



***Housing Services
Under-Occupation
Transfer Incentive Scheme***



Guidance Notes and Conditions

Introduction

The UNDEROCCUPATION TRANSFER INCENTIVE SCHEME enables secure tenants of Tendring District Council occupying property with three or more bedrooms to receive a one off payment to assist with removal expenses when agreeing to transfer to smaller accommodation.

This leaflet provides details of the scheme and an application form for those tenants wishing to take advantage of this new initiative.

Who can apply?

Applications will be considered from existing tenants of Tendring District Council who: -

- Occupy a home with 3 or more bedrooms;
- Are a secure tenant of the Council; and
- Have been satisfactory tenants in respect of the Conditions of Tenancy and rent payments.

Additionally the Council will not accept applications where there is a current housing application from any other member of the applicant's household or where the consequence of the move is the homelessness of a member of the household.

How will my application be considered?

All applications will be assessed for eligibility in accordance with the Council's Housing Allocation Scheme.

The scheme will not however be operated on a 'first come first served basis' because the Council's objective is not just to assist people wanting to transfer but also to release properties that are in the highest demand in areas of greatest need.

What payments will I be entitled to receive?

The amount of payment will be determined by the number of bedrooms released and the size of the accommodation to which you transfer, but the following guidelines will apply.

- 3 bedrooms moving to 1 bedroom up to £1000.
- 3 bedrooms moving to 2 bedrooms up to £750.

The Council will however, deduct from the payment any debts which are owed by the applicant to the Council, or clearance costs or damage to the property which is the tenant's responsibility.

How will I receive my payment?

Once the keys to the property are returned, it will be inspected by the Council's Building Surveyor and you will be advised of any deductions to be made. It is anticipated that the payment process will take no more than 14 days.

How do I apply?

Enclosed with this leaflet you will find an Application for Housing form which will provide the Council with details of your household composition, the property in which you currently live and the type of property you are willing to accept.

Additionally you are required to complete a declaration agreeing to the conditions of the scheme.

If you wish to apply for a move by way of the UNDER OCCUPATION TRANSFER INCENTIVE SCHEME the completed forms should be sent to: -

Tendring District Council
Housing Services
Under occupation Incentive Scheme
Town Hall
Station Road
Clacton on Sea
Essex CO15 1SE



Housing Services **Under-occupation Transfer Incentive Scheme**

Please answer all the following questions

Information about you

Title _____ First name _____ Surname _____

Address _____ Town _____

Postcode _____ Tel. No. _____

Email _____

Date of birth _____

Tenants Declaration

I/we certify that to the best of my/our knowledge the information given in the Application for Housing form is correct.

I/we have read and accept the Under-occupation Transfer Incentive Scheme Guidance and Conditions and agree that full vacant possession of my/our existing accommodation will be surrendered to the Council no later than the commencement date for my/our new tenancy with the Council.

I/we accept that the Council will not be liable for any costs incurred by me/us either as a result of a payment being awarded or as a result of an offer of payment not being made.

Your signature

Signature: Date:

Signature: Date:

Please return this form to: Allocations and Homelessness Section
Housing Services
Tendring District Council
Town Hall
Station Road
Clacton on Sea
Essex CO15 1SE