

### Borough of Douglas Transfer Form

Please read the following notes **before** completing the form.

The form is to be completed by the tenancy holder.  
All questions to be answered in **BLOCK CAPITALS**.

In order to be considered for a transfer, the following criteria must be satisfied:-

- Rent must be paid up to date; no transfer request will be considered where there are rent arrears. If there have been rent arrears the rent account must be clear for at least six months before you can be considered for a Transfer.
- Evidence of overcrowding (supported by an Environmental Health assessment).
- Where you no longer need such a large property or are finding your current home difficult to manage.
- There are concerns for the security/safety of you or a dependent member of your family who lives with you (supported by Police assessment).
- Medical reasons (supported by a Health Professional).
- Unfit or unsuitable housing (supported by a Health Professional and/or Environmental Health assessment).
- Moving from a property with installed special needs adaptations that are no longer required.
- Acceptance onto the transfer list is subject to a property inspection proving successful.
- Transfer requests to flats will not normally be considered if you own a dog.
- If you own a dog you must have a current dog licence.

Housing Section	Useful Contacts	Tel
Douglas Borough Council Housing Office The Town Hall Ridgeway Street Douglas IM99 1AD	Debt Counselling (Office of Fair Trading)	<b>686510</b>
	Department of Health & Social Care General Enquiries	<b>686179</b>
Tel: <b>696435</b>	Income Support	<b>685094</b>
	Family Income Support	<b>685092</b>
	Child Benefit	<b>685107</b>
	Incapacity Benefit	<b>685105</b>

Douglas Borough Council will use the information you provide in accordance with the Data Protection Act 2002 for the purpose of housing management. On occasions, the information may also be shared between different Departments of the Council and with third parties such as contractors working on the Council's behalf for this purpose. In such instances the Council will ensure that your personal data is processed in accordance with the Act.

**If you wish to be considered for sheltered Housing please read the following guidelines.**

Sheltered Housing is a specialist type of accommodation and service which enables older people to continue enjoying life in the community as independently as possible, with the benefits of friendship, support and communal facilities. There is also an alarm and call system which allows residents to contact help in an emergency.

Wardens provide direct support through contact with tenants on a daily basis throughout the week.

- Welcoming new tenants and helping them to settle in.
- Helping tenants live independently but with security of support nearby.
- Being aware of individual needs.
- Arranging help if and when required.
- Being responsible for the administration of the scheme and its security.
- Dealing with emergencies.
- Establishing good links with the community for the tenants benefit.

If you would like more information please contact the Housing Office.

## 1. Occupancy Details

### 1a. You

#### You

Surname

First Name(s)

Title

Date of Birth

Address

Post Code

Telephone

Email Address

#### Spouse/Partner

Surname

First Name(s)

Title

Date of Birth

Address

Post Code

Telephone

Email Address

### 1b. Dependent Children Residing With You

Surname	First Name(s)	Date of Birth	Sex (M/F)	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>

### 1c. Other Persons Residing With You

Surname	First Name(s)	Date of Birth	Sex (M/F)	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>

## 2. Pet(s)

Have you received written permission from the Housing Office to keep a pet(s)? (Please circle) Yes / No

Dogs

Breed	<input type="text"/>	Number	<input type="text"/>
Breed	<input type="text"/>	Number	<input type="text"/>
Breed	<input type="text"/>	Number	<input type="text"/>

Cats

Spayed/Neutered	Yes/No	<input type="text"/>	Number	<input type="text"/>
Spayed/Neutered	Yes/No	<input type="text"/>	Number	<input type="text"/>

Birds

Type	<input type="text"/>	Kept Indoors or Outdoors	<input type="text"/>
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Fish

Type	<input type="text"/>	Kept Indoors or Outdoors	<input type="text"/>
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### 3. Particulars of Present Accommodation

Number of years at address

Type (please tick)

House  Bungalow  Ground Floor Flat  Upper Flat  Sheltered

No of Bedrooms

Are any of the children residing with you sharing a bedroom? (Please circle) Yes / No

If yes, please give detail.

What type of heating do you have?

### 4. Particulars of Accommodation Required

Please tick – only ONE can be selected

House  Bungalow  Ground Floor Flat  Upper Flat  Sheltered

No of Bedrooms  Estate

### 5. Reason for Requesting Transfer

Douglas Borough Council collects and processes personal data in accordance with the relevant data protection legislation and its Privacy Policy. This includes collecting and processing personal data for the purpose of carrying out checks for the purposes of administration, assessment, analysis, and also for assessing tenant (and prospective tenant) suitability for housing and/or general housing management. Personal data collected may include details of any criminal convictions, on-going investigations, health data, family background data and to make any necessary enquiries to check that information contained in the Tenancy Agreement/Housing Application Form is correct and for the purposes described above.

Douglas Borough Council may, in accordance with the relevant data protection legislation and its Privacy Policy, share this personal information with law enforcement, government agencies, government departments, local authorities, contracted third-party service providers, financial companies and/or financial organisations.

Should you wish to learn more about this please read our Privacy Policy which clearly sets out in full what personal information is collected, why, who it may be shared with, for how long it is retained and also what rights you have under the data protection legislation and how to exercise them. The Privacy Policy can be located at [www.douglas.gov.im/dataprotection](http://www.douglas.gov.im/dataprotection), and can also be requested in person at Douglas Town Hall. Further, should you have any specific questions please do not hesitate to contact our Data Protection Officer at [dataprotection@douglas.gov.im](mailto:dataprotection@douglas.gov.im) or phone 01624 696410.

When you provide us with information about another person in your Housing application/change Form our lawful basis for processing this personal information is that it is necessary for compliance with a contract and/or legal obligation, that it is necessary for the performance of a task carried out in the public interest and/or necessary in the exercise of official authority vested in Douglas Borough Council.

Signed

Dated  /  /