

BIRMINGHAM CIVIC HOUSING ASSOCIATION LIMITED

Housing Transfer Form

Office Use Only

Reg No.

THIS FORM SHOULD ONLY BE USED BY EXISTING CIVIC TENANTS SEEKING A TRANSFER TO ANOTHER CIVIC PROPERTY

We will be unable to assist if you wish to move out of the areas where we have properties. You will need to contact the relevant Local Authority or Housing Association direct. Alternatively, you can apply for a Mutual Exchange by registering with www.homeswapper.co.uk As we are a partner of Homeswapper there will be no charge to any Civic tenant who accessed this website.

Please write in **BLOCK CAPITALS** and tick the boxes that apply to you. Please read the questions carefully before you start to fill in the form, and answer them **IN FULL**.

If you have any difficulty in filling in this form, please ask for help.

Throughout the form "your partner" means your husband or wife or someone else who will be living with you as a joint tenant.

1. Your Details			
Mr/Mrs/Miss/Ms	First Name(s)	Surname	Date of Birth
Address			
Post Code:			
Daytime telephone number			
If you do not want us to contact you at work, do not give us a work number			
Email address			

2. Your Partner's Details			
Mr/Mrs/Miss/Ms	First Name(s)	Surname	Date of Birth
Address, if different from above			
Post Code:			
Daytime telephone number			
If you do not want us to contact you at work, do not give us a work number			
Email address			

3. Birmingham Civic Housing Association Ltd. aims to treat all tenants fairly, regardless of their race, colour, disability or ethnic origin. To help us make sure that this policy is fully carried out, and for no other reason, the following information is required.

	You	Your Partner
To which racial group do you think that you and your partner belong?		
1 White – United Kingdom	<input type="checkbox"/>	<input type="checkbox"/>
2 White – Irish	<input type="checkbox"/>	<input type="checkbox"/>
3 White – Other (write in)	<input type="text"/>	<input type="text"/>
4 Indian	<input type="checkbox"/>	<input type="checkbox"/>
5 Kashmiri	<input type="checkbox"/>	<input type="checkbox"/>
6 Chinese	<input type="checkbox"/>	<input type="checkbox"/>
7 Black-Afro-Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
8 Black African	<input type="checkbox"/>	<input type="checkbox"/>
9 Black-Other (write in)	<input type="text"/>	<input type="text"/>
10 Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
11 Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
12 Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>
13 Other Ethnic Group (write in)	<input type="text"/>	<input type="text"/>

4. Date from which you first occupied your current Civic property

5. How many people, including yourself and, if applicable, your partner, will be transferring to another Civic property?

Adults

Children

6. Why do you wish to transfer to another Civic property?

12. Please give your employment / benefit details.	
a) You	
Nature of employment / benefits	
Address of employer / benefit agency	
National Insurance Number	
Date started	Amount per

b) Your partner	
Nature of employment / benefits	
Address of employer / benefit agency	
National Insurance Number	
Date started	Amount per

13. If you have any medical conditions or disabilities that you feel are relevant to your application for a transfer please give details. Please give (approximate) date/s.

14. If yourself, your partner or anyone moving in with you is pregnant, please give details: (Note that we will require proof of pregnancy)
Her name <input type="text"/> Date the baby is due <input type="text"/>

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15. Please give details of all the addresses in the United Kingdom where you and your partner have lived over the last five years.
Do not include your present address. You will be required to provide proof for the last two years.

a) You

Address	Please state whether you were an owner, Council tenant, living with relatives etc	Dates		Reason/s for moving
		From	To	

b) Your partner

Address	Please state whether you were an owner, Council tenant, living with relatives etc	Dates		Reason/s for moving
		From	To	

16. How many bedrooms do you need?

Please write number

17. Please indicate with a tick which of Civic's areas you would be most interested in moving to.

Nechells	<input type="checkbox"/>	Bordesley Green	<input type="checkbox"/>	Small Heath	<input type="checkbox"/>	Aston	<input type="checkbox"/>
Handsworth	<input type="checkbox"/>	Lozells	<input type="checkbox"/>	Winson Green	<input type="checkbox"/>	Sparkbrook	<input type="checkbox"/>
Moseley	<input type="checkbox"/>	Kings Norton	<input type="checkbox"/>	Weoley Castle	<input type="checkbox"/>	Northfield	<input type="checkbox"/>

18. What type of property would you prefer to move to? *You may tick more than one box*

House	<input type="checkbox"/>	It may be difficult to help you if you are only prepared to consider a house NB. Civic do not have any multi-storey flats. All flats are situated on Ground, First or Second Floors
Flat	<input type="checkbox"/>	

19. Please give details of any other information which you believe is relevant to your application for a transfer, or use this space for answers to previous questions which you did not have room for.

DO NOT FORGET TO SIGN THIS FORM

To the best of my knowledge and belief the information I have entered on this form is true. I am aware that to give false information knowingly or recklessly may result in us cancelling this application or recovering possession of any tenancy that is granted to me.

Signed _____ Date _____

Signed _____ Date _____

TO WHOM IT MAY CONCERN

I hereby authorise you to release to Civic Housing Association Limited any information that assists them to trace my whereabouts if I vacate a Civic property leaving outstanding debts or damage.

Signed _____ Date _____

Signed _____ Date _____

DATA PROTECTION ACT

The information provided on this form will be held on computer and is subject to the provisions of the Data Protection Act 1998. This information will be treated in the strictest confidence and will be processed in accordance with the Data Protection Act 1998. We will use the information as part of our Lettings Policy (to process your application), Housing Management Policies (to prevent or minimise anti-social behaviour or to prevent, minimise or recover rent arrears debts owed to the Association) or Housing Benefit queries (to prevent or detect fraud).

Please return this form, after you have filled it in, to:

**Birmingham Civic Housing Association Limited
230 – 232 Wheelwright Road
Erdington
Birmingham B24 8EH
Office Hours – Tuesday, Wednesday, Thursday 0930hrs to 1530 hrs**

Telephone Number: 0121 382 5105

If you need assistance completing this form ring for an appointment.