



## Transfer Application Form

Please read the following notes before completing this application form:

1. This form is for existing Papworth Trust tenants only, to apply to be registered for transfer to another Papworth Trust home
2. Any transfer application will be assessed in line with the Papworth Trust lettings policy in force at the time
3. Underoccupation by a maximum of one bedroom will only be considered if applicants are downsizing from a larger home and meet affordability criteria. This will be considered low priority.
4. Appropriate evidence of a change in circumstances must be submitted with your application form, e.g. Occupation therapist assessment for requiring adapted/level access homes
5. Tenants will be notified within 28 days of the receipt of the application form of whether the transfer application is successful and of any conditions to the transfer, e.g. number of bedrooms
6. Tenants can request one review of the outcome of the transfer application
7. Transfers will not be permitted for tenants with rent arrears, unless the transfer is on affordability grounds, e.g. underoccupation. In these cases tenants will be required to enter into a repayment arrangement that will be included explicitly any new tenancy
8. When a transfer application is accepted, there is no guarantee if and when a suitable property may be offered
9. All successful applications will be considered for suitable vacancies and the decision of offer a transfer will be based on housing need

**Completed forms and supplementary information should be returned to by email to [housing@papworthtrust.org.uk](mailto:housing@papworthtrust.org.uk)**



## Your Details

	Main Tenant	Joint Tenant (if applicable)
Title		
Surnames		
Forename(s)		
Date of birth		
Telephone number		
Mobile number		
Email address		
Address		
Postcode		

## Your Household

Please list the people in your household to be rehoused with you

Title	Forename(s)	Surname	Date of birth	Sex	Relationship to tenant

## Reason for Applying for a Transfer

Why are you applying to transfer to another Papworth Trust home.  
Please tick all the reasons that apply

<input type="checkbox"/>	Affordability - you can no longer afford the rent at your current home
<input type="checkbox"/>	Anti-social behaviour - you are experiencing anti-social behaviour



	Underoccupation - your current home is too large for your needs
	Overcrowding - your current home is too small for your needs
	Employment - to take up an offer of permanent employment
	Disability - current home is no longer suitable and cannot be reasonably adapted
	Move on - you are ready to move from supported to independent accommodation
	Other – please specify:

### Size of Property

Please tick how many bedrooms are you requesting (if this is larger than the number of bedrooms you are entitled to please include justification in the supporting information section below)

- |  |                                       |                                       |
|--|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Bedsit/studio | <input type="checkbox"/> One bedroom  | <input type="checkbox"/> Two bedroom  |
| <input type="checkbox"/> Three Bedroom | <input type="checkbox"/> Four bedroom | <input type="checkbox"/> Five bedroom |

### Adaptations/Disabilities

Please list what adaptations or disability features you require in your home – please include further information in supporting information section

- |   |                                   |  |
|---|-----------------------------------|--|
| <input type="checkbox"/> Level access         | <input type="checkbox"/> Wet room | <input type="checkbox"/> Height adjustable kitchen |
| <input type="checkbox"/> Other please specify |                                   |  |

### Location

You will be considered for transfers in your current local authority. If you would like to be considered for other locations please tick the areas you would transfer to.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> South Cambridgeshire | <input type="checkbox"/> Huntingdonshire | <input type="checkbox"/> East Cambridgeshire |
| <input type="checkbox"/> Fenland              | <input type="checkbox"/> Cambridge City  | <input type="checkbox"/> Peterborough City   |
| <input type="checkbox"/> Bedford Borough      | <input type="checkbox"/> Luton Borough   | <input type="checkbox"/> Hertfordshire       |
| <input type="checkbox"/> Suffolk              | <input type="checkbox"/> Norfolk         | <input type="checkbox"/> Essex               |



## Supporting Information

Please provide further detail and information to support your request. Where appropriate your application should also be supported by further evidence from other agencies. E.g. Occupational assessment, medical practitioner report, offer of employment (list not exhaustive).

## Convictions and history of anti-social behaviour

Please provide the following information that may have changed since you moved into your current home.

Do you, or any member of your household, have any \*unspent convictions or court orders against them?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

\* Please note: Under the Rehabilitation of Offenders Act 1974, after a certain period of time convictions (except for those listed below) become 'spent'. The length of time between the date of conviction and the date it becomes spent depends upon the type of sentence given and the age of the offender and may be extended if there are further convictions. Any convictions that are spent do not have to be disclosed on this application form. Convictions that can never be



spent are those for which there was a sentence of life imprisonment or a sentence of over 2 1/2 years in prison or detention or youth custody or corrective training.

Have you, or anyone who lives with you, been the subject of an Anti-Social Behaviour Order, Behaviour Contract or other restrictions?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Had any other type of action taken against you to do with anti-social behaviour, criminal conviction or court orders?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Have you, or anyone who will live with you, been convicted under the Sex Offenders Act 1997 or have their name on the Sex Offenders register?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

**If the answer is Yes to any of these questions, then please complete the section below stating who it was, including dates**

Name of person			
Date of Court hearing			
Offence committed			
Sentence or other action taken			



## Declaration

Where there are joint applicants, both must sign. Before signing, please check that you have completed all the sections of the form that apply to you.

### 1. General

I confirm that the details I have given on this form are true and that I will tell you immediately about any changes in my circumstances. I understand that if I give any false information, my transfer application may be refused, any offer of a transfer may be withdrawn, or Papworth Trust may take steps to end my tenancy.

### 2. Status Checks

I understand that you will make all the necessary checks relating to this application. This may include references, police checks and confirmation of any previous housing debts. I agree to these checks being made. Without this consent I understand that my application will not be processed.

### 3. Data Protection

Papworth Trust will only use the information you supply in this form to assess your housing circumstances in respect of a transfer. It will help us make decisions about the home that best meets your housing, care and support needs. We might need to share the information you have given us with other organisations to help us make these decisions and we might also need to ask for more information about you. These organisations could be, for example, your support provider, social services or the local housing authority.

By signing below you confirm you understand that:

- I/we will inform Papworth Trust if there is any change of circumstances and/or information provided on this form.
- I/we certify that the information given on this form is, to the best of my/our knowledge, true in every respect.
- I/we give consent to Papworth Trust to share information with and receive information from other organisations about me/us in the context of this application for housing.
- I authorise the relevant Police Constabulary to confirm/release any information about any named persons in this application as above which may assist the Papworth Trust to investigate this transfer application.



	Main tenant	Joint tenant
Print name		
Signature		

Office use only						Staff ID	
<input type="checkbox"/> ASB		<input type="checkbox"/> Underoccupation		<input type="checkbox"/> Employment		<input type="checkbox"/> Move on	
<input type="checkbox"/> Affordability		<input type="checkbox"/> Overcrowding		<input type="checkbox"/> Disability		<input type="checkbox"/> Other	
<input type="checkbox"/> Continued underoccupation requested		<input type="checkbox"/> Accepted		<input type="checkbox"/> Refused			
<input type="checkbox"/> Accept transfer			<input type="checkbox"/> Refuse transfer				
<input type="checkbox"/> Letter issued							