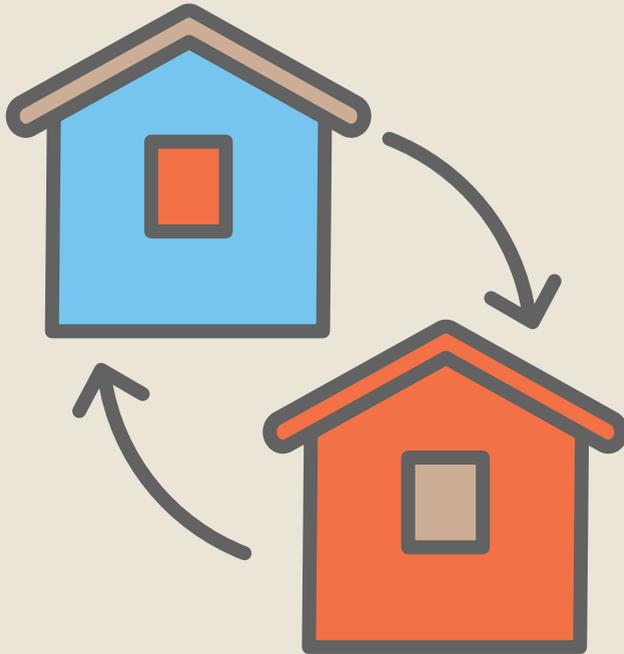


# Registering for a Transfer Telford Court Tenants



If you are a current tenant with the Council at Telford Court, you can register for a transfer with St Albans District Council during the consultation period, as well as after the consultation period.

## Applications to transfer

Applications will need to be made online at [www.stalbanshomechoice.co.uk](http://www.stalbanshomechoice.co.uk)

You will need to add your details and the details of your household.

## What do I do if I do not use the internet?

Please contact us and we will be able to complete the application with you. You will have to bring your documents to our offices if you are not able to upload them.

## What size property will I be accepted for?

We will automatically accept your application for a property that is the same size as your current home.

You can choose to downsize to a smaller property if you wish.

All eligible applicants will receive a band A priority, this is the highest priority.

If you need to move to a larger home, we will assess your eligibility to transfer in line with the guidance set out in St Albans City and District Councils' (SADC) Allocation Policy. Details are available on St Albans City and District Councils' website. If you are eligible for a larger property, you will still receive a Band A priority.



## What documents do I need to provide?

We are accepting a reduced number of documents to assess your application if you are moving to a property that is the same size or smaller than your current home. In these circumstances, you will only need to provide your passport and details of your family members. If you wish to move to a larger property you will have to provide more documents and prove your eligibility under St Albans District Councils' Allocation Policy. We will contact you to discuss your application in these circumstances.

You will receive a priority A banding to move to your new home. Your priority date will be the date on which your application was completed, and your documents provided.

## What properties can I bid for?

You will be able to place bids for St Albans District Council properties as well as housing association properties across the district. Bids can be placed online by yourself or, if you wish, we can activate auto bid on your application, which will place bids on the appropriate property sizes in your chosen areas.

Properties are advertised online each Friday and bidding closes on the following Tuesday at 12.00 noon.



## Offer of a new tenancy

Applicants are ranked within a shortlist based upon their priority banding and then priority date. If you are at the top of a shortlist, you will be contacted to discuss the offer and check that you are interested in being offered a tenancy at the new property.

If it is a housing association property, they may undertake a further assessment of your application and request additional documents from you. They will contact you regarding any offer and advise you what information they need.

If you are offered a new tenancy with St Albans City and District Council, it will be a secure tenancy.

If you move to a housing association property you will probably be offered an assured tenancy.

## Assistance to move

When you move to your new property you will receive further assistance from St Albans City and District Council to help you. This includes assistance with removals, assistance with carpets and curtains, redirecting post and reconnection of services.

You will also be entitled to a Home Loss Payment of £7,100. If you are downsizing to a smaller property, you will also be entitled to a downsizing grant. Please note that if you have arrears, any debt to St Albans City and District Council will be cleared before a final payment is made.

We understand that moving can be very complicated and we will have a dedicated member of staff to assist you with your application and making arrangements to move.

## Making an application to St Albans Housing Register

Please visit [www.stalbanshomechoice.co.uk](http://www.stalbanshomechoice.co.uk)

Choose the option to register as a customer and complete a housing register application.

You will need an email address and you will have to set up a password.

If you need assistance in completing the application, please contact us via the Telford Court email address, [telfordcourt@stalbands.gov.uk](mailto:telfordcourt@stalbands.gov.uk) and we will be in contact with you.

Select the areas you wish to live if you want to have auto bid activated for your application.



## What documents to provide

### Moving to a smaller home or a home the same size as your current home

Please upload proof of the main tenant and joint tenants' eligibility via a UK or non UK passport. If you have a non UK passport, please provide confirmation of your immigration status and indefinite leave to remain. If you are a UK citizen and do not have a passport, please upload a copy of your long birth certificate.

### Moving to a larger home, based on your current household size and need

Please upload the following: passport or long birth certificate for all household members, 3 months' proof of income for all household members over 18, proof of child benefit for all children, 3 months' bank statements for all household members over 18.

### Medical information

Please upload a recent occupational therapist report or confirmation from your doctor or specialist, if you have a disability or medical condition, that you wish us to consider. This must be a condition that is impacted by your housing.

## Placing a bid

If you want to place your own bids for a property, these are advertised each Friday. Log into your account and select the option for advertised properties. Please note that you will only be able to place bids for the property size that you have been assessed for.

Some properties have an age restriction and your household will need to meet the age criteria, to place a bid. If you have any difficulties placing a bid please contact us via the following email address [telfordcourt@stalbens.gov.uk](mailto:telfordcourt@stalbens.gov.uk).

## Accepting an offer and moving

Once you have been made an offer of a property, we will be in contact with you to discuss the details of your move, arranging a removal date and choosing carpets and reconnection of services.

