

Transfer Incentive Scheme Application Form

Please complete the form in block capitals. Further information about the scheme can be obtained from the policy, available from our website and any housing office. If you require a transfer you must also complete a Joint Housing Register application form. Housing association tenants are not eligible for the Transfer Incentive Scheme

A. About you and your household

Your full name	
Present address	
Telephone number	
Mobile & e-mail	

Family details

Last Name	First Names	Male/ Female	Date of birth	Relationship to you	Moving with you? Yes No

Move into the private sector?	
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Your present address

How many bedrooms do you have?	
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Facilities do you need:

Retirement Housing	Yes / No
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Do you have any adaptation needs?	Yes/ No
Can you manage stairs?	
Is there any other information which would help us with your application?	

B. Bank details

Incentive payments will be paid directly into your bank account, please give details below:

Name of Bank	
Address	
Sort code	
Account no.	

C. Forwarding address

Please provide if known

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D. Declaration

I have read and understand the Transfer Incentive Scheme Policy which can be found on the website lewes-eastbourne.gov.uk . The information I have given is true to the best of my knowledge and I will tell Homes First if my circumstances change. I understand that any Housing Related Debts, Rechargeable Repairs or Court Costs will be deducted from any incentive payment. I understand that if I am granted a tenancy because I have given false or misleading information, or because of information I have not given then that tenancy may be terminated.

Signature

Date

NOTE: Applicants must be registered on the scheme before a move takes place for a payment to be authorised. Payments will be authorised once the tenant has moved, the keys have been returned and an inspection of the vacated property has been carried out. The grant payment will be made within 28 days of confirmation of all housing related debts including those arising whilst benefit applications are pending at the new property. Payments will be made by BACs transfer only.

Payments of up to £500 can be awarded to assist with removal costs. Where possible we will make payments directly to the removal company. Please submit 2 quotations for removals with this application if you would like assistance with these costs.

For office use only:

Approved: Yes/No

Officer name:

Number of bedrooms in current property:

Number of bedrooms in new property:

For Mutual Exchanges: Is the new property the appropriate size for household need: Yes/No