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RENTER TRANSFER AND HOUSEHOLD SUCCESSION POLICY

1. PURPOSE

The purpose of this policy is to outline the arrangements for transfers and for the succession of a tenancy to another member of the household.

2. SCOPE

Transfers may involve the transfer to a property managed by Bapcare Affordable Housing (BAH), by another participating registered agency of the Victorian Housing Register (VHR) or managed by DHHS.

Succession policy applies to renters and household members of properties that are owned and/or managed by BAH.

3. PRINCIPLES

Transfers

Eligibility

As a participating registered agency of the Victorian Housing Register (VHR), BAH renters may be eligible to apply to transfer to another social housing property if

- Your household situation changes
- Your home is not suitable anymore, or
- Your employment changes and you need to move a long way from where you are now.

Renters may also be eligible for a **priority transfer** through the VHR for any of the following circumstances:

- Safety issues, such as family violence, and anti-social behaviour
- Manifestly unsuitable housing, where renters cannot continue to live there independently or require major disability modifications or an additional bedroom for a live-in carer.
- Uninhabitable housing, for reasons of fire, flood or vandalism.
- Family re-unification, requiring additional bedrooms for children.
- Stock utilisation better matching renters to properties

- Redevelopments of a property or the expiry of a head-lease.

Renters need to meet the eligibility criteria, including income and asset eligibility criteria as set by the Department of Health and Human Services and displayed on the DHHS website.

<https://fac.dhhs.vic.gov.au/eligibility-criteria>

How to apply

Renters can apply for a general transfer through any DHHS office or through the MyGov website.

Renters applying for a Priority Transfer can submit the application themselves through their MyGov account, a designated service provider or through BAH.

Succession

Succession may occur under a number of circumstances, including:

- Where the primary renter has died or is unable to remain in the property e.g., they have moved to an aged care facility.
- Where the primary renter has abandoned the property
- Where the primary renter has sent BAH a Notice of Intention to Vacate.

Eligibility

To be eligible under this policy an applicant must meet either the Social Housing criteria as determined by DHHS or the Affordable Housing Criteria as determined by BAH.

In addition, the succession applicant must:

- Have no outstanding rent arrears or other debts with BAH
- Have been an approved secondary renter of the property
- Have not caused damage to the property
- Be able to sustain a tenancy and comply with their Tenancy Agreement.

BAH will also take into account any hardship the applicant may experience should they be compelled to leave the property.

How to apply

Applications may be made in writing to BAH.

4. RELATED DOCUMENTS, STANDARDS AND LEGISLATION

BAH Allocations Policy
DHHS Victorian Register Operational Guidelines
Victorian Housing Registrar Performance Standards
Housing Act 1983 (Vic)
Residential Tenancies Act 1997 (Vic)
Residential Tenancies Regulations 2021 (Vic)

5. MONITORING AND REVIEW

This policy will be reviewed every two years or earlier if the legal, regulatory and contractual environment requires.

6. TRANSPARENCY AND ACCESSIBILITY

This policy will be available on the BAH website: www.baptcare.org.au/services/housing/affordable-housing

7. RIGHT AND RESPONSABILITIES

As a renter your rights and responsibilities under protected under the Residential Tenancy Act and other acts of parliament.

It is important for you to know and understand your rights and that along with your right come responsibilities. At the beginning of your rental you would have been given a series of documents including a "Right and Responsibilities". This booklet describes both the renters and the rental providers rights and responsibilities. If you have misplaced this then please ask a worker for a replacement copy.

You can also obtain information and support through Consumer Affairs Victoria and the Tenants Union of Victoria.

Consumer Affairs Victoria

- Phone 1300 55 81 81
- <https://www.consumer.vic.gov.au/>

Tenants Union of Victoria

Social Housing Tenants 1800 068860