

13. Moving on



This document is available in other languages, larger text, Braille and on audio cd or cassette.



This leaflet provides some information on your options for moving to other housing managed by Beech or to other landlords that provide affordable housing.

It provides some prompts for what you need to do if you do decide to move to a new home.

Transfers, mutual exchanges and shared ownership

If you are already a council or housing association tenant you may wish to move home. There are lots of different reasons people wish to move for example:

- Your family has grown and you need more room
- Your children have left home and you would like a smaller home
- You would like to live in a different area to be closer to family or work commitments
- You simply fancy a change.

There are a couple of different options open to you. You can apply for a transfer by filling out an application and joining a waiting list or you can exchange your home with another council or housing association tenant. This leaflet explains in more detail how this works and what will happen. If you need more help on this, you can contact your Housing Officer or scheme-based staff if you live in one of our sheltered schemes.

Transfers

To apply for a transfer you should contact your Housing Officer (all Regional Office contact details are on the back of this leaflet). Once an application form has been completed we will add you to the list. Occasionally you may be suspended from joining the list and the reasons for this include:

- If you owe a lot of money (for rent or repairs)
- If you have broken your tenancy agreement
- If you have been involved in anti social behaviour
- If you have not had a tenancy with us for at least 12 months.

The waiting lists for Transfers can be quite long, sometimes several years. A second option open to you is to Exchange.

Mutual exchange

A Mutual Exchange is where you swap your home with another council or housing association tenant. It is up to you to find someone to swap with and you must obtain written permission from both landlords. You then need to complete the correct application form – you can ask for this at your regional office.

In order to be granted an exchange you must:

- Have a clear rent account
- Not have breached your tenancy agreement
- Not have a current Notice Seeking Possession or Possession Order against you

- Not have been involved in anti social behaviour
- Not be applying to move to a property that is the wrong size for your household or has special adaptations for which you have no need.

The person who you are hoping to exchange with must also meet these requirements. If we refuse your exchange we will inform you in writing within 6 weeks of your application.

If this way of getting a new home appeals to you but you're not sure how to find someone to swap with, the Homeswapper service may be for you.

The Homeswapper service

Homeswapper is a national online mutual exchange service that will assist you in moving locally or further afield. When you register, a search takes place that will match you up with possible exchange partners and send you their details and will even send you emails and texts when you get a match.

If you are a Beech tenant the service is free because we pay for it for you.

The website address is: **www.homeswapper.co.uk**

If you want more details about the service we can send you a leaflet which explains how to register. If you do not have access to the internet at home you can call into your Beech regional office where we will be happy to take your details and register on your behalf.

If you find someone you wish to exchange with you must get the written permission of both landlords.

Shared ownership

Another option available is shared ownership where you can buy a proportion of a property and pay rent on the remainder. For more information on shared ownership contact the sales team on **01942 608715**

When you move

Let us know that you are moving. You must tell us in writing four weeks before you move to your new home. We will give your new landlord a reference. You may be able to claim housing benefit for both properties during this time. Contact your local benefits service for more details about this and also to inform them of your change of circumstances.

You must leave the property as you would expect to find it – clean and in a good decorative condition. Take all your belongings and rubbish with you. If we have to dispose of anything you have left behind we may have to charge you for it. If the property is left in a good condition and you have a clear rent account you may be eligible for up to £50 in cash as part of our ‘Golden Goodbye’ scheme. For more information contact your Housing Officer.

Hand your keys into any of our offices and leave us a forwarding address. DO NOT send your keys in the post unless it is by recorded delivery. You should also let other companies such as your gas and electricity suppliers know that you are moving.

If you leave without giving notice

If you leave without telling us or don't return your keys you will be charged four weeks rent and the cost of changing the locks. You will also be charged if any damage has been done to your home. You will be responsible if the property is broken into or vandalised. We will pass your details to a debt recovery firm to collect these charges and any other debts you owe us if necessary. This will affect your credit rating and inflict on any future applications for rented accommodation.

Getting in touch

Head Office **01942 608715**
Turner House, 56 King Street,
Leigh WN7 4LJ

North Office **0161 230 4070**
Elizabeth House, off Victoria Street,
Openshaw, Manchester M11 2NX

South Office **0161 230 6030**
Parkway 5, Parkway Business
Centre, Princess Road,
Manchester M14 7HR

Miles Platting **0800 234 6826**
Varley Street, Miles Platting,
Manchester M40 8EE

West Office **01942 608 715**
82 Railway Road,
Leigh WN7 4AN

Neston Office **0151 353 0917**
43 Liverpool Road, Neston,
Cheshire CH64 3RB

Getting in touch

Head office: 01942 608715

Turner House, 56 King St
Leigh, Lancs WN7 4LJ

North office: 0161 230 4070

Elizabeth House, off Victoria St,
Openshaw, Manchester M11 2NX

South office: 0161 232 6030

Parkway 5, Parkway Business Centre,
Princess Road, Manchester M14 7HR

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West office: 01942 263630

82 Railway Road,
Leigh, Lancs WN7 4AN

Neston & Parkgate office:

0151 353 0917

43 Liverpool Road, Neston,
Cheshire CH64 3RB

Bootle office: 0151 284 5756

34 Eleanor Road, Bootle,
Merseyside L20 6BR

ARABIC

هذه الوثيقة متاحة باللغة العربية
عند الطلب.

BENGALI

অনুরোধ করলে এই ডকুমেন্টটি
বাংলা তে ও উপলব্ধ

CANTONESE

本文件可以應要求，製作成中文
(繁體字) 版本。

FARSI

این مدرک در صورت درخواست به فارسی
موجود است.

FRENCH

Ce document est disponible en français
sur simple demande.

GUJARATI

આ દસ્તાવેજ વિનંતી કરવાથી ગુજરાતીમાં
મળી રહેશે.

HINDI

अनुगोध पर यह दस्तावेज़ हिन्दी में भी
उपलब्ध है

KURDISH

ئهم بەلگهیه به پێی داواکاری به زمانێ
کوردی ش دەس دەکەوێت

MANDARIN

本文件可以应要求，制作成
中文(简体字)版本。

POLISH

Dokument ten jest na życzenie udostępniany
w języku polskim.

PUNJABI

ਪੰਜਾਬੀ ਵਿਚ ਵੀ ਲਿਖਿਆ ਜਾ ਸਕਦਾ ਹੈ
ਇਹ ਦਸਤਾਵੇਜ਼ ਮੰਗ ਕੇ

SOMALI

Dokumentigaan waxaa lagu helaa Soomaali
haddii la codsado.

URDU

درخواست پر یہ دستاویز اردو میں بھی مل سکتی ہے۔

VIETNAMESE

Tài liệu này có sẵn bằng tiếng Việt khi
được yêu cầu.

