

TENANT TRANSFER POLICY

Providing affordable accommodation for low income
and disadvantaged single people

Introduction

The purpose of this policy is to establish a transparent process whereby tenants can transfer from one room to another within the one property or from one property to another.

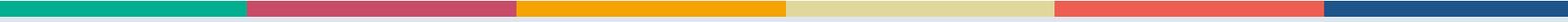
Policy Statement

St Kilda Community Housing (SCH) is committed to providing tenants with the most appropriate accommodation possible. This means that, as time passes, some tenants may need a larger room or may wish for various reasons to change houses. In the past, movement from a shared facility into self-contained accommodation was the primary reason for a transfer. As the majority of SCH rooms become self-contained, other reasons may acquire greater prominence – such as compatibility with neighbours or house location may play a larger role.

Procedure

- Current tenants wishing to move to another room and/or house must be on the VHR transfer list or speak to their Housing Manager about applying for priority transfer under VHR
- The tenant will be provided information and assisted with the VHR priority transfer application.
- At the weekly meeting, vacancies and potential transfers will be discussed with Housing Managers. The principles governing the transfers will include:
 - Compatibility with residents in the desired property;

- The tenant must be 7 days in advance in their rent payments;
 - The tenant must have a history of a well-maintained room; and
 - Length of residence of the tenant.
- Where all other conditions are equal, priority will generally be given to a tenant wishing to move from a shared facility to a self-contained room over a tenant seeking to move from one self-contained room to another.



St Kilda Community Housing Ltd

102 St Kilda Road, St Kilda, Vic 3182

Phone: 9534 1809

Fax: 9537 1456

Email: admin@stkch.org.au

www.stkch.org.au