

**Right to Transfer guidance**

Before submitting a request to Transfer your Contract, please read the following information.

**Reasons a request will be refused**

**Overcrowding / Under Occupying**The Right to Transfer is not permitted if overcrowding or under occupying applies at the property you want to transfer to. If bedroom tax charges would be applicable your application will be denied.

The bedroom tax rules state:

* 2 children of the same sex can share a room until the age of 16 years
* 2 children of opposite sex can share a room until the age of 10 years

**Disabled adaptations**The Right to Transfer will not be permitted where one party is seeking to occupy a property adapted for a disabled person, unless another disabled person, requiring the same adaptations will be in occupation upon completion of the Transfer.

**Over 55’s accommodation**The Right to Transfer will not be permitted for designated over 55’s accommodation unless the new occupants meets the minimum age criteria of 55.

**Alterations to current property**If you have made any alterations to your property (other than internal decoration) without requesting permission your Right to Transfer will be refused.

**Debt**The Right to Transfer will not be allowed where there is outstanding arrears or costs owed to Newport City Homes. The outstanding balance must be cleared before completing the application form.

**Prohibited Conduct**The Right to Transfer will be refused if the conduct of you or the proposed contract holder have been in breach of an Occupation Contract.

**What you are required to do before the exchange happens**

**Rent in advance**At the point of signing for the new property you will be required to pay the first week’s rent in advance. Please check with Newport City Homes as to the amount of rent for the property type you are interested in.

**Viewing**
You are required to view the property that you are interested in so that you are aware of the internal as well as external appearance and layout.

**Property entitlement**
Please read the following information as it will help you to decide if you are eligible for the size and type of property that you wish to Transfer into, please also refer to the bedroom tax information provided. This information is for guidance only and does not guarantee that permission to Transfer properties will be automatically granted upon submission of your request.

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| **Single person/couple who are pregnant**  | 2 bed flat, maisonette or house |
| **Single person with overnight access to a child or children (Parent only)** | 2 bed flat or maisonette |
| **Single person or couple under 55 years of age** | 1 or 2 bed flat or bedsit (subject to affordability) |
| **Single person or couple over 55 years of age** | 1 or 2 bed flat or bungalow (Subject to affordability) |
| **Lone parent/couple + 1 child** | 2 bed flat, maisonette or house |
| **Lone parent/couple + 2 children** | 2 or 3 bed flat, house or maisonette (Subject to affordability) |
| **Lone parent/couple + 3 or more children** | 3 or 4 bed house, 3 bed flat, 3 bed maisonette |
| **Lone parent/couple + 4 or more children** | 4 bed house |

Please note, the above table is a guideline, and we will not allow transfers to proceed if you will be under occupying the property you wish to move to and are subject to a bedroom tax charge.