

# Transfer Incentive Scheme Application Form



Please complete the form in BLOCK CAPITALS.

Further information about the scheme is available in the policy document, which can be accessed on our website or at any housing office. If you wish to apply for a transfer, you must also complete a Joint Housing Register Application Form.

Please note that Housing Association tenants are not eligible for the Transfer Incentive Scheme.

## About You and Your Household

If you have a joint tenant, both you and they must give your full details, and both sign the form.

Current Address			
Postcode		Number of bedrooms	

	Lead Tenant	Joint Tenant
Title		
First Name(s)		
Surname		
Date of Birth		
Contact Number(s)		
E-mail address		

Please give details of everyone in your household.

Title	First Name	Surname	Date of Birth	Relationship to you	Are they moving with you?

## Requirements

What facilities do you need?	Yes	No
Retirement Housing	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any adaption needs?	<input type="checkbox"/>	<input type="checkbox"/>
Can you manage stairs?	<input type="checkbox"/>	<input type="checkbox"/>
Do you wish to move into the private sector?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any other information which would help us with your application?	<input type="checkbox"/>	<input type="checkbox"/>
If yes to any of the above, please provide details:		

## New Property and Move Details

Forwarding Address (if known)			
Postcode		Number of bedrooms	
Are you requesting support with removal costs? If yes, please state how much:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you requesting support with packing costs? If yes, please state how much:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are seeking support to replace flooring? (only if not requiring removal cost support)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

## Bank Details

Incentive payments will be made directly to your bank account. Please provide your details below.

Name of Bank	
Address	
Sort Code	
Account Number	

## Disclaimer

I/We have read and understood the Transfer Incentive Scheme Policy, which can be found on our website, <https://www.lewes-eastbourne.gov.uk/cash-incentives>. The information I have provided is true and accurate to the best of my knowledge, and I will inform Homes First immediately if my circumstances change.

I understand that any housing-related debts, rechargeable repairs, or court costs may be deducted from any incentive payment.

I also understand that if I am granted a tenancy based on false, misleading, or incomplete information, the tenancy may be terminated.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Note:

Applicants must be registered on the scheme before the move takes place for any payment to be authorised. Payments will be processed once the tenant has moved out, the keys have been returned, and an inspection of the vacated property has been completed. All payments will be made via BACS transfer only.

Where possible, payments will be made directly to the removal company. If you would like assistance with removal costs, please submit two quotations for removals with this application. You should also provide evidence to support the need for assistance with packing.

