

- If you request a mutual exchange, we will acknowledge your request within 7 working days and aim to complete the process within 42 days
- We will advertise your request in our estate residents' notice boards

You may not register for a transfer if:

- You are in rent arrears
- You have failed to maintain the terms of a Court Order
- You have been served with a Notice of Seeking Possession or a Demotion of Tenancy Notice
- You are an introductory tenant

Ways to contact us:

Blenheim Gardens RMO
24 Prague Place
London SW2 5ED

Phone: 020 7926 0158
Website: www.bgrmo.org.uk
Email: blenheimgardens@lambeth.gov.uk



Blenheim Gardens RMO Guidance Leaflet

If you would like this information in large print, Braille, or in another format or language, please phone us on 020 7926 0158.

Español: *Si desea esta información en otro idioma, rogamos nos llame al 020 7926 0158.*

Français: *Si vous souhaitez ces informations dans une autre langue veuillez nous contacter au 020 7926 0158.*

Português: *Se desejar esta informação noutra idioma é favor telefonar para 020 7926 0158.*

Twi: *Se woƷe saa nkaeboy yi wo kasa fofoɖo mu a fre 020 7926 0158.*

Yoruba: *Tí ẹ ba ẹ imoràn yí, ní èdè Òmíràn, ẹjọ, ẹ kàn wà l'ágogo 020 7926 0158.*

Allocations and choice based lettings

in partnership with



Transfer to another Lambeth property

Many of our tenants would like a transfer to a different property and we try to help everyone as much as we can.

In order to provide a fair system for people wanting housing and for people wanting to transfer to different properties Lambeth Council have an allocation scheme which sets out the priorities for people seeking housing and who have joined the housing register. All our tenants are eligible to join the housing register. However, tenants who have rent arrears will generally not be eligible for a transfer.

Blenheim Gardens RMO operate within Lambeth's housing allocations scheme.

How do I apply to transfer to a different property?

In order to join the transfer list (which is part of the housing register) and be able to bid for properties you need to fill in a transfer application form. These forms are available from the estate office, by phoning 020 7926 0158 or online at www.lambeth.gov.uk

Please return your completed application form to the estate office.

Join the Housing Register

Please note Blenheim Gardens RMO can not register applicants to join the housing register; however, an application form to join the housing register is available from the estate office.

Choice Based Lettings

In April 2008, Lambeth Council moved to a system of allocations called choice based lettings. This means that when council homes become available for rent they will be advertised across the estate via a booklet, in the estate office, and on the internet via a website called Home Connections at www.homeconnections.org.uk

If you are on Lambeth's transfer list or housing register you can record your interest in an advertised property. You will only be able

to "bid" for properties with the number of bedrooms your household qualifies for, and which are suitable for your assessed needs. There will be restrictions on some properties, for example on sheltered housing for older people and on adapted properties for disabled people.

Once you are registered on the transfer list we will send you details of your priority group and the number of points you have, so that you can see how you stand against other applicants. You will also be issued with a user ID number, which is also your application reference number, and a PIN that is unique to you. You will use these when you come to "bid" for a property.

How Do I Bid?

You will be able to bid for a property from the Wednesday when the property is first advertised through to midnight the following Monday.

You can bid via the internet, by telephone, or by text messaging from a mobile phone. Whichever way you bid, you will need your User ID, PIN and the property advert number. Residents may also use the office computer to bid on a Wednesday afternoon, please kindly contact the estate office to arrange an appointment.

For more information on how to bid, ask for a copy of the booklet "A User Guide to Choice Based Lettings," which is available from the estate office or by phoning 020 7926 0158.

The more active you are in bidding, the more chance you have of securing a move. Direct offers will only be made to emergency applicants.

Transfer applications – our service standards:

- We will endeavour to register your transfer application request and tell you how many points you have been awarded within 10 working days of the receipt of the application form.
- We will provide information about your re-housing options
- We will advise you of appropriate organisations that may be able to assist you in your search for a transfer