
Policy context: This policy relates to Sections 148-149 of the *Residential Tenancies Act 2010* and Housing Pathways Transfer Policy

POLICY STATEMENT

I. Purpose

The purpose of this policy is to outline the circumstances under which tenant initiated and management initiated transfers may be requested and approved.

II. Definitions

- A Tenant Transfer is the transfer of an existing social housing tenant to an alternative social housing property. It includes transfers between NSW FaCS managed housing and SCH managed housing.

Tenant requests to transfer an existing tenancy to another occupant are covered under the SCH Recognition as a Tenant policy.

III. Coverage

This policy applies to all SCH managed social and affordable housing properties.

IV. Principles

A tenant may request a transfer to an alternative social housing property if there is a change in their circumstances that affects their housing needs. In order to qualify for a transfer, the tenant must be eligible for social housing, have evidence that their circumstances have changed since their current tenancy commenced and satisfy one of the following transfer grounds:

- 'At risk' of violence, abuse or neglect,
- Under-occupancy,
- Medical condition and/or disability,
- Serious and ongoing harassment,
- Employment,
- Severe or moderate overcrowding,
- Family breakdown/separation, or
- Compassionate grounds.

Tenants must provide the required documentation or evidence to support their application.

SCH will only consider transfer requests for other reasons at the discretion of the Regional Manager.

Tenant initiated transfer requests will be placed on the NSW Housing Pathways waiting list.

If a tenant transfers from a NSW FaCS managed property to a SCH managed property, they will be subject to the lease arrangements and policies of SCH.

Unless the need for a transfer is urgent, a tenant initiated transfer will not be offered alternative housing if they have an outstanding debt to SCH or their previous social housing provider.

Tenants may be assigned a management initiated transfer if their current property is under-occupied, if they are in a leasehold property that is being handed back to the owner, if they cease to be eligible for Affordable Housing or other reasons at the discretion of the Regional Manager. Management initiated transfers may be placed on the NSW Housing Pathways waiting list as priority applications, at the discretion of SCH and SCH may terminate a tenancy if the tenant refuses two alternative offers of housing.

V. Responsibilities

Regional Managers are responsible for identifying transfer requests.

The Access and Demand Team are responsible for managing tenant initiated and management initiated transfers.

DOCUMENTATION

Documents related to this policy	
Related policies	Under Occupancy Recognition as a Tenant
Other related documents	