

Transfers Policy

Policy Number: 61
Version Number: 001
Ratified by the Board on April 1998
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Introduction:

Prahran Malvern Community Housing aims to provide sustainable housing to all its tenants/residents. This transfers policy aims to provide the flexibility required to respond to a number of situations which may arise while renting from PMCH including health related circumstances, intractable relational issues, other changed circumstances etc.

Purpose:

Unambiguously describe Prahran Malvern Community Housing approach to Inter and intra house room transfers and Inter program transfers.

Policy:

Prahran Malvern Community Housing allows internal house transfers and transfers between properties. PMCH will not under any circumstances force tenants to transfer their tenancies.

Tenancy transfers usually occur between rooms or properties of greater amenity. Transfer options will be offered firstly to tenants who have resided with PMCH the greatest length of time. Secondly to tenants who requested the transfer first.

In some instances, tenancy transfer may provide a strategic solution to an otherwise intractable situation or are in response to a residents health needs, these situations are Priority of Access.

Transfer approval will be made by the Manager, who will assess the appropriateness of the transfer and if resources allow.

Procedures:

Where more than one person has requested a transfer, a list will be kept at the office. Offers are made to first on the list. If the offer is declined the next person on the list will be offered the vacancy and so on.

Responsibilities:

Staff, Manager

Related documents:

Allocations