



## Housing Transfer Application Form

### Guidance Notes

In order for transfers to be considered there must be a material change in the households housing need which can be demonstrated. This change in need should not have been a factor in the first allocation of housing support to justify a transfer.

**Transfers will not be considered within two years of an allocation of housing support.**

Housing Authority tenants including applicants for transfer from the Rental Accommodation Scheme, Voluntary Housing Bodies or Social Leasing will be considered for a transfer to other Housing Authority dwellings under the following circumstances.

1. Overcrowding
2. Where elderly and other small households wish to surrender family type accommodation and move to smaller accommodation.
3. Medical/compassionate reasons
4. Exceptional circumstances

Notwithstanding the above, tenants seeking a transfer must fulfil the following requirements to the satisfaction of the housing authority: -

- (a) Hold tenancy in their present dwelling for a period of at least two years.
- (b) A clear rent account for at least six months.
- (c) All service and other charges paid up to date.
- (d) Kept their dwelling in satisfactory condition.
- (e) Complied with all conditions of their Letting Agreement, and
- (f) Have no record of anti-social behaviour.

All questions on this form to be answered fully – incomplete applications will be returned - and not considered. This is a preliminary application form to allow initial assessment.

Transfers may be accommodated by transferring the applicant to an existing council owned vacancy or to a property leased by the council for providing social housing.

Further information will be required including the completion of a full housing application form as part of the application process should a transfer be initiated in respect of your application.

In conjunction with this application the housing authority may request and obtain information from another housing authority, the Criminal Assets Bureau, An Garda Síochána, the Minister for Social protection, the Health Service Executive or an approved housing body in relation to the persons included on this application form

**Completed forms to be forwarded to:**      **Housing Section,  
Monaghan County Council,  
The Glen,  
Glen Road,  
Monaghan**

**NOTE**

**The furnishing of false or misleading information is an offence liable to prosecution.**

## Part A: Applicants Details

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

### Household Details

Household Details	Name	PPSN	Date of Birth	Weekly Income	Source of Income
<b>Applicant</b>					
<b>Spouse/Partner</b>					
<b>Other family members</b>					
State					
Relationship to applicant					

Has any member of the household in the the last five years being convicted of an offence under the following statutory provisions	Yes	No	If Yes, give details
Disorderly conduct in a public place			
Threatening, abusive or insulting behavior in a public place			
Retribution or display in a public place of material which is threatening, abusive insulting or obscene			
Riot			
Violent Disorder			
Assault or onstruction of a police officer or emergency personnel			

Has any member of the household been subject of a excluding order/interim excluding order			
Has any member of household failed to comply with a behavior order either under S117 of the Criminal Justice Act 2006 or the Childrens Act 2001			
Has any member of the household ever squatted in a local authority dwelling			
Has any member of the household ever been evicted from previous accommodation			

## Part B: Existing Accommodation

Number of Bedrooms		No. of Toilets/Bathrooms	
Number of Living Rooms		Other Rooms	

Length of Present tenancy \_\_\_\_\_ years

Have you previously applied to this Council for a Transfer      Yes \_\_\_\_\_ No \_\_\_\_\_

Preferred area to be transferred to \_\_\_\_\_

Reason for Seeking this area

Currently living in this area	
Currently employed in this area	
Currently in full time education in this area	
Currently attending educational or medical centre in the area that provides specific help related to the impairment	
A relative lives in the area and has lived there for the last 2 years	

Reason for Seeking a Transfer

Overcrowding	
Anti Social Behaviour	
Medical (Submit Medical Evidence)	
Downsizing	
Unsuitability	
Other	

Please submit supporting information in relation to your transfer application and expand upon the reasons for your transfer where applicable

**Part D: Declaration**

I declare that the information and particulars given by me on this application form are true and correct, and I undertake to notify the Council of any change in my circumstances.

Signed: Applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use ONLY**

Customer ID \_\_\_\_\_ File Ref. \_\_\_\_\_

PPS No. \_\_\_\_\_ Date Tenancy Commenced: \_\_\_\_\_

Is rent account clear: Yes No If No what are arrears€ \_\_\_\_\_

Have tenants been involved in, or currently under investigation for, anti social behaviour? Yes  
No

If Yes please give details

Other information (if any):

Recommendation to Housing Officer: Approved \_\_ Rejected \_\_

Notes: \_\_\_\_\_

Signed: \_\_\_\_\_

Date:, \_\_\_\_\_

Approved \_\_ Rejected \_\_

notes: \_\_\_\_\_

Signed: \_\_\_\_\_ Housing Officer Date: \_\_\_\_\_

Where the Housing Authority decide not to renew a lease in respect to a property provided through the Rental Accommodation Scheme or the Social Housing Leasing Initiative, the Housing Need will be examined in the determination of the appropriate housing support which may include a transfer to standard Local Authority house.

Monaghan County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Monaghan County Council's Privacy Statement, please follow the following link: [www.monaghan.ie/housing/transfer-or-move-to-another-council-house](http://www.monaghan.ie/housing/transfer-or-move-to-another-council-house). A copy of the Privacy Statement can also be provided if you request it in writing from the Housing Office, Monaghan County Council, Glen Road, Monaghan. Tel 04730500.



## Tenant Inspection Checklist – Termination of tenancy

**Tenant Name** \_\_\_\_\_

**House Address** \_\_\_\_\_

It is your responsibility to take care of your property as set out in your tenant handbook and agreement. Whilst the Council accept there will be a level of wear and tear over the time of your tenancy it is considered that when we receive a property back from you it should be in a lettable condition.

You are requested to complete the items on this checklist prior to submitting your termination of tenancy form

	Yes	No	Comment
Has the property been cleaned ( <i>including floors/walls/cupboards/windows</i> )?			
Has all your property and unwanted furniture been removed ( <i>including attic/understairs</i> )?			
Have all the repairs and replacements of any parts of your home that are your responsibility as per the tenant handbook being carried out whilst you have been living there – <i>see list attached</i> ?			
Has any structural damage to the house (such as cracks/holes in walls) being repaired?			
Has any damage to the flooring been repaired? (stains on carpet, cracked or damaged tiles, broken floorboards etc)?			
Has any damp and mould in the house been treated?			
Has any leaks/water damage in the house been repaired?			
Has any damage to doors ( <i>including architrave/doorframe/handle/saddle</i> ) and locks been repaired and they are in good working order?			
Has any damage to all the windows and locks/handles been repaired and are they in good working order (no breaks/cracks)?			
Has the boiler been serviced in the last year – ( <i>submit documentation to show works</i> )			

Has the chimney been cleaned in the last year - (submit documentation to show works)			
Has any damage to furnishings and fixtures been repaired (items such as kitchen counters/fitted cupboards/drawers) and are they in good working order?			
Has any damage to heating/electrical appliances and equipment being repaired and are they fully operational (thermostats/radiators/fans/switches/doorbell)?			
Is all the Bathroom suite function working and in good order? (toilet flushes, sink and shower drains, taps not leaking, toilet seat, plugs and chain)			
Is all the kitchen suite function working and in good order?(sink/drains, taps not leaking, plug and chain)			
Is the exterior including garden, yard or outbuildings left in a clean and tidy condition (ensuring that there is no rubbish/ashes remaining, lawns are cut, gutters cleaned, concrete cleaned)			
If Pre pay meter is installed have you deactivated the meter box?			
Code No:			

I confirm that the above is correct. In the event of not being accurate I am aware that further to a council inspection I will be liable for the costs of any repairs necessary

Signed \_\_\_\_\_ Date \_\_\_\_\_



## WHAT DO I HAVE TO REPAIR AND MAINTAIN IN MY HOUSE?

### 1. INSIDE YOUR HOUSE

*You are responsible for the repair and maintenance of the following items: -*

- \* Internal plaster cracks.
- \* Kitchen/cupboard/wardrobe doors (hinges/handles/locks/catches and drawers).
- \* Floor coverings.
- \* Chimney Sweeping.
- \* Repairs due to condensation.
- \* Wall tiles.
- \* Floor tiles.
- \* Vent covers.
- \* Curtain rails and window boards.
- \* Internal woodwork such as floors, doors and skirting boards.
- \* Doors and Windows.
- \* Replacement of broken glass.
- \* External and internal locks and handles.
- \* Window stays, catches and restrictors - on occasions we may carry out these works, at the tenants cost, if original parts cannot be sourced.
- \* Draught proofing of windows and doors.
- \* Internal tiles on window sills.
- \* Letter boxes.
- \* Timberwork on windows (internal)  
You are responsible for painting timber work on windows and doors once every 2 years.
- \* Window handles and locks.

### OUTSIDE YOUR HOUSE

*You are responsible for the repair and maintenance of the following items: -*

- \* Maintenance and upkeep of gardens and hedges - that must be kept in a tidy condition.
- \* Fences and garden boundaries.
- \* Front gates, side gates or doors leading to garden areas, including their support and frames.
- \* TV aerials.
- \* External sheds (where provided).
- \* External decoration.
- \* Cleaning of silt, leaves or other deposits from gutters.

### ELECTRICAL

*You are responsible for the repair and maintenance of the following items: -*

- \* Light Bulb replacement.
- \* Burglar Alarm systems.
- \* Replacement of batteries in smoke detectors.
- \* Replacement of fuses, except mains fuses.
- \* Replacement and repairs of all appliances such as cookers / washing machines / shower units if supplied. If replacement is necessary you must notify the local authority for our records.
- \* Electric appliances, fires and heaters not installed by the Council.

### DECORATION

*You are responsible for any damage to fixtures and fittings: -*

Note: If you are terminating a tenancy with the Council the walls and ceiling should be in good decorative repair ensuring complete coverage and no

streaks, runs or other defects, include for preparation of surfaces for painting by filling, sanding etc. Wall colouring should be vinyl matt emulsion washable paint colour 10.B15 (or other agreed colour to match existing). Ceilings should be vinyl matt emulsion paint colour white.

- \* Responsible for any damage to fixtures and fittings.

### PLUMBING

*You are responsible for the repair and maintenance of the following items: -*

- \* Cleaning gully traps.
- \* Cost of clearing of blocked house drain where a dwelling is served by a single drain and/or the apportioned cost of clearing the combined drain.
- \* Internal waste pipes unless it is a leaking trap.
- \* Taps on sink units and wash hand basins including leaking and dripping taps.
- \* Toilet bowls, except where it is cracked or leaking through wear and tear.
- \* Wash hand basins except where it is cracked and leaking through wear and tear.
- \* Baths except where it is cracked and leaking through wear and tear.
- \* Toilet cisterns and covers except if it is cracked and leaking through wear and tear.
- \* Toilet seat, chains and handles.
- \* Removal of blockages from sinks, baths, showers and toilets.
- \* Stopper and chain for bath, sinks and basin.
- \* Venting air locks in central heating systems.

- \* Maintenance of his/her own central heating system.

### COOKING/HEATING APPLIANCES

*You are responsible for the repair and maintenance of the following items: -*

- \* Any cooking appliances installed by the tenant.
- \* The basket grate in all fireplaces and the replacement of glass panels in doors of room heaters/stoves. Replacement items must be suited to make and model of heater/stove.
- \* Tiles on fireplace/hearth.
- \* Maintenance of gas/oil fired burners boilers - gas/oil fired burners/boilers to be serviced once annually as a minimum. Receipts of services of burners/boilers should be kept for inspection by the County Council.
- \* Maintenance of Heat Pumps - to be serviced once annually as a minimum. Receipts of services should be kept for inspection by the County Council.
- \* Sweeping chimneys twice annually as a minimum (preferably during the heating season). Additional cleaning to be carried out dependant on the type of fuel being burnt. Receipts of chimney cleaning should be kept for inspection by the County Council.
- \* Cleaning stoves externally and internally on a weekly basis.
- \* Solid fuel/gas and other heating appliances.

### GENERAL

*You are responsible for the following items*

- \* Removal of refuse from external areas around the dwelling.
- \* Removal of all materials inside and out upon vacating the property.