

# 9 Thinking of moving?



Leeds & Yorkshire  
HOUSING ASSOCIATION

# Thinking of moving?

## Transfers

If you want to move home but continue as a tenant with us, you can apply for a transfer. You can contact our office to ask for an application form.

If we put you on a transfer list, this does not mean that we will definitely be able to rehouse you. If you can be flexible about the types of properties or areas you are willing to live in, this may speed up the process.

## We will not normally consider you for a transfer if you:

- owe money to us (we may consider putting you on the transfer list if you come to an agreement with us to pay off your debts in full);
- have not lived in your current home for at least 12 months; or
- have broken a condition of your tenancy agreement (for example, if you have been guilty of antisocial behaviour).

## Mutual exchanges

If you are a tenant with us, you may be able to swap your home. This is known as a 'mutual exchange'. You may be able to swap with another of our tenants, a tenant from another housing association or one from an arm's-length management organisation (previously the council). You must write to us for permission, but you must have the other landlord's permission too.

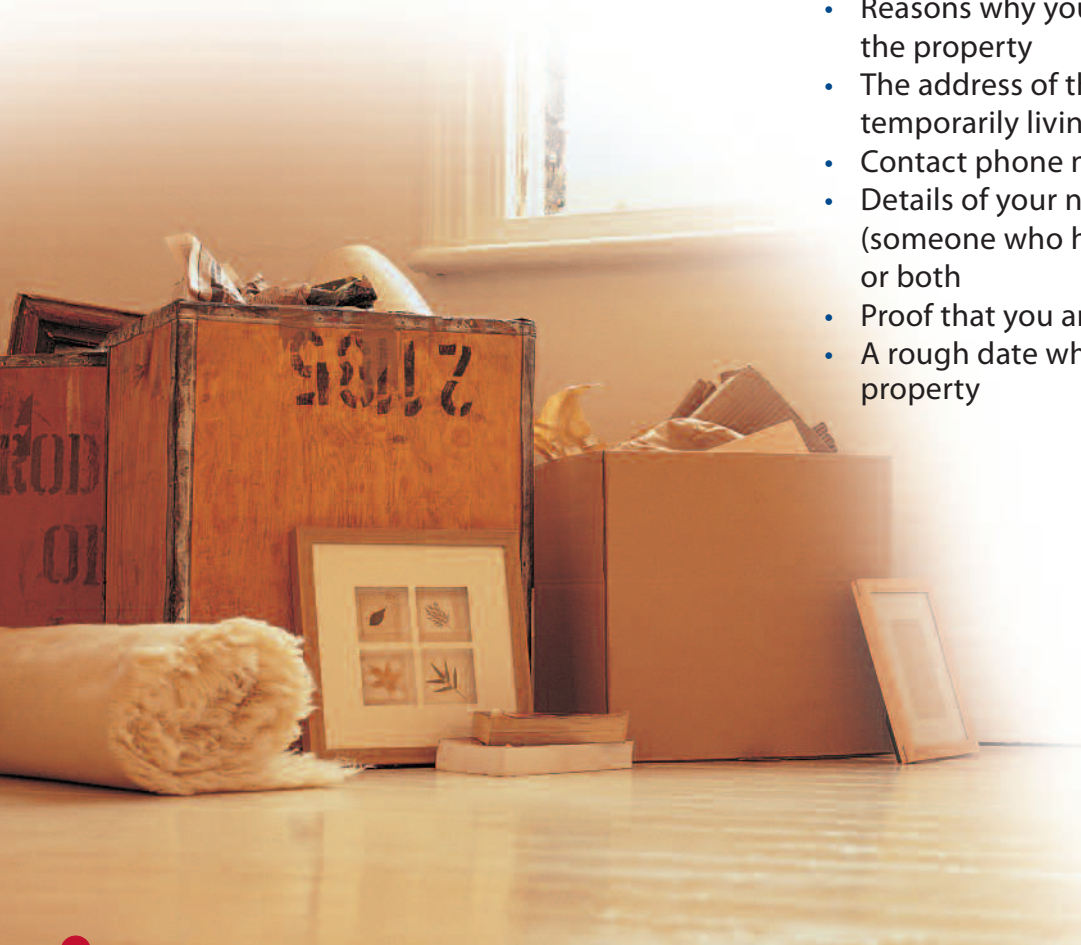
To advertise your property, or if you would like to view other properties available to exchange, please contact the Customer Services team.

## Long-term absences

At some point, you may not be able to live in your home for over 28 days. This may be because you are, for example, on a long-term holiday, in hospital, working away from home, fleeing violence or on a pilgrimage.

If you are going to be away from home for more than 28 days, you must tell us and provide the following information.

- Reasons why you will not be able to live in the property
- The address of the property you will be temporarily living at
- Contact phone numbers
- Details of your next of kin or key holder (someone who holds keys to your home), or both
- Proof that you are able to pay your rent
- A rough date when you will return to the property



## Lodgers

A lodger is someone who pays you rent and shares your home. As a tenant, you have the right to take in lodgers, as long as you tell us about them, in writing, within 14 days of them moving in.

You must not take in a lodger if doing so will make your home overcrowded.

We will take action against you if you get behind with the rent while you are away, or if the person who stays in your home breaks the tenancy agreement.

## Moving out

If you are planning to move out of your home, we would like to hear from you as soon as possible.

## How much notice must I give?

You must give us one month's notice in writing. This means the notice to end the tenancy starts on the first day of the month and the tenancy ends on the last day of the month.

We will then tell you, in writing, what you need to do before you hand your keys back to us.

We will not usually allow you to end your tenancy in the middle of a month, unless there are exceptional circumstances and our Operations Manager agrees to this. The most common circumstances in which this happens is if a tenant dies or is evicted.

We need you to remove all personal belongings from the property. Please also make sure that you leave the property in the same condition as when you moved in.

You must return the keys to our office. Your housing officer will tell you what date you need to return the keys by.

Advice to relatives of tenants who have died  
If a relative dies and is a tenant, please contact us immediately. We understand this can be a stressful time and there may be lots of practical matters to deal with. We will work sensitively with you to answer any questions you have.

## Succession

Your tenancy can be passed on to another person if you die. This person will need to prove that they have lived in your home for at least a year before your death. We will not allow anyone to take over a tenancy if there is a valid 'notice of seeking possession' or 'notice to quit' against you, or if there are any problems still to be dealt with (for example, if the person who wants to take over the tenancy has been causing nuisance to other residents).



If you would like this document in another language or format, or if you need the services of an interpreter, please contact us.

আপনি যদি এই দলিলাটি অন্য আরেকটি ভাষায় বা আকারে পেতে চান অথবা একজন ইন্টারপ্রিটারের (দোভাষী) সাহায্য পেতে চান তাহলে দয়া করে 0113 278 3335 এই নম্বরে আমাদের সঙ্গে যোগাযোগ করুন।  
Bengali

اگر شما مایل هستید که این مدرک را به زبان یا شکل دیگری داشته باشید، یا نیاز به کمک یک مترجم دارید، لطفاً با ما با شماره ۰۱۱۳ ۲۷۸ ۳۳۳۵ تماس بگیرید.

Farsi

ਜੇਕਰ ਤੁਸੀਂ ਇਹ ਦਸਤਾਵੇਜ਼ ਕਿਸੇ ਹੋਰ ਜ਼ਬਾਨ ਜਾਂ ਫਾਰਮੈਟ (ਰੂਪ) ਵਿੱਚ ਲੈਣਾ ਚਾਹੁੰਦੇ ਹੋ ਜਾਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਇੰਟਰਪਰੀਟਰ (ਦੁਬਾਸ਼ੀਏ) ਦੀਆਂ ਸੇਵਾਵਾਂ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ 0113 278 3335 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Punjabi

اگر آپ یہ دستاویز کسی دوسری زبان یا شکل میں چاہتے ہیں، یا آپ کو ایک ترجمان کی خدمات درکار ہیں، تو براہ مہربانی ہم سے اس نمبر: 0113 278 3335 پر ضرور رابطہ کریں۔

Urdu

如果您需要这份文件的其他语言版本或版式，如果您需要一名口译翻译，请一定和我们联系。联系电话：0113 278 3335.

Mandarin



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