

## *Another way to move....*

### ***Do you know someone who you could swap house with?***

This is called a mutual exchange, and you do not need to fill in a transfer form. You can exchange with a council or housing association tenant.

If you know someone you would like to swap homes with, let us know, preferably in writing. It can take as little as 6 weeks and you can move anywhere in Britain. However, you must have our permission in writing before you move.



### ***Leaving Gloucester..***

If you want to move away from Gloucester, ask about the HOMES scheme. This is a national scheme helping council and housing association tenants move to any part of Britain.

Ask for a HOMES leaflet, or talk to your Housing Officer for more information.

**Oxbode Housing Association**

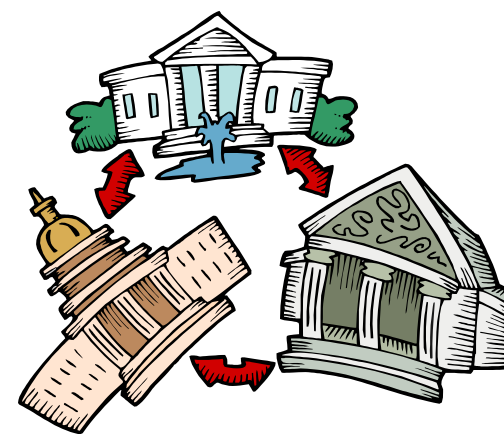
County Chambers, Station Road, Gloucester, GL1 1DH

Phone: 01452 505359, Fax: 01452 300797

**Oxbode Housing Association**

**SO, YOU WANT  
TO MOVE.....**

## Tips for Oxbode tenants wanting to move to another home



County Chambers, Station Road, Gloucester, GL1 1DH

Phone: 01452 505359, Fax: 01452 300797

# Applying for a move



## Step 1

Get in touch with your Housing Officer who can explain the steps.

## Step 2

We will carry out a visit in your home, and fill in a transfer form. We check your rent account is clear, that no complaints have been made about you or your family, that your home has been looked after and the decoration is in good condition.

## Step 3

Your form is then sent to Gloucester City Council who will assess your application and put it in their transfer computer system.

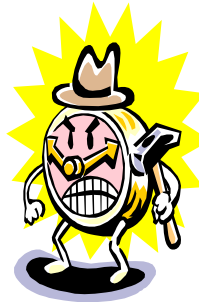
## Step 4

You may be made an offer of another property. You can then look at it, and decide if you want to move. If you do want to move, you must let US know straightaway, and give us notice.

## Did you know.....

- You can apply for a transfer if:
  - ⇒ Your rent account is up to date;
  - ⇒ You have kept to all the conditions of your tenancy; and
  - ⇒ You have been an Oxbode tenant for one year or more.

- It may take a long time to offer you another property
- Depending on your personal circumstances, there maybe many people ahead of you on the transfer list.



- The areas you choose can also mean it will take a long time to rehouse you. If you choose very popular areas, remember that there will be lots of other people who also want to move to that area, and very few people who want to move out.



- If you are willing to consider an offer from a range of other landlords, it could help you to move quicker. Every housing association with properties in Gloucester works with the Council to rehouse people from the transfer list.

**The more choices you give, the quicker you could move!**

## When things change.....

Remember to let us know if you have a baby, you have a serious health problem or a partner or child leaves home.

All these things could make a difference to your application.

## Are you still on the transfer list?.....



The Council every year sends out a review form. If you do not return this form your application is taken off the transfer list.