

Transfer Application Form



LAOIS COUNTY COUNCIL

COMHAIRLE CHONTAE LAOISE

Áras an Chontae, Portlaoise, Co. Laois

Tel: 057 866 4000 Fax: 057 8622313 www.laois.ie

APPLICATION FOR TRANSFER

Please return your completed form and the required documents to
Housing Allocations Team, Laois County Council, Housing Department,
Áras an Chontae, Portlaoise, Co. Laois

Please note in accordance with the Social Housing Allocation Scheme, an application for transfer will be considered on the basis of accommodation needs (structural) e.g. , medical, overcrowding or downsizing.

An applicant may be eligible for consideration subject to compliance with the following conditions:

1. The tenant(s) must have resided in their current property for at least three years,
2. All rents and other charges due and payable in respect of their existing accommodation must be fully discharged,
3. The tenant(s) has complied with all the conditions of the Letting Agreement.
4. Where a house inspection has been carried out and condition of the property is in order and good repair,
5. The transfer cannot result in the tenant(s) being inappropriately accommodated,
6. The tenant(s) must not have engaged in anti-social behaviour in the previous three years, subject to Garda verification.

Part A – Personal Details

Please complete the following in respect of yourself and Applicant 2: spouse / partner (if applicable)

| | Tenant 1 | Joint Tenant 2 |
|---------------------------|----------|----------------|
| PPS Number | | |
| First Name(s) | | |
| Surname | | |
| Date of Birth | | |
| Current Address | | |
| Telephone / Mobile Number | | |

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| Other Occupants | | | |
|--|------|---------------|-----------------------------|
| Name | PPSN | Date of Birth | Relationship to Main Tenant |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| How long have you lived at this address? | | | |

Part B – Transfer Reason and Accommodation Type

Reason for seeking transfer:

Overcrowding Downsizing
 Medical Other:

| | |
|--|--|
| Give a brief reason for transfer request: | |
|--|--|

If you are an AHB tenant, please get the attached Appendix A completed by the AHB.

Current Accommodation Type: (please tick all that apply)

House:

| | | | | | | | | | |
|---------------------------------|--------------------------|-------------------------------|--------------------------|---------------|--------------------------|-------------|--------------------------|------------------------|--------------------------|
| Bungalow | <input type="checkbox"/> | 2 Storey | <input type="checkbox"/> | 3 Storey | <input type="checkbox"/> | Duplex | <input type="checkbox"/> | | |
| Detached | <input type="checkbox"/> | Semi Detached | <input type="checkbox"/> | End Terrace | <input type="checkbox"/> | Mid Terrace | <input type="checkbox"/> | | |
| Number of bedrooms (Downstairs) | <input type="checkbox"/> | Number of bedrooms (Upstairs) | <input type="checkbox"/> | Shower | <input type="checkbox"/> | Bath | <input type="checkbox"/> | Wet room / WC bathroom | <input type="checkbox"/> |
| Bathroom Downstairs | <input type="checkbox"/> | Bathroom Upstairs | <input type="checkbox"/> | Downstairs WC | <input type="checkbox"/> | | | | |

Apartment:

| | | | | | | | | | |
|------------------------|--------------------------|---------------------------------|--------------------------|---------------------------------|--------------------------|---------------------------------|--------------------------|---------------------------------|--------------------------|
| Ground Floor Apartment | <input type="checkbox"/> | 1 st Floor Apartment | <input type="checkbox"/> | 2 nd Floor Apartment | <input type="checkbox"/> | 3 rd Floor Apartment | <input type="checkbox"/> | 4 th Floor Apartment | <input type="checkbox"/> |
| Shower | <input type="checkbox"/> | Bath | <input type="checkbox"/> | Wet room / WC bathroom | <input type="checkbox"/> | Lift Included | <input type="checkbox"/> | | |

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Part C – Areas of Choice (area preferences for housing)

Please update your 'Areas of Choice' by ticking the areas you are interested in below, subject to the following rules –

- you can only pick up to 3 Areas of Choice. Each Area of Choice is given equal preference.

| | | |
|--|--|--|
| <input type="checkbox"/> ABBEYLEIX | <input type="checkbox"/> BORRIS-IN-OSSORY | <input type="checkbox"/> DURROW |
| <input type="checkbox"/> ARLES/KILLEEN | <input type="checkbox"/> CAMROSS/COOLRAIN | <input type="checkbox"/> ERRILL |
| <input type="checkbox"/> BALLINAKILL | <input type="checkbox"/> CASTLETOWN | <input type="checkbox"/> GRAIGUECULLEN/KILLESBIN |
| <input type="checkbox"/> BALLYLINAN | <input type="checkbox"/> CLONASLEE | <input type="checkbox"/> MOUNTMELICK |
| <input type="checkbox"/> BALLYROAN | <input type="checkbox"/> DOONANE/CRETTYARD/SWAN/TIMAHOE/WOLFHILL | |
| <input type="checkbox"/> MOUNTRATH | <input type="checkbox"/> PORTLAOISE | <input type="checkbox"/> ROSENALLIS |
| <input type="checkbox"/> PORTARLINGTON | <input type="checkbox"/> RATHDOWNEY | <input type="checkbox"/> STRADBALLY |

Part D: Disability and/or Medical Information

Does anyone in the household have a disability or medical condition?

Yes No

Person's name _____

Person's name _____

To apply on Medical grounds; a Medical HMD-1 Form needs to be completed for each person with a medical housing need, by 2 Healthcare professionals. Please request a form from the Allocations Team.

If someone in the household has a disability, please indicate if the disability falls into any of the following categories (*you may tick more than one*)

- Intellectual disability Yes No
- Mental health disability Yes No
- Physical disability Yes No
- Sensory disability Yes No

Due to the disability or medical condition are there any particular requirements needed in a home?
(*please tick*)

Yes No

If so, please describe the particular requirements
(E.g. wheelchair access needed)

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DECLARATION

Once you have finished filling out this form **in full**, please read this declaration carefully and sign and date it when you are satisfied that you understand it.

Collection and Use of Data

All data supplied by you when completing this form (including any personal data you submit) will be used for the purposes of assessing and administering your application for Social Housing Support. The law allows this local authority in certain circumstances to share your data with other public bodies. For example, we may share your data with the Central Statistics Office under the Statistics Act 1993. The data supplied by you when completing this application may be shared with the Local Government Management Agency (LGMA) and the Housing Agency in order to fulfil a statutory requirement to provide an annual Summary of Social Housing Assessment, including the production at a national level of statistical reports that inform policy and future planning in terms of the national housing need.

In carrying out its functions under the Housing Acts of 1966-2014, the local authority may request and obtain information for other organisations. These include another local authority, the Criminal Assets Bureau, An Garda Síochána, the Department of Social Protection, the Health Service Executive (HSE), the Revenue Commissioners or an Approved Housing Body in relation to current or prospective occupants of, or applicants for, local authority housing. Your data may also be shared with other public bodies in accordance with our obligation to prevent and detect fraud.

Your rights as a data subject under the General Data Protection Regulation (GDPR) apply in full and are clearly set out in Laois County Council privacy statement. Copies of this are available from Data Protection Officer (DPO).

If you have any questions about your rights under GDPR, you can contact Laois County Council Data Protection Officer, or you may also contact the Data Protection Commission (DPC).

For more information, please contact Data Protection Officer

Telephone: 057 866 4000

Email: dataprotection@laoiscoco.ie

Declaration

1. I (or we) declare that the information and particulars given by me (or us) on this form are true and correct.
2. I (or we) promise to notify the local authority of any change in my (or our) household circumstances such as our address, the people who make up the household, their wages or payments, or medical conditions if this changes from the details we gave on this form.
3. I (or we) also authorise the housing authority can make whatever enquires it considers necessary to check that the details of this application are correct.
4. I am (or we are) aware that it is against the law to give false information on this form and that I (or we) can be prosecuted for doing that.
5. I (or we) understand that my (or our) personal data will be shared with LGMA, and The Housing Agency for the purposes of the above.

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6. I (or we) understand that my (or our) personal data will be shared with other public bodies only as provided by law.

7. I (or we) understand that a failure to respond to a request for updated information, as part of the Summary of Social Housing Assessment process, may result in my (or our) housing application being closed.

| | |
|--|--|
| Signature of Main Tenant | |
| Print full name (BLOCK CAPITALS please) | |
| Signature of Joint Tenant | |
| Print full name (BLOCK CAPITALS please) | |
| Date (dd/mm/yy) | |

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Appendix A

To be completed by the Approved Housing Body

Dear Laois County Council,

The below tenant wishes to submit a Transfer Request:

| | | |
|------------------------------------|----------|-----------------------------|
| Approved Housing Body Name: | | |
| Main Tenant | Tenant 1 | Joint Tenant 2 |
| First Name | | |
| Surname | | |
| Property Address | | |
| Occupants: | | Relationship to Main Tenant |
| | | |
| | | |

| | | |
|---|-------------|-------------|
| Tenancy Start Date | | |
| Rent Account | Arrears of: | Credits of: |
| Any other relevant information regarding their tenancy: | | |

Current Accommodation Type: (please tick all that apply)

House:

| | | | | | | | |
|---------------------------------|--------------------------|-------------------------------|--------------------------|-----------------------------------|--------------------------|-----------------|--------------------------|
| Bungalow | <input type="checkbox"/> | 2 Storey | <input type="checkbox"/> | 3 Storey | <input type="checkbox"/> | Duplex | <input type="checkbox"/> |
| Detached | <input type="checkbox"/> | Semi Detached | <input type="checkbox"/> | End Terrace | <input type="checkbox"/> | Mid Terrace | <input type="checkbox"/> |
| Number of bedrooms (Downstairs) | <input type="checkbox"/> | Number of bedrooms (Upstairs) | <input type="checkbox"/> | Shower Downstairs | <input type="checkbox"/> | Bath Downstairs | <input type="checkbox"/> |
| | | | | Wet room / WC bathroom Downstairs | <input type="checkbox"/> | | <input type="checkbox"/> |

Apartment:

| | | | | | | | | | |
|------------------------|--------------------------|---------------------------------|--------------------------|---------------------------------|--------------------------|---------------------------------|--------------------------|---------------------------------|--------------------------|
| Ground Floor Apartment | <input type="checkbox"/> | 1 st Floor Apartment | <input type="checkbox"/> | 2 nd Floor Apartment | <input type="checkbox"/> | 3 rd Floor Apartment | <input type="checkbox"/> | 4 th Floor Apartment | <input type="checkbox"/> |
| Shower | <input type="checkbox"/> | Bath | <input type="checkbox"/> | Wet room | <input type="checkbox"/> | Lift Included | <input type="checkbox"/> | | |

Contact Person: _____

AHB: _____

Signature: _____

Date: _____

AHB Stamp: