

Tenant Transfer Application

FOR WESTMINSTER COUNCIL TENANTS WHO
WANT TO MOVE HOME



Complete this application form if you are a Westminster council tenant wishing to transfer to another council property or to a property owned by a housing association.

Please use black ink, BLOCK CAPITALS and tick the correct boxes. If you are not sure of the answer, tick the box you think is right and give an explanation in the space provided on page 9.

Any information supplied will be treated in accordance with the Data Protection Act 1998 and under normal circumstances used only for purposes compatible with the assessment of your housing needs and entitlements. If you need to include someone else's personal information, you must seek their consent before doing so.

The information you give must be true to the best of your knowledge. It can be a criminal offence to get or try to get a council or housing association tenancy by giving false or misleading information or by not disclosing relevant information. If you obtain a tenancy as a result of fraudulent misrepresentation, the landlord may take court action to evict you and you may be prosecuted.

If you need help completing the form, please ask at your estate office or the Housing Options Service. On completion, please return the form to us at the address on the back cover.

Cash Incentive Scheme

If you apply to transfer to a property with fewer bedrooms, you may qualify for our Cash Incentive Scheme. Under this scheme you will be top priority for a transfer and receive a payment when you move; you could even nominate a relative's or friend's family to move into your current home when you leave.

To see exactly how you could benefit, phone our Cash Incentive Officer on 020 7641 1000.

Mutual Exchanges

As well as applying to us for another home, you may, as a secure tenant, exchange (swap) homes with another council or a housing association tenant. You can advertise your property and look for a potential exchange partner online at www.homeswapper.co.uk

HomeSwapper is a nationwide service and you will find properties from all over the UK, not just Westminster.

As a Westminster Council tenant the HomeSwapper service is free to you. And registering couldn't be easier: simply follow the instructions on the HomeSwapper website.

Please note that when you have found someone to swap with, you must get written permission to exchange from your estate office before exchanging properties. The person you hope to exchange with must also get prior written permission to swap with you from their landlord.

1. Your personal details

Surname

Mr/Mrs/Miss/Ms

First name(s)

Date of birth
Day Month Year

Your national insurance number?

2. Your contact details

Daytime phone number

Evening Phone number

Email address

If we needed to speak to you about your application, would you require a sign language interpteter? Yes No

Would you like us to contact you in Braille, large print or by audio tape? Yes No

3. Your address

Post code

4. Ethnic origin and nationality

We want to ensure our services are available to the people who need them, whatever their race, colour or national origin. The information you give here will help us do this.

What you tell us will not affect your housing application and you do not have to give this information if you do not want.

Of which of these groups do you consider yourself to belong ?

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> White British | <input type="checkbox"/> White Irish | <input type="checkbox"/> White European | <input type="checkbox"/> White Other |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Asian other |
| <input type="checkbox"/> Black African | <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Black British | <input type="checkbox"/> Black other |
| <input type="checkbox"/> Mixed—White and Black African | <input type="checkbox"/> Mixed—White and Black Caribbean | <input type="checkbox"/> Mixed—White and Asian | <input type="checkbox"/> Mixed other |
| <input type="checkbox"/> North African | <input type="checkbox"/> Arab | <input type="checkbox"/> Iranian | <input type="checkbox"/> Other Middle Eastern |
- Another (say which) Not willing to say

5. Your reason for applying

Please tick the appropriate box (you may tick more than one if necessary) and give details of your reason for applying on page 9

- You have a disability, medical problem or welfare concern
- You need a home with more bedrooms than you have now
- You would like a home with fewer bedrooms because your home is larger than you need (Cash Incentive Scheme)
- You are interested in housing for people over 60 (Community Supportive Housing)
- Your estate office has agreed to give you priority for a transfer on housing management grounds
- Another reason (Please say what)

6. How many separate bedrooms does your current home have?

- None (Studio)
 One
 Two
 Three
 Four
 Five

7. What is your rent account number?

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8. Do you hold a joint tenancy?

- Yes
 No

If yes, give the name of other tenant

9. All the other people you want to include in your application (continue on a separate sheet if necessary)

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First name(s)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of birth

Day	Month	Year					

National insurance number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Relationship to you

Is this person living with you?

- Yes
 No

If yes, say when they moved into your current home. If no, give their address and say how long you have lived apart.

Surname

First name(s)

Date of birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

National insurance number

Relationship to you

Is this person living with you?

 Yes No

If yes, say when they moved into your current home. If no, give their address and say how long you have lived apart.

Surname

First name(s)

Date of birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

National insurance number

Relationship to you

Is this person living with you?

 Yes No

If yes, say when they moved into your current home. If no, give their address and say how long you have lived apart.

Surname

First name(s)

Date of birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

National insurance number

Relationship to you

Is this person living with you?

 Yes No

If yes, say when they moved into your current home. If no, give their address and say how long you have lived apart.

10. Does anyone in your application own a property, or rent a home which is not your current home as given on page 2?

 Yes No

If yes, give details including the name of the person and the address of the property/properties they own, or are buying or renting

11. Have you or your partner been in continuous employment of 16 or more hours per week for the last two years? By continuous, we mean with no more than a month's break between jobs.

 Yes No

12. Have you or your partner lived in Westminster continuously for the last 10 years?

Yes No

13. What is the combined annual income (including benefits) of all the people on your application?

£

--	--	--	--	--	--	--	--

14. Medical problems and disabilities

Is anyone in your application disabled?

Yes No

If yes, give details of disability

Does anyone in your household use a wheelchair?

Yes No

Is the health or well-being of someone in your household being made worse by their accommodation or its location?

Yes No

If yes, give details

A U T H O R I S A T I O N A N D D E C L A R A T I O N

Data Protection Act 1998 notice

Before we can process your application you must sign below to confirm that the information you have given on this form is true. By signing you are also agreeing to us seeking information about you from third parties and using and sharing information about you with certain third parties, as follows.

The information you give us may be:

- ♦ Used by the City Council in confirming issues raised in your application and assessing your housing needs.
- ♦ Used in the production of aggregate information relating to housing needs in Westminster.
- ♦ Shared with other housing providers, including those contracted to the Council - for example when nominating you for an offer of accommodation.
- ♦ Disclosed, if appropriate, for the purpose of preventing or detecting fraud.
- ♦ Shared with other council departments for health and safety purposes.

The City Council will share information as described above on a 'need to know' basis. Otherwise, your personal data will be treated as strictly confidential unless you have tried to mislead the council, withheld information needed to verify our housing duty towards you, or there is an overriding public interest in sharing your personal data. When there is a clear overriding public interest, we reserve the right to share certain types of information with third parties, such as other housing providers, even if you have not given explicit consent. For example, where there are risks to the immediate health and safety of an individual, staff or the public. The information on this form will not be used for other purposes.

If you have any questions or concerns about how your personal data is being processed, please contact the Housing Options Service. Alternatively, you can write to Westminster's Corporate Data Protection Officer, 64 Victoria Street, London SW1E 6QP

Declaration and authorisation

The information I have given on this application is to the best of my knowledge true. I agree to tell Westminster Council's Housing Options Service of any changes that affect the information I have given.

I am aware that if I have given false or inaccurate information or I do not inform the Housing Options Service of any relevant changes in circumstances, the City Council may defer, cancel or amend my application. I understand that I may be prosecuted if I get or try to get accommodation by giving false information or not disclosing relevant information. I also understand that if I get accommodation as a result of false information given knowingly or recklessly, the landlord of the accommodation may take legal action to recover the property.

I authorise you to use my information in the manner prescribed above and for third parties to disclose information to Westminster City Council's Housing Department for these purposes. I have been advised that this authorisation may be photocopied and I have agreed that copies may be used to obtain the required information.

I have obtained consent to disclose personal information from all third parties whose personal details are included in this form.

Signed (main applicant) **Date**

Signed (joint applicant) **Date**