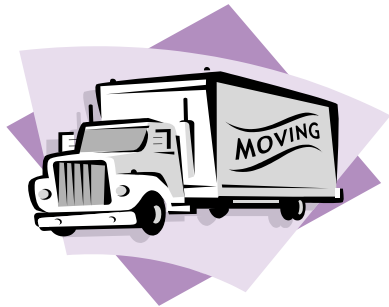




## OTHA Information Leaflet



### Are you Ready to Transfer Tenancy?

This leaflet gives you some information on what to expect if you are offered a property from OTHA and what you need to do to get ready to move.

This leaflet can be made available in large print, on tape or in an alternative language or format on request.

### House Visits

If you have bid for an available property and you are well placed on the list, a visit will be carried out to your home to verify your circumstances.

Because your points award is based on the number of people living in the house and the type of house you live in, before an offer is made the Association needs to be satisfied that you have been awarded the correct amount of points.

An offer of rehousing will only be made to tenants who have a satisfactory tenancy record.

This means that your rent account must be clear, you have no outstanding charges for repairs carried out and your property is in good condition.

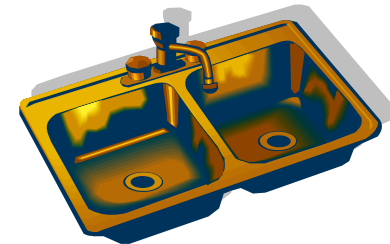
The member of the Housing Services team who carries out the visit will discuss this matter with you in more detail and if you need to carry out repairs to your property or make payments to your rent or recharge account, you will be advised of what is required.

Depending on the level of arrears and the condition of the property, you may be given a short amount of time to clear the account or carry out repairs.

### Condition of Property

As a general guide, the following items in your home need to be in good condition before you will be approved for a move.

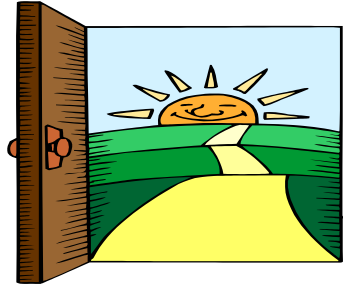
Kitchen – all units and worktops to be clean and not damaged or incomplete.



Bathroom – no missing tiles, toilet seat, no cracked sanitary ware and all items to be in a clean condition.

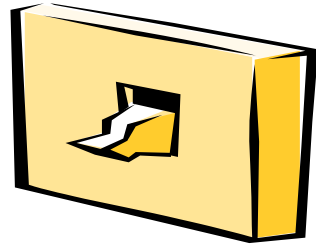


Doors, skirtings and facings – no missing or damaged sections and all must be in good decorative order. Handles should not be loose or missing.



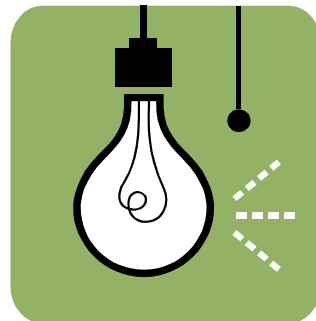
Decoration – In general, the standard of decoration should be satisfactory. No torn or missing wallpaper or poorly finished decoration.

Light switches and sockets – must be in a clean condition with no paint marks or damage.



Garden – any garden area should be kept in a tidy condition and grass cut. No items of bulk refuse lying in the garden.

Light fittings – no non-standard light fittings and all pendants to be in working order.



These items are not an exhaustive list but should give you an idea of the condition we would expect your property to be in before we can allow you to move.

## Offer of Housing

If an offer is being made, you will be shown the property by a member of staff and will usually have 24 hours to decide whether or not to take it.

If you do decide to take the offer, you will be asked to sign for the house or flat either the same day or the next day. An appointment will be made to “sign up” for the tenancy. This appointment takes about an hour.

## Rent

The rent charge starts on the day you sign for your new house or flat.

As you will be aware, the Association also charges rent in advance.

**Please note that you will be liable for rent at your old property until you hand in your keys.**

**Even if you are in receipt of Housing Benefit – you cannot claim for two homes – you will accrue arrears if you do not move immediately.**

## Council Tax

You are responsible for Council Tax and you will need to advise Inverclyde Council accordingly and make arrangements to pay or make a claim for Council Tax Benefit.