

Application to join the transfer list

Guidance notes

The application form

We are sorry this form is so long! We have to ask you these questions so that the council can meet its legal duties, and to safeguard against the few dishonest applicants. Please:

- use BLOCK LETTERS in **black** ink or biro
- read these notes as you answer the questions
- check your answers over when you finish.

Note 1 Joint applicants

Joint applicants must be **aged 18 or over** and people who you want to have an equal share in a tenancy with you.

Joint tenancies have some advantages:

- all the joint tenants are equally responsible for the rent and other charges
- all the joint tenants are equally responsible for meeting the tenancy conditions
- all the joint tenants of a property share equal tenancy rights
- if a joint tenant dies, then the tenancy continues for the other joint tenants.

But they also have some disadvantages:

- one joint tenant can end a tenancy without the other joint tenants knowing or agreeing
- all the joint tenants are responsible individually and together for paying the rent, and for any amount that is owed.

Up to four adults can become joint tenants of one property. All the people entering into a joint tenancy must qualify to join the housing register or the transfer list.

In applications for a joint tenancy of a sheltered dwelling, all those who apply must qualify for sheltered housing.

The council has the discretion to refuse to give a joint tenancy.

Note 2 Dates

Date of birth and Expected Date of Delivery (if pregnant) should be entered as day/month/year. For example, 17 July 2000 would be entered as:

17 | 7 | 2000

Note 3 Ethnic background

We monitor our allocations to make sure there is no discrimination. To enable us to do this, please write the three-letter code for the group which best describes your ethnic background:

If you are:		Write:
White	British	WBR
	Irish	WIR
	Portuguese	WPR
	Other White	WOR
Black or Black British	Caribbean	BCR
	African	BAR
	Other Black	BOR
Asian or Asian British	Indian	AIR
	Pakistani	APR
	Bangladeshi	ABR
	Other Asian	AOR
Other ethnic groups	Chinese	OCR
	Vietnamese	OVR
	Other	OOR
Mixed	White and Black Caribbean	MWC
	White and Black African	MWA
	White and Asian	MWS
	Other mixed	MWO

Note 4 Address

To be included in your application **members of your household** must normally reside in:

- the UK; or
- the Channel Islands; or
- the Isle of Man; or
- the Republic of Ireland.

There are certain **exceptions**:

- people subject to immigration control who have been granted refugee status
- some people subject to immigration control who have been granted leave to remain
- European Union workers
- people with an EU right to live in the UK
- people who left Montserrat after 1 November 1995 because of the volcanic activity.

To be included in your application, other household members have lived with you for at least the past six months **unless** they are your immediate family (son, daughter, father, mother, brother, sister, partner).

Children must live with you at least half the time (i.e. your home must be their main home).

Note 5 Other addresses in the last five years

Start with the most recent address, and work backwards. Use the space on page 14 if you need more room.

Note 6 Have you ever been a council or housing association tenant anywhere?

Give the name of the council or housing association, as well as the address of the property you rented.

Note 7 Other adults

Adults are people aged 18 years or more living in your household. If there are more than four other adults, ask your local housing office for more pages of this form for the additional adults.

Note 8 Immigration status

Write one of these options:

If your status is:	Write:
British citizen (including the Channel Islands and the Isle of Man)	British
Right to reside in the UK	Right to reside
Refugee (shown by a stamp in your passport or a Home Office letter)	Refugee
Indefinite leave to remain in the UK, not subject to any limitation or condition (shown by a stamp in your passport or a Home Office letter)	ILR
Leave to remain in the UK subject to a sponsorship (shown by a stamp in your passport or a Home Office letter)	Sponsored
Exceptional leave, humanitarian protection leave, or discretionary leave to remain in the UK, and not subject to the “without recourse to public funds” condition (shown by a stamp in your passport or a Home Office letter)	ELR
Registered with the Home Office as an asylum seeker (shown by a Home Office letter or form)	Asylum seeker
Subject of a Home Office deportation order	Deportee
Other	Other

We cannot include household members in your application if they are subject to immigration control, unless they:

- have refugee status, or
- have indefinite, exceptional, humanitarian protection, or discretionary leave to remain, with the provisos stated above, or
- were the subject of a sponsorship undertaking, have been in the UK over five years and your sponsor is no longer living.

Note 9 Relationship to you (other adults)

Give their relationship to YOU, from this list:

Aunt	Brother-in-law	Brother
Cousin	Daughter	Daughter-in-law
Father	Father-in-law	Foster daughter
Foster son	Granddaughter	Grandson
Grandfather	Grandmother	Half brother
Half sister	Husband	Mother-in-law
Mother	Nephew	Niece
Partner	Sister-in-law	Sister
Son	Son-in-law	Step son
Step brother	Step daughter	Step father
Step mother	Step sister	Uncle
Wife		

If none of these apply, write OTHER.

Note 10 Dependent children

Children are people living in your household who are aged less than 18 years. Only include children who live with you 50% or more of the time.

Note 11 Relationship to you (dependent children)

Give their relationship to YOU, from this list:

Brother-in-law	Brother	Cousin
Daughter	Foster daughter	Foster son
Granddaughter	Grandson	Half brother
Half sister	Nephew	Niece
Sister-in-law	Sister	Son-in-law
Son	Step son	Step brother
Step daughter	Step sister	

If none of these apply, write OTHER.

Note 12 Do you get child benefit?

If you have a child benefit book or letter of entitlement for the child, tick YES. If not, tick NO, and write down why you do not.

Note 13 Other children

If you have more than eight children, ask your local housing office for more pages of this form for the additional children.

If you are going to lose your home and need advice

or emergency assistance, contact our Housing Services Unit on (020) 7926 42.00.

Note 14 Medical information

If you complete this section, we will ask you to fill in another detailed medical form. The council's Medical Adviser will then decide whether your application should be given priority.

Note 15 Suitability to be a council tenant

A local authority (not necessarily Lambeth Council) may have refused to accept you onto their housing list, or allowed you to join it but given you low priority, because you or a member of your household were guilty of behaviour that made you unsuitable to be a council tenant.

If this has happened to you, then you can apply to us for housing, but unless there has been a considerable lapse of time you will need to show that your circumstances or your behaviour have changed.

Note 16 Key Workers

If you work in Lambeth in the following occupations you may get additional priority on the housing register:

- Teachers - but not classroom assistants
- Police Officers and Police Community Support Officers
- Health professionals, e.g. nurses, midwives, health visitors, physiotherapists
- Social Workers - but not social work assistants

Note 17 Your income and savings

Your financial circumstances are not a bar to you joining the transfer list. However, you will not be made an offer if the council considers you have sufficient resources to buy a property in the borough suitable for your household (either freehold, leasehold, or as a shared owner), or to rent a suitable property in the borough without the assistance of housing benefit.

Note 18 Relationship to a Lambeth councillor or employee

Lambeth councillors and employees, and their relatives, can join the transfer list if they are council

tenants, but there are special checks on them to ensure that they properly qualify for an offer.

“Relatives” of a councillor or employee are:

- anyone living with them as their partner, or as a member of their household
- their natural/adoptive/step-parents
- their children
- their sisters and brothers
- their daughters and sons-in-law
- their grandparents
- their aunts and uncles
- their estranged spouses or partners, regardless of whether they live as part of the applicant’s household.

Note 19 Sheltered housing

If you tick **sheltered**, we will ask you to fill out another short form so we can decide if it is suitable for you. To qualify, you must meet the Council’s eligibility conditons.

Note 20 Wheelchair/mobility housing

If you tick **wheelchair/mobility** housing, one of our occupational therapists will assess whether you need this sort of housing.