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INFORMATION FOR TENANTS REQUESTING INTERNAL TRANSFER

Dear Tenant,

If your application for an internal transfer is successful, your Housing Worker will contact you to discuss the next step in the process. This will include information on how we select new properties because we are limited by how much money we can spend and where we can pick up properties.

The following information will give you an understanding of how we assess transfer applications.

Internal Transfer Policy

1. Tenants must make requests for transfers to another Metro property in writing to the Manager, who is authorised to approve or reject transfer applications. All transfer applications need to be lodged on the accompanying Transfer Application Form.
2. Transfer requests will be dated from the date they are received at the office and kept in the transfer application file.
3. Transfers will be offered on a wait turn basis or on a needs basis (e.g. where there is over occupancy)
4. Tenants in rent arrears, or owing any other monies will be ineligible for transfer until the monies are paid in full or an agreement reached for repayment.
5. If two or more requests are received on the same day for the same size property the tenants will be contacted when a vacancy occurs and if more than one tenant wants the property the decision will be referred to the Tenant Selection Committee, who will decide the transfer based on our needs based tenant selection policy.
6. All transfers applications received on the grounds of domestic violence or harassment will be treated with urgency and given priority. We will generally however request additional information before automatically authorising such transfers – this would generally include a copy of an AVO orders or authority to contact relevant officials.
7. Tenants will be required to prove they are still eligible for public housing by providing proof of current and active registration on the Department of Housing waiting list.
8. Tenants have the right to access the Appeals system if they are dissatisfied with a decision not to re-house them. If your application is not successful, you may request an Appeals Application form from the office.

Thank You

If you have any questions about this form, please speak with the staff

**PLEASE RETURN THIS APPLICATION FORM TO:
MANAGER
METRO COMMUNITY HOUSING CO-OP LTD.
P.O. BOX 516 PETERSHAM 2049\
OR TO
SHOP 3, 89-97 NEW CANTERBURY ROAD,
PETERSHAM**