

Please complete and return this form (with any supporting documents) to:

L&Q Direct
P.O. Box 194, Sidcup. DA15 0AJ
Tel: 0800 015 6536
E-mail: L&QDirect@lqgroup.org.uk



Transfer Application Form

Reference Number _____ Application Date _____

Section A: Personal Details

Address _____

Postcode _____

Tel (home) _____ Tel (eve) _____ Tel (mobile) _____

Tenancy Start Date _____

Household members included in this application:

Surname	First Name(s)	Gender	Date of Birth	Age	Relationship to Tenant
					Tenant

Are all of the above currently living in the address given above? YES NO

If NO, please state which members, where they are currently living and the reason(s) they have been included in this application

If any of the above are children, please provide a birth certificate and/or details of any residence order when you return this form.

Is any member of your household pregnant? YES NO

If YES, please state the baby's due date

Please be aware that it may affect your application if any of the above are over 18 and have been moved into the property without our consent.

Section B: Housing Needs

Are there any medical reasons for wanting to move? YES NO

If YES, please complete the Housing Medical Form. This will be passed on to our medical adviser, a GP who will use the information to assess:

- Whether you would qualify as a medical priority
- If you need accommodation with level access or adaptations
- If you have need for an additional room

Does any member of your household receive support from a social worker, probation officer, community nurse or other professional who may have information to support this application? YES NO

If YES, please provide details:

Can we contact them? YES NO

Please state your reason(s) for wanting to move:

Please give any other information you feel is relevant to your application:

Section C: Housing Required

Our transfer scheme will match applications based on:

- the number of bedrooms you need,
- the geographical areas that you would like to move to, and
- the type of property you request.

We will also need to know if you have any restrictions in terms of accessing a property or if you are applying for sheltered accommodation.

Please list below the areas where you would consider moving to. Please bear in mind that you may reduce the time you spend waiting to move by selecting areas where we have larger numbers of homes (please see Where The Trust Has Properties for guidance).

Borough(s) in which I will accept offers	Area(s) (in borough) which I will accept offers
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

What type of property would you prefer to receive offers on? (please tick all that apply)

House
 Bungalow
 Flat
 Maisonette
 No preference

Do you require accommodation on the ground floor? YES NO

Do you have difficulty with stairs? YES NO

Are you interested in moving to sheltered accommodation? YES NO

If YES, do you require warden-controlled accommodation? YES NO

Are you a wheelchair user? YES NO

To ensure you achieve the quickest move possible, we suggest that you explore all available housing options. We have created a Moving Options pack that may assist you in finding a new home by providing you with information on:

- Where the Trust has properties
- Mutual Exchange and available services
- Our Under Occupation Scheme
- Home purchasing options

If you would like to receive this information pack, please contact L&Q Direct on **0800 015 6536** or **L&QDirect@lqgroup.org.uk**

Section D: Next of Kin

Name	
Relationship to you	Contact Tel
Address	
Postcode	

Section E: Declaration

By signing this form, I/we* confirm that:

The information given in this application is correct to the best of my/our* knowledge.

L&Q reserve the right to withdraw any offer to view a property if they deem the current property unsatisfactory following a pre-transfer inspection.

Following a pre-transfer inspection L&Q may recharge me/us* any costs incurred for any repair works (except general wear and tear) or removing items.

If I am/we are* currently in rent arrears I/we* will still be accepted on to the standard waiting list, but if the **arrears are £1,000 or more** then I/we* will **not** be offered a property. Any arrears must be cleared before L&Q will make an offer.

I/we* will inform L&Q if there are any changes in circumstances that affect the information given in this application.

* delete as appropriate

Signed (tenant)
Name (please print)
Date

Signed (joint tenant)
Name (please print)
Date

Signed (on behalf of L&Q)
Name (please print)
Date

Section F: Ethnicity

To help us monitor the applications we receive, we need to keep records of your ethnic origin. **This information will not affect the way your transfer application is managed.**

Please tick the box that describes your own ethnic origin. If you have a partner or there is a joint tenant in your household, please also tick the box that describes their ethnic origin.

		You	Your Partner/ Joint Tenant
White	British	<input type="checkbox"/>	<input type="checkbox"/>
	Irish	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>
Mixed	White & Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
	White & Black African	<input type="checkbox"/>	<input type="checkbox"/>
	White & Asian	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>
Asian or Asian British	Indian	<input type="checkbox"/>	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>
Black or Black British	Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
	African	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>
Chinese or other ethnic group	Chinese	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>
Gypsy/Romany/Irish Traveller		<input type="checkbox"/>	<input type="checkbox"/>
Refused		<input type="checkbox"/>	<input type="checkbox"/>