



Applying for a Transfer

Social housing tenants can apply for a transfer to another property if a change in circumstances makes their existing property or location no longer suitable. Transfer procedures and eligibility criteria are specified by the Department of Housing and Public Works.

Tenants can request a transfer to another social housing property managed by Churches of Christ, Department of Housing and Public Works or another community housing provider. This is called a tenant-initiated transfer.

Am I eligible for a transfer?

To be considered for a transfer, you must meet at least one of the following criteria to demonstrate that your current housing no longer meets your housing needs:

- breakdown in relationship with another tenant
- your safety is at risk
- you need to live in a particular location to access essential services, gain employment, meet cultural obligations, gain access to children, or for family/informal support
- the design and/or size of your current housing does not meet your household's needs
- you have been referred to the department by Disability Services or Queensland Health because you have a disability and need suitable housing.

It is also a requirement for you to:

- be up to date with your rent payments
- have maintained your current property in a good condition.

How do I apply?

To commence the application process please complete the following steps:

1. Ensure you are eligible for a transfer by meeting the above criteria.
2. Complete the Department of Housing Application for Transfer form in full, including information for all household members.
3. List six locations (suburbs, towns or cities) of your choice, except where you have a demonstrated need to live in a particular location.
4. Attach supporting documentation that could help to substantiate your grounds for a transfer. For example, if you are applying for a transfer for medical reasons, attach evidence regarding your medical condition to indicate how it is affecting your housing. Acceptable evidence can be an occupational therapist report, treating physician or doctor's report or letter and/or details of recent hospital admissions.
5. Send the completed transfer application form, with supporting documents, to your housing officer or email us housingservices@cofcqld.com.au.

We will advise you of the outcome of your application in writing or we will contact you if further information is required.

If you are approved for a transfer, we will attempt to identify a suitable property within our housing portfolio to transfer you to. However, if a suitable property is not available, we will attempt to initiate the transfer with another housing provider or the Department of Housing and Public Works. This process can take time due to limited housing stock.

