





Applying For A Move

There may come a time when you want to move home. Your present home may become unsuitable - perhaps it is now too big or small for your family or perhaps you need to live near relatives to give or receive support.

There are a number of ways you can get help to move to another rented house:-




-  mutual exchange
-  transfer
-  Housing Organisation Mobility & Exchange Schemes (HOMES)
-  apply directly to any other landlord who has property in the area of your choice.

Mutual Exchange

What is it?

A mutual exchange is when you and another tenant wish to exchange accommodation. This could be a tenant of this or another Housing Association, or a Council tenant but not a private landlord. Conditions do apply and further advice can be given by your Housing Assistant.

How do I find someone to swap with?

-  Both Clydebank Housing Association and West Dunbartonshire Council have details of people who are looking for an exchange. You can put your name down on these lists and check them regularly yourself.
-  You can advertise for an exchange.
-  You can use the HOMESWAP scheme. By completing a form (available from your Housing Assistant) you can register to have your details entered onto a national computer, which will put you in touch with anyone who may wish to exchange with you. This is particularly helpful if you want to move to another area elsewhere in the United Kingdom.

What happens when I find some to exchange with?

Both you and the other tenant complete Clydebank Housing Association's application form and the forms required by the other landlord. Usually certain criteria have to be met. We carry out a check to ensure that your rent account is clear and carry out an inspection of your home to ensure no damage has been caused. We check the same details for the other tenant and ensure that the exchange would not mean one household would be overcrowded. Generally no rechargeable repairs or rent arrears should be outstanding.





Transfer

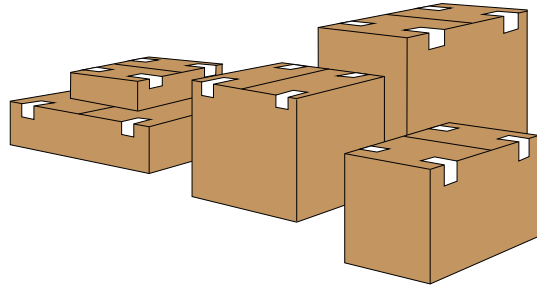
Clydebank Housing Association operates a points and target system for transfers so that a percentage of our lets should go to transfer applicants. You should generally have a clear rent account before you are eligible for transfer. Generally you should not owe the Association any monies in respect of rechargeable repairs.

How do I apply?

You complete a transfer application form which asks for details of your household, your reason for wanting to move and your preferences for rehousing.

Points are awarded for several criteria including:-

-  underoccupation
-  overcrowding or underoccupation
-  medical problems
-  support needs



Not everyone will be able to obtain a transfer in practice due to the lack of availability of certain types of housing. If you restrict the range of properties which you would consider moving to, this is likely to reduce your chances of getting a transfer.

HOMES

Many Housing Associations and Councils nationally participate in the HOMES scheme. It is designed to help people move from one area to another, and is generally based on an applicants needs identified in the Allocations policy of the relevant landlord. Contact your Housing Assistant for further information.

MOVING ON

Buying A Home Of Your Own

All tenants are given information on their individual Right to Buy rights prior to their tenancy agreement being signed.

The following three conditions apply to all tenants who apply to buy their property.

- The applicant is not in arrears of rent, council tax or have any outstanding rechargeable repair accounts
- There is no current Notice of Proceedings raised against the tenant due to their conduct
- Where joint tenants wish to exercise the RTB, all such applicants sign the declaration to this effect

Discounts - Modernised Right to Buy only

- Discounts start at 20% and rise 1% a year to a maximum of 35%
- Maximum discount capped at £15,000

Discounts for former secure and assured tenants with the RTB remain unchanged, but this only relates to the property they occupy as at 29th September 2002. If you were to transfer to another property after this date, then the new modernised right to buy conditions will apply.

If you wish further information or clarification on any of the above points, please do not hesitate to enquire at the Association offices.

Shared Ownership

As well as rented property, Clydebank Housing Association also has shared ownership properties, which you may be interested in.

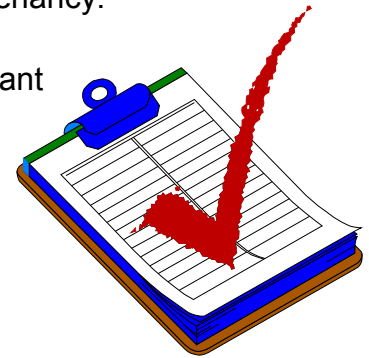
Shared ownership is an arrangement under which you can part own and part rent your home. You can eventually increase the share you own until you own your home outright if you wish.

The Association will also put you on to a reserve list and notify you of any suitable vacant properties which become available due to the existing owner wishing to sell their share.

Ending Your Tenancy

Before moving out of your home you should: -

- ✓ Give 28 days notice, in writing, of your intention to end your tenancy.
- ✓ Arrange for your home to be inspected by the Housing Assistant to ensure it is in a satisfactory condition.
- ✓ Arrange for the gas and electricity meters to be read.
- ✓ If you are on benefit, you should inform the relevant departments of your change of address.
- ✓ Inform the Council Tax office of your date of leaving and your new address.
- ✓ Empty your home of all belongings and furnishings. If you wish to dispose of larger items please phone the Environmental Health Department on 01389 737000 to arrange for a special uplift. This service is free.
- ✓ Have a plumber disconnect your washing machine and stop off all pipes.
- ✓ Pay any rent due to the end of tenancy.



Please leave your home as you would wish to find it and hand in two sets of keys on or before the date of the end of tenancy. A charge will be made if two full sets of keys are not returned.

