

HOT24.3 Tenancy Transfer Policy

Purpose

This policy outlines YWCA Housing's approach to applications from tenants to transfer from their current housing to an alternative social housing property.

Scope

This policy applies to tenants in YWCA Housing's long-term housing or rooming house accommodation program when:

- A tenant or resident has made a written transfer request.

Policy Statement

YWCA Housing can consider a transfer to another YWCA Housing property where one or more of the following circumstances has occurred:

- Safety Concerns – for example family violence, anti-social behaviour by neighbours, threats to safety in the property.
- Unsuitable Housing – for example, the need for major disability modifications, ground floor access only required, housing too small for the family size.
- Uninhabitable Housing – due to fire, flood, vandalism or similar.
- Family Reunification – for tenants who need a larger property due to a Children's Court order.
- Stock Utilisation – when a family size changes and a smaller property is required.
- Property redevelopment – for example, a property upgrade.
- End of Head Lease - when a head lease is due to expire, and the lease cannot be renewed.

Responsibilities

YWCA's National Housing Operations Manager has responsibility for ensuring that:

- this policy is implemented, and its application monitored,
- the policy continues to comply with relevant legislation, and
- this policy is reviewed to evaluate its ongoing effectiveness.

Appendices

N/A

Related Information

YWCA	Policy HOT34 Family Violence
YWCA	Procedure HOT24.2 Changing Needs of Tenant
Legislation	Residential Tenancies Act 1997 (Vic)
Legislation	Residential Tenancies and Rooming Accommodation Act 2008 (Qld)
Legislation	Residential Tenancies Act 1999 (NT)
Standards	Housing Registrar (Vic): Performance Standards
Standards	NRSCH: Evidence Guidelines

Document Control Data	
Tenant Damage Policy	
Responsible Officer	Director, National Housing
Accountable Officer	National Housing Operations Manager
Application	YWCA staff involved in tenancy management
Supersedes	[Not applicable: new policy]

Approval and Amendment history			
Review period – 2 years			
Approval Date	Version	Amendments	Next review
	1.0		[2 years]