

Under-occupation Policy - DRAFT

April 2017

Approved by MC: June 2017

Review date:

1. OBJECTIVE OF THIS POLICY

This document aims to outline Quadrant Brownswood Tenant Co-operative's approach to assisting and/ or encouraging members to downsize should their current accommodation become too large for their needs.

2. PREVIOUS STRATEGY

Previously QBTC offered financial inducements and support to encourage members to move to smaller properties within its own property stock. This is no longer felt to be financially viable and is no longer offered.

3. ALLOCATION CRITERIA

QBTC consider the following when deciding if a household is under-occupied:

- A standard one bedroom property is suitable for a single person or couple. The exception to this is two properties that are classified as suitable for single occupant only.
- A two bedroom property is suitable for a single parent or couple with one child, or a single parent or couple with two children of the same sex both aged below 7 and/or with an age gap of less than 5 years.
- The Co-op considers that a three bedroom property is suitable for a single parent or couple with three children, or a single parent or couple with two children of opposite sex, or a single parent or couple with two children of the same sex where both are aged over 7 and/or where there is an age gap of at least 5 years.

4. DOWN-SIZING OPTIONS

The following options are made available for members to seek a suitable downsize:

- Internal Transfer: Should a suitably sized property become available that a member wishes to move to, and thus would be considered to be downsizing, as per the Allocation Policy and Procedure, that member's application would be given priority over other members looking to move as like-for-like size.
- Mutual Exchange (Internal): Should a member wish to consider moving via mutual exchange, QBTC would offer to advertise their property to all other members, in an effort to facilitate an exchange within its own stock.
- Mutual Exchange (External): Should a suitable internal exchange not be available, QBTC, via its managing agent, would offer assistance in registering for an external exchange on the Homeswapper website. At the time of this policy, members could subscribe free of charge via Co-op Homes membership. Support in subscribing would be offered. This support would be in the initial set-up and advice to the member and not a continuous support in searching for an exchange.

Please note that a tenant should have a clear rent account before being granted permission to move. The MC can, under exceptional circumstances, allow a move with arrears, if it would assist in reducing the arrears i.e. a lower rent to allow greater arrears repayments.