

Transfers form

This form is for IDS residents applying to transfer to alternative IDS property.

- We will process your application using the information you provide in this form.
- We will check the information you provide before any offer of transfer is confirmed.
- If we find that the information is not accurate it could jeopardise your transfer eligibility – please refer to the guidance notes on the back of this form before completion.
- IDS operates a choice based letting system. When you are close to the top of the list you will be invited to 'bid' for suitable properties.
- Your current property must be left in good decorative order. An inspection will be carried out before any offer is confirmed.
- No offer will be confirmed if your rent account is in arrears.
- If you would like help or advice in completing the form, please contact one of our housing team who will be happy to give you assistance.
- If you require any information in your own language we will be happy to arrange this for you.

Cx Ref No.

IDS Date Stamp

Your details

Title First name Surname Sex Date of birth

Title First name Surname Sex Date of birth

Address Phone number (Home)

Phone number (Mobile)

Postcode Phone number (Work)

Email

Household details

Surname First name Sex Date of birth Relationship to tenant

Surname First name Sex Date of birth Relationship to tenant

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Your current home

How many bedrooms are there?

What floor is your flat on?

Is there a lift?

Applicant's language details

Does Applicant understand

First language

Written English

Spoken English

Fluent

Fluent

Other Languages Spoken

Good

Good

Poor

Poor

None

None

UK Residency Status

Tick box

(evidence will be requested before any offer is made)

British Citizen

Limited Leave to Remain

Other (Please Detail)

EU Citizen – Eastern Europe

EU Citizen – Western Europe

Indefinite Leave to Remain

Accommodation preferences

Please select the size(s) of accommodation you think you are eligible for.

Bedsit

Two

Four

One

Three

Please indicate all the estates you wish to be considered for. (see note 5)
(you may tick as many boxes as you like)

Evelina Mansions

Mocatta House

Rebecca House

Evelyn Court

Nathaniel Court*

Stepney Green Court

Leslie Prince Court

Navarino Mansions

Stoke Newington Estate

*These schemes are designed for Jewish applicants only

Sheltered housing only

Sheltered schemes for those of 60 years and over (you may tick as many boxes as you like)

Abraham Cohen Court *

Ajex House *

Charlotte Court *

Clifford Lawton House

Navarino Mansions

Stepney Green Court

***These schemes are designed for Jewish applicants only**

The information contained in this form will be treated as confidential by IDS. It will only be used for the purpose of assessing and processing your request for transfer to alternative IDS housing.

IDS will only share this information with third parties where there is a possibility of facilitating rehousing with another housing provider.

Your signature on this form will be taken as confirmation that you understand and consent to IDS processing this data for the stated purpose and sharing it in the stated circumstances.

Signed (1st applicant):

Signed (2nd applicant):

Date:

Date:

Guidance notes for completing the transfer application form

IDS' transfer lists operate on a 'Date of Entry Basis'. We will process your application in accordance with the information you give on this form and you will enter the list from the date we receive your correctly completed application at Head Office. We will not alter that information unless you tell us to.

It is important that you tell us about any changes in your household or circumstances, as this may affect what property you are eligible for. If your record is inaccurate because you have failed to inform us of changes you may waste time climbing the wrong list and extend the time you will have to wait for an appropriate transfer offer. If you wish to inform us of anything not covered by this form, please attach a separate note. Please note the only method used for prioritising transfer applications is the date of acceptance of the application.

Note 1: Your Name

This should be the name of the IDS tenant who is applying for transfer. In the case of a joint tenancy the names of both tenants should be entered.

Note 2: Household Details

List details of everyone who lives with you. Please note that the only persons IDS will automatically accept responsibility for the housing needs of are: the persons named on the original tenancy agreement; children born to the tenant during the tenancy; persons IDS has previously agreed with the tenant to consider authorised members of the household.

Note 3: Accommodation Preferences and size

You may apply for all sizes within your range of eligibility but you should take care not to apply for sizes that you do not qualify for as you will not be offered a property that is not the right size for your household.

Note 4: Estate Selection

You may tick as many schemes as you wish that have property within your size eligibility. The more schemes you are prepared to consider the quicker you are likely to receive an offer.

Note 5: Sheltered Housing

Sheltered housing is independent living accommodation for persons over 60 years of age, or for those that have a disability that means you need the support that the scheme offers. The accommodation benefits from a warden call system and communal social facilities.

Other Options:

Due to the shortage of accommodation and the high demand for housing, getting a transfer within IDS stock can take many years. There are other options which can help you move such as HomeSwapper. Further details can be found on our website or at homeswapper.org.uk