1. Introduction
Brighton & Hove City Council has a limited supply of family sized accommodation and properties adapted to be wheelchair accessible. The council has therefore adopted an under-occupation incentive scheme in order to free up these properties. This scheme (TIS) is for council tenants who have 1 or more bedrooms they no longer need and are interested in downsizing or ending their tenancy. Tenants have the option of transferring to another social housing property or moving to the private sector.

The scheme is also available for tenants who have a wheelchair-adapted property they no longer require and who could move to a new home without adaptations (even with the same number of bedrooms), freeing up an accessible property for someone who needs it.

Under the Transfer Incentive Scheme, council tenants who are giving up these types of accommodation are eligible for cash incentives and are given the highest priority for re-housing in the allocations scheme.

Housing association tenants living in Brighton and Hove who are either under-occupying or no longer need a wheelchair-adapted property can apply to move through Homemove on the Transfer Support Scheme and if eligible are also given the highest priority for re-housing.

For more information, please contact the Homemove Team on 01273 294400 (please select option 1) or e-mail TransferUnderoccupying@brighton-hove.gov.uk

2. Eligibility
The Transfer Incentive Scheme (TIS) is available to tenants who meet the following criteria:

- Have held a Secure Tenancy Agreement for at least 12 months (Introductory Tenancies are not eligible)
- Occupy a general needs family property* or occupy wheelchair accessible accommodation**
- Agree to transfer to smaller accommodation that meets their needs and/or a non-adapted property, and provide vacant possession of their present home. Or to relinquish their Standard Tenancy completely and move to the private sector. Proof of tenancy agreement or proof of purchase will be required before any payments are released.
- Have a clear rent account or have an agreement in place to clear arrears and Housing Income Management agrees that a move can take place

Housing income management will be consulted to confirm they are in agreement for them to move specially when tenants are in rent arrears, but are not subject to a possession order.

* through this scheme general needs family properties are classified as houses, bungalows or flats with two bedrooms or more

** in this instance a wheelchair accessible property would be classified as accommodation fully adapted for a wheelchair user or a property that has level or ramped access with wheelchair access to all essential rooms within the property, but may not have wheelchair access to all areas of the property

3. Ineligibility
A Transfer Incentive Grant will not be available to those persons:

- Who are subject to a possession order
- Who have been served with a Notice of Seeking Possession for anti-social behaviour
- Who have been served with a Demotion Notice
- Who hold an introductory tenancy or are licensees
- Who have previously received a Transfer Incentive Scheme payment
- Who are above the income and savings cap established in the Housing Allocations policy. (band A will be given – no money incentive)
4. Incentive Payments
A fixed incentive payment will be paid at the following rates to those transferring from family-sized general needs accommodation to smaller or non-adapted property.

- £1,000 if you give up one bedroom
- £1,500 if you give up two bedrooms
- £2,000 if you give up three bedrooms
- £2,500 if you give up four bedrooms
- £1,000 if you give up a wheelchair-adapted property (even if you keep the same number of bedrooms)

The above payments will be subject to budget limits. If there are more requests for transfer incentive grants than there is funding available, the council will:

- Reduce the amount of payments made through the scheme
- Give priority to those moving from accommodation that is more urgently needed
- Assist with a transfer in the new financial year

Brighton and Hove City Council reserves the right to reduce the payments above by:

- Any Housing Related Debts owed to the council at the time of transfer; and/or
- The cost of any works that the Council has to undertake to the vacated premises as a result of damage or neglect on the part of the tenant; and/or
- Any outstanding court costs

Payments will be authorised once the tenant has moved, provided their new tenancy agreement or proof of purchase and following an inspection of the vacated property. Applicants must be registered on the scheme 1 month before a move takes place for a payment to be authorised.

5. Financial Resources
The annual budget for the existing scheme is currently £150,000. The scheme will be kept under review and the need for any additional funding will be dealt with as part of the annual budget setting process.

6. Applications & Assessment
Transfer applicants must complete a Housing Register application and The Transfer Incentive application form is included as part of the housing application form.

Application forms are available from our website www.brighton-hove.gov.uk/ and any council housing offices in Brighton and Hove.

Once a transfer applicant has been accepted onto the scheme they will be given a Band A priority by the Homemove Team with details of the size of property they are eligible for. Applicants will then be able to ‘bid’ for available properties. Full details of the scheme are available at www.homemove.org.uk

7. Private Sector Renting
Incentive payments are also available for those who wish to move into the private sector to rent privately and are giving up family or adapted accommodation, as described above. Tenants must complete a TIS application form and return to the Homemove team prior to a move taking place. Proof that the applicant is moving into a sustainable tenancy will be required (e.g. tenancy agreement). Please note that applications for this scheme must be received at least one month before the tenancy ends.

8. Purchasing a property
Incentive payments are also available for those who wish to move into the private to purchase a property and are giving up family or adapted accommodation, as described above. Tenants must complete a TIS application form and return to the Homemove team prior to a move taking place. Proof that the applicant has purchased a property will be required (e.g Deeds ). Please note that applications for this scheme must be received at least one month before the tenancy ends.
Transfer Incentive Scheme

Application Form

The Transfer Incentive application form is included as part of the housing application form. The Housing application is designed to assess your housing needs, your bedroom need, mobility, or senior housing need. In order to support your Transfer application you will require to provide the supporting information to qualify under the current Allocations Policy.

Housing Association Tenants are not eligible for the Transfer Incentive Scheme and are required to complete a Transfer Support Scheme application form.

### A. ABOUT YOU AND YOUR HOUSEHOLD

<table>
<thead>
<tr>
<th>Your full name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Address</td>
<td></td>
</tr>
<tr>
<td>Telephone number</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Mobile &amp; e-mail</td>
<td></td>
</tr>
<tr>
<td>Are you a joint tenant</td>
<td>Yes: Name of joint tenant</td>
</tr>
</tbody>
</table>

### HOUSEHOLD DETAILS

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Names</th>
<th>Male/ Female</th>
<th>Date of Birth</th>
<th>Relationship To You</th>
<th>Moving With You?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
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### DO YOU:

- Want to move to smaller accommodation?
- Do you have a joint tenancy
- Want to move from your wheelchair-adapted property?
  Please give details of all adaptations.
- Want to move into the private sector
- Want to purchase a property
- Transfer to a Brighton and Hove council property or a partner housing association

<table>
<thead>
<tr>
<th>How many bedrooms do you have</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>How many bedrooms do you need</td>
<td></td>
</tr>
</tbody>
</table>

### YOUR PRESENT ADDRESS

- Do you have a separate dining room?
- Is there a garden?
- Do you live in a house, a flat or a bungalow?
- Please give details of any adaptations

|  |  |
|  |  |
INCOME AND SAVINGS (for each household member)

<table>
<thead>
<tr>
<th></th>
<th>YOU</th>
<th>YOUR PARTNER</th>
<th>ADULT CHILD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross monthly income</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Savings</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

WHAT FACILITIES DO YOU NEED?

<table>
<thead>
<tr>
<th>Facility</th>
<th>YOU</th>
<th>YOUR PARTNER</th>
<th>ADULT CHILD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheltered Housing for the elderly</td>
<td></td>
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</tr>
<tr>
<td>Do you have any mobility issues?</td>
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<tr>
<td>Can you manage stairs?</td>
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<tr>
<td>Is there any other information which would help us with your application?</td>
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<tr>
<td>Do you require any specific support from the Transfer Incentive Officer to help you on the process?</td>
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</tbody>
</table>

BANK DETAILS
You have to have an account for the Incentive payments to be paid

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Bank</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Sort code</td>
<td></td>
</tr>
<tr>
<td>Account no.</td>
<td></td>
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</tbody>
</table>

EQUAL OPPORTUNITIES AND FAIRNESS
Brighton & Hove City Council operates policies to ensure that everyone who applies for housing is provided with a service that is relevant to their needs. In aiming to provide a housing service that is accessible to all applicants, landlords recognise that racial discrimination and disadvantage means that services must be monitored to ensure these are provided fairly. By giving the following information, you will help us to make sure that these policies are working properly. The information you give will be confidential.

It is important that you complete this section.
Please indicate what you consider to be your ethnic origin by ticking the appropriate box

<table>
<thead>
<tr>
<th>Ethnic Origin</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>British</td>
</tr>
<tr>
<td>British</td>
<td>Caribbean</td>
</tr>
<tr>
<td>Irish</td>
<td>African</td>
</tr>
<tr>
<td>Any other White background</td>
<td>Any other Black background</td>
</tr>
<tr>
<td>Mixed</td>
<td>Chinese or Other Ethnic Group</td>
</tr>
<tr>
<td>White and Black Caribbean</td>
<td>Chinese</td>
</tr>
<tr>
<td>White and Black African</td>
<td>Any other Ethnic Group, please</td>
</tr>
<tr>
<td>White and Asian</td>
<td>Specify..........................</td>
</tr>
<tr>
<td>Any other mixed background</td>
<td></td>
</tr>
</tbody>
</table>

FORWARDING ADDRESS
Please provide if known

DE beats
I have read and understand the Transfer Incentive Scheme Policy. I understand that any Housing Related Debts, Rechargeable Repairs or Court Costs will be deducted from any incentive payment. I understand that if I have provided false information in my housing application my incentive payment may be withdrawn. I understand that if I am granted a tenancy because I have given false or misleading information, or because of information I have not given then that tenancy may be terminated and I may have to pay a fine of up to £5,000 under Section 214 of the 1996 Housing Act.

Signature  ..................................................  Date  ..................................
SUPORTING INFORMATION REQUIRED

Proof of Local connection
- Proof that you have been resident in Brighton & Hove for the past 5 years

Proof of savings and income (for each household member) -
- Proof of your household income, savings for the entire household e.g. a list of incomes for each adult household member and evidence such as:
  - a recent full 3 month bank statement from each account held,
  - benefit letters for each benefit claimed,
  - payslips.
- if you are on Universal Credit, please provide us with your full print-out statement (if you do not have access to a printer you can print this out in our local job centre)
- Proof of investments for all household members
  - if you have any investments please provide applicable form of proof ie premium bonds etc.

Proof of identification (all documents below need to be provided for each household member)
- A recent printed or digital photo e.g. from a photo booth or taken with your phone (For any household member over 18 years old).
- Proof of National Insurance Numbers (For any household member over 16 years old)
- Photocopy of valid: passport, birth certificate or driving licence. (For all household members)

Proof for children (if relevant)
- Under 18
  - Confirmation that the child(ren) live(s) with applicants. Up-to-date full letters of proof for child benefit or child tax credits with the child(ren)’s name(s) on,
  - photocopy of a birth certificate,
- Adult Child
  - Confirmation of adult child's identity
  - a Letter from the adult child stating that live with the applicant and wishes to be re-housed with the applicant permanently.
  - Proof that adult child has been resident with the applicant for at least 6 months e.g. current bank statements or utility bills,

Medical/Mobility evidence (if relevant)
Should you choose to commit to any costs in order to provide supplementary medical information these will not be reimbursed by the service.
- Please complete the enclosed medical/mobility forms if you require a mobility and medical assessment
- Proof of diagnosis, medication and treatment that you currently receive. Any recent reports regarding your medical needs
- Recent ‘Patient Summary’. You can ask the receptionists at your GP’s surgery for this. This is a print-out summary of your history and diagnoses, and should be provided free of charge.
- Reports or assessments regarding your mobility levels from any professionals who are involved within your care. E.g. from Occupational Therapists, Physiotherapist or any other reports such as a walking aid assessment. If you have been assessed to use a wheelchair/electric scooter, we need proof of when you have been assessed to use it e.g. for outdoor use only or full-time.
Sheltered Housing (if relevant)
- Please complete the enclosed Support Needs Self-Assessment Form - if you feel you will benefit from living in older people's housing (sheltered housing +55)

Extra bed for carers (if relevant)
- Proof to have been formally assessed for permanent over-night care.
- Provide evidence that overnight care is required. This must include a care assessment from Adult Social Care at Brighton & Hove City Council.

Applicants with convictions (if relevant)
- Details of all unspent convictions, when and where the offence took place and the sentence received, plus details of any exclusion zones or non-molestation orders. Contact details of Probation Officer.