Relocation within the Independent Housing Services

This policy is aimed to set guidelines to ensure fairness to all residents/tenants, to avoid unnecessary disruption, to avoid unnecessary costs and to encourage stability in the independent units. Residents/tenants are assessed and approved to move into the independent housing units based on appropriateness for the vacancy available. Generally resident/tenant/s will not be allowed to relocate to another room or to another unit.

However, under special circumstances, permission may be granted for residents/tenants to move to another unit or another bedroom within a unit. There also may be a situation where the Organisation may seek a relocation to allow access for another client.

1. Reasons for relocation

a). To a different unit or bedroom:
- Conflict between tenants.
- Need for ground floor accommodation because of children or health reasons.

b). To a different bedroom to:
- Provide increased space for children.
- Provide increased room for study purposes.

c). The Organisation may seek relocation in order to:
- Enhance access by another young person.
- Reduce conflict.

2. Procedure for relocation

a). Any relocation must be acceptable to all parties.
b). The resident/tenant/s must notify the worker of the request and his/her reasons why relocation has been requested. The request should be in writing if possible. The request may be made verbally to a support worker.
c). At the next staff meeting the matter should be discussed, a decision made by staff, and the resident/tenant/s informed in writing of the decision and reasons.
d). If permission is granted, the conditions for relocation will be given in writing to the resident/tenant and adherence to any conditions will be monitored by staff.
e). The worker is to obtain written agreement from any of the resident/tenant/s affected by the relocation.
f). The worker is to inspect rooms at a mutually agreeable time and check against inventory that all items are accounted for before the relocation occurs.
g). The resident/tenant/s is to clean the rooms being vacated and the worker will inspect and document the final condition of the rooms.
h). Any repair or replacement of items is to be paid for by the resident/tenant/s prior to relocation. This may include a carpet shampoo or other such action.
i). All financial costs must be paid up to date before relocation may take place. This includes rent payment and any other contributions necessary in accordance with the agreement between the resident/tenant/s and the Organisation.
j). The keys are to be exchanged, checked and verified by the worker. All keys must be handed in.
k). All costs involved in the relocation are to be met by the resident/tenant/s requesting the relocation, except where:

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- The relocation benefits the Organisation. In this case the Organisation will contribute to the costs.
- The Organisation seeks the relocation of the resident/tenant/s. In this case the costs of the relocation are to be met in full by the Organisation.

l). At all times the Organisation reserves the right to refuse a relocation request.

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