



Clúid Housing Association provides rented housing for people on low incomes and people with special needs. The Association was established in 1994 as a registered charity and non-profit making company.

Clúid manages properties across the country, including family housing, accommodation for single people and sheltered housing for older people. Clúid aims to provide high quality housing and to create vibrant and sustainable communities where people will want to live and settle.

Clúid works closely with the local authorities in relation to allocations and transfers. In managing the lettings and transfer processes Clúid's objectives are:

- to meet housing needs
- to maximise the use of its housing stock
- to build mixed and sustainable communities
- to be fair and non-discriminatory in making allocations
- to consider good estate management

www.cluid.ie

Clúid Housing Association

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Transferring
to another
Clúid
property



This leaflet gives answers to some common questions about transfers. If you have any other queries please call our Contact Centre.

Am I eligible to apply for a transfer to another Clúid property?

You are eligible to apply for a transfer if:

- You have lived at the current address for at least one year.
- You have had no rent arrears for the last six months.
- You don't owe any other debt to the Association.
- There has never been any legal action taken against you by Clúid.
- You have maintained your home well and not carried out any unauthorised alterations.
- You are not in breach of your tenancy agreement.

What if I want to transfer to a local authority estate or to another housing association?

Clúid maintains a transfer list for its own properties only. For other transfers you should contact the relevant local authority or housing provider directly.



What do I need to do to apply for a transfer?

You will need to complete the attached transfer application form. Please return the form to the Contact Centre. If you need any assistance with the application form, please call us.

Under what circumstances are transfers approved?

There has to be a genuine reason why you need a transfer. Such a reason could be:

- Your current property is too small or too large.
- Your current property is not suitable for health or mobility reasons.
- You are re-locating for a new job.
- There are social reasons, e.g. you need to care for a close relative.

In some cases we will need supporting information, e.g. a doctor's letter or confirmation from your employer.

What will happen when I make the application?

Your Housing Officer will arrange to visit you within 20 working days to inspect your property and explain the transfer process. Within 10 working days of the meeting your

Housing Officer will let you know if you have been accepted on the transfer waiting list.

After 12 months, if you haven't been offered a transfer yet, you will be asked to confirm your details again, so that Clúid's file remains up to date. If you don't respond, your name may be removed from the transfer waiting list.

What if I get a transfer offer but it doesn't suit me?

If you refuse two offers, your application will be removed from the transfer list. You can reapply after one year.

How long am I likely to wait for a transfer?

Clúid can't estimate how long it might take to transfer. It will depend on whether any suitable properties become vacant in the area you wish to move to. The transfer will also need to be approved by the relevant local authority. You should also register your transfer request with the local authority to increase your chances.

