

Transfer and Rightsizing FAQ's

I am a Local Authority tenant. Can I transfer to another dwelling?

If you have lived in your current tenancy for at least 2 years you can apply for a transfer.

Your transfer will be looked at for eligibility and need.

For your transfer application to be eligible you must tick yes to all the following;-

Yes / No	Am I eligible to apply for a transfer
	I have lived in my home for 2 years
	I have a clear rent account for 12 months with no rent arrears or missed payments.
	My dwelling is in good condition and I am happy for it to be inspected.
	We/I have complied with the Tenancy Agreement
	There is no record of anti social behaviour in my household

For you to need a transfer, you must tick yes to at least one of the following;-

Yes/No	Do I need to transfer
	My home is overcrowded. Please note children of the same gender sharing rooms is not overcrowding.
	I want to rightsize my tenancy, move to smaller accommodation.
	I need to move on medical grounds and have a fully completed HMD Form 1 and an Occupational Therapist report
	My current home is no longer suitable for our households needs
	I am applying as I am experiencing exceptional circumstances.

I am an Approved Housing Body tenant. Can I transfer to another dwelling?

Yes. If you are a tenant of an approved housing body please contact them first and see if they can transfer you within their own stock. You will still need to meet all the criteria outlined above. If your current Approved Housing Body cannot facilitate you, then you can transfer to a Local Authority property. Please use the transfer form at <https://carlow.ie/media/1489/download?inline> It is the tenants responsibility to make themselves aware of the terms and conditions of transferring from or to an Approved Housing Body including changes to their weekly rent.

Where am I on the social housing waiting list?

Your place on the housing list if your date of approval to go onto the Social Housing Waiting List.

How can I apply for a Mutual transfer?

To apply for a mutual transfer use the Social Housing Transfer Application Form. Both tenants need to meet the eligibility and need criteria. You also need to be transferring to a property suitable for each households and need. Mutual transfers must be approved by the Housing Department of Carlow County Council.

How do I change the names on the tenancy – Transfer of Tenancy?

If your transfer is approved the Housing Department will look after all the paperwork for your tenancy agreement. Once you move house, it will be up to you to change your utility bills and details with other organisations yourself.

How long does a partner/spouse need to be on the rent before they can apply to be included on the tenancy?

To add a partner / spouse, please contact the Housing Department and complete an Add an Occupant application form. There is no time limit on your relationship to add your partner. Any additions to your property must be people who are part of your household.

My child has a medical diagnosis and needs their own room. Can I apply for a transfer to a larger house?

Yes, but you will need to submit a fully completed HMD Form 1 signed by two medical practitioners. For any room specification, including a separate room for a child on medical grounds, an Occupational Therapists report is also required.

My child needs a sensory room. Can I apply for a transfer?

Unfortunately, County Council's do not provide sensory rooms. However, we can consider allocating your child their own bedroom once you submit a HMD Form 1 and an Occupational Therapist report supporting this need.

I am a HAP tenant on the social housing transfer list. What does that mean?

All HAP tenants are given the option to remain on the main social housing waiting list and will be considered for social housing allocations when it is their turn. You don't need to do anything. Remain in your HAP tenancy and you will be considered for a social housing allocation when we come to you on the list.

I do not want to transfer. Can I be forced to transfer in order to rightsize?

No, no one can force you to right size. We will work with you to rightsize if that is what you want to do. People look to rightsize when their home is too big for them and too expensive to run. They might choose to move from a 4 bed to a 2 bed.

I live in a 4 bed house and am looking to rightsize. What do I need to do?

Please fill out a transfer application form. Give the details of who is in your home and you also need to meet the eligibility conditions for a transfer above.

I live in a bungalow but have no disability needs. Can I transfer to a two storey property?

Yes. If you live in a bungalow and don't have a disability requirement or ground floor need, you can look to transfer to a different property. You don't need to meet any other requirements. We will be happy to get a bungalow property back into stock that we can adapt for disability use. You can contact the Housing Department directly discuss your tenancy options.

I have lived in my house two years and do not like the area. Can I apply for a transfer?

No, you will have to meet both the eligibility and need criteria to be considered for a transfer.

I accepted a property in an area I wasn't familiar with but was listed as my area of choice. Can I apply for a transfer?

No, you have to meet both the eligibility and need criteria to be considered for a transfer.

I do not like my neighbours. Can I apply for a transfer?

No, you have to meet the eligibility and need criteria to be considered for a transfer. Please contact our Tenant Liaison Officers who can help you to try improve your relationship with your neighbours.

I do not meet the eligibility requirements for a transfer. What can I do?

If you are not in the property 2 years you must wait until the time limit is up.

For the rest of the eligibility requirements, up to date rent account, no anti social behaviour, property in bad condition and/or have not complied with the tenancy agreement, you will need to meet those requirements. Once you have met those requirements for a reasonable length of time your application will be considered.

For transfer need, what are exceptional circumstances?

It is impossible to give a full list of exceptional circumstances so each case will be considered on an individual basis. Please provide documentary evidence of the exceptional circumstances.

I want to transfer to a social house in another county?

If you are a tenant of Carlow County Council and want to move to social housing (Local Authority or Approved Housing Body) in another part of Ireland, you need to make contact with a tenant who is also seeking to swap. You will need permission from both Councils as well as the Approved Housing Body before making the swap. Details of such tenants can often be found on social media accounts. It is the tenants responsibility to make themselves aware of the terms and conditions of the new tenancy in another county including possible changes in the cost of weekly rent.

I need to transfer my housing application to Carlow County Council so I can attend a medical facility. E.g. Cheshire Homes What do I do?

You need to contact your medical Social Worker who will assist you with this process. You will also need proof from the medical facility that they can accept you as an resident. We will work with you to time the removal from the housing list in your county of origin with your acceptance into a facility in Carlow and transfer onto our list to allow that to happen.