to assess your transfer application.

An applicant's position on the list will be determined by the length of time they have been on the list.

CRITERIA FOR ACCEPTANCE OF A TRANSFER APPLICATION

Tenants will be eligible for access to the Transfer List at any time if they qualify within the terms of the criteria set out below. Where an applicant is seeking an aspirational move they must have resided in their present home for at least 3 years, or 2 years where the tenant's present home has a recess kitchen.

Tenants must also have fulfilled all obligations of their tenancy in a satisfactory manner. Where this is not the case (eg. rent arrears, anti-social behaviour) the applicant will be placed on the Inactive List for a predetermined period of time.

CATEGORY 1: UNSATISFACTORY HOUSING

(a) Overcrowding

Applicants whose present accommodation is considered to be overcrowded.

(b) Underoccupation

Applicants whose present accommodation is considered under-occupied.

(c) Social Factors

Applicants who have a serious social problem such as racial harassment or domestic abuse which can only be resolved by moving to alternative accommodation.

CATEGORY 2: MEDICAL

(a) Where the present accommodation is worsening an applicant's medical condition.

CATEGORY 3: ASPIRATIONAL

Applicants who do not qualify for admission on to the transfer list on the basis of the above noted criteria but who aspire to move to alternative accommodation within the Reidvale area.

CATEGORY 4: INACTIVE

Applicants who do not satisfy the eligibility criteria for admission to the Transfer List due to suspension requirements.

INTERNAL MUTUAL EXCHANGE

An internal mutual exchange is where two Reidvale tenants agree to exchange houses with each other on a permanent and formal basis. Written consent of the Association is required before such a mutual exchange can take place.

Given the restrictions on the turnover in our stock there is only a limited number of flats for let through the transfer list. In order to try and increase the opportunities for tenants to move house the Association is promoting the use of internal mutual exchanges between tenants.

The Association intends trying to match tenants currently on the transfer list with other tenants who are also seeking a move to more suitable accommodation within Reidvale.

The Association will also produce lists of addresses, excluding the name and close numbers of those tenants wishing to move house. It is hoped that through the increased awareness and use of mutual exchanges that many more tenants will be able to move to their desired property much more quickly.

FURTHER INFORMATION

If you require further information you can get a copy of the full Allocations Policy from the Association's offices on request, free of charge. The Allocations Policy and all related policies/information leaflets will be made available in other languages, braille and on tape upon request

If you wish to discuss your application further you should contact the Association's offices at:

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13 Whitevale Street
(tel. 0141 554.2406)

email: a.brown@reidvale.org.uk