

TENANT TRANSFER AND SUCCESSION POLICY

The co-operative's policies relating to tenant transfer and succession are detailed below in extracts from the current version of the Member Manual:

3.11 Transfers

A transfer application from existing members takes precedence over new applications. The transfer process is entirely voluntary. The steps in the allocation of a vacant house to a transferring tenant are as follows:

Eligibility

- Transfer Applicants must be housed in the Co-op for at least two years before being considered for transfer. Exceptions may include, but not be limited to, applicants wishing to downsize, domestic violence, family feuding etc.
- The member seeking a transfer must not own real estate
- The member seeking a transfer must be up to date with their rent The member must meet the bedroom allocation criteria for the house to which they are transferring
- Any member with an impending or current VCAT order will not be eligible
- A full inspection of the property being vacated will occur prior to any transfer approval
- The property being vacated must be in a tenable condition

Process

- All requests for transfers must be in writing to SouthEast prior to a property becoming vacant.
- An application to transfer houses will be considered in situations where there is a change in the number of household members. Transfers will be carried out in line with eligibility criteria and subject to new lease arrangements.
- Priority transfers will be considered by SouthEast in emergency circumstances and with appropriate documentation from agencies such as the police and medical professionals.

- When a vacancy in a Co-operative house occurs, a SouthEast staff member contacts the tenant on top of the transfer waiting list for the particular area and house size and informs them of the vacant property. An inspection of the property by the tenant is arranged. A tenant can refuse the first offer and remain in place on the waiting list but refusing a second offer will result in the tenant being taken off the list.

3.14 Death of a Member

Two Parent Families

1. In the event of the death of a member, the membership and lease on the deceased members property will be transferred to his/her spouse if the spouse was previously included as part of the household on the property lease.

2. Single Parent Families

In the event of the death of a sole parent member, the future membership and lease on the deceased member's property will be treated on a case by case basis as decided by the SouthEast in accordance with DHS policies.

3.15 Members Vacating Property

Where a Member vacates the property and his/her family remains in residence, SouthEast will seek vacant possession of the property through the provisions of the Residential Tenancies Act, unless they can successfully seek transfer of membership.

In the situation of a marital breakdown where the member leaves the property, the partner who remains with responsibility for the children will be offered the opportunity to transfer the lease and membership.