

Document Name	Tenant Transfer & Succession
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## Tenant Transfer and Succession Policy

### Context

The purpose of this policy is to outline the approach of Salvation Army Housing, Salvation Army Housing (Victoria) and Salvos Housing (together "SAH") to:

- transferring existing tenants to alternative accommodation; and
- transferring a tenancy to a partner or other family member

due to changes in circumstances.

### Policy Statement

#### PROPERTY TRANSFER

Occasions may arise in which a tenant may wish to transfer to alternate accommodation. Depending on the circumstances, there are two ways by which a tenant may make an application for a transfer, if eligible. These are:

1. Date Order Transfer
2. Priority Transfer

All offers of housing are made on the condition that the tenant continues to meet the eligibility criteria for social housing and other criteria for assessing initial and ongoing suitability to tenant a property.

Transfers may also be initiated by SAH where for example a property becomes uninhabitable or there is over-occupation of a property.

#### Date Order Transfer

A Date Order Transfer is applicable to tenants whose accommodation is no longer adequate for their needs. Some examples are:

- Over-occupation: A family, comprising two adults and one child who are expecting another child, living in a two-bedroom unit.
- Under occupation e.g. single person, whose children have left home, living in a three-bedroom house.
- A tenant wishes to be closer to family and support networks.

As vacancies arise, applicants on the Date Order Transfer list shall be considered at the same time as those from the mainstream source.

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## Priority Transfer

A transfer applicant with an urgent housing need which cannot be met by waiting for an offer of accommodation through the usual Date Order Transfer process may make application for a transfer on a *priority basis*.

Examples of situations, which may require a priority transfer, include:

- Medical conditions in which the medical condition is being caused or aggravated by the applicants existing housing.
- Domestic violence and harassment.
- Applicants with a disability, where significant housing modifications are required.

Requests for priority transfers must be substantiated by medical practitioners or community support and advocacy agencies or governmental agencies.

If a priority transfer applicant declines an offer without a valid and substantial reason they will be removed from the priority transfer list.

Assessment of priority transfers will be made by State Managers.

## Transfer Costs

Tenants will generally be required to pay all costs associated with the transfer. However, alternative options may be considered on a case by case basis.

## PROPERTY SUCCESSION

SAH will generally approve the transfer of a tenancy to the tenant's partner or family member if the tenant dies or leaves the property subject to:

- the length of time the tenant's partner or child is verified as living at the property when the tenant died or left
- no one in the household owning or partly owning any residential property
- eligibility requirements are met
- any specific program requirements.

Other circumstances may be approved on a case by case basis as determined by the State Manager and subject to program requirements.

## Scope

This policy applies to all transitional housing and long-term rental properties owned or managed by SAH.

## Definitions

n/a

## Related legislation, policies and or procedures

- Tenant Transfer and Succession Procedures
- Eligibility Policy