

# Moving Out

**Once you have been offered a new property, you will need to give BHT notice straight away.**

Your tenancy requires you to give four weeks' notice in writing that you are moving.

**If you leave, you must always tell us and let us have your keys immediately – this will save you weeks of rent charges and the costs of gaining entry and changing your locks.**

Once you have given notice, your Housing Officer will arrange to inspect the property and agree any repairs that you will need to do before moving out.

If the agreed repairs are not completed, BHT will charge you for the cost of the works.

## Dual Housing Benefit

**Your new landlord may ask you to move into your new home quickly and before the four weeks' notice is up.**

If there will be an unavoidable overlap between the start of your new tenancy and the end of your current one, you can request dual housing benefit from your local council.

To qualify for this you will need to have moved into your new accommodation from the start of your tenancy and have given notice to BHT.

You also need to be in receipt of housing benefit to be eligible for this payment.

This payment is discretionary and you will be liable for any unpaid rent if it is not awarded.

When you move out you should leave the property clean and empty of all your possessions.

If any items are left in the property, you will be charged for the disposal. The keys should then be returned to your local BHT office the day your tenancy ends.

If the keys are not returned, you will still be responsible for the rent until the keys are received in one of our offices.



بحاجة إلى ترجمة؟

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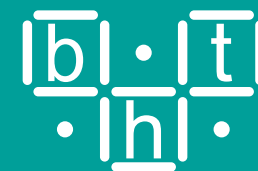
Avez-vous besoin d'une traduction?

Benötigen Sie eine Übersetzung?

**To request a translation or large print version of this leaflet:  
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# Housing Services

Combating Homelessness • Creating Opportunities • Promoting Change



## MOVING ON

If you feel your property is no longer suitable for you there are various ways you can look for a new home.

**For BHT General Needs tenants.**

**01323 340018  
info@bht.org.uk**

# Moving From Your BHT Home

**If you feel your property is no longer suitable for you there are various ways you can look for a new home.**

One of the options could be looking at **choice based lettings** or your **local authority waiting list**.

Depending on the type of tenancy you have, one of the best options could be a **mutual exchange**.

You may need a new home because of a disability or medical problem. If this is the case, please let us know straight away as we may be able to help you. In an emergency, it may be possible to help you move to temporary accommodation arranged with your local council.

**Some options for alternative accommodation:**

## Private Rented Sector (PRS)

**If you feel you no longer require social housing, you may want to consider renting from a private landlord directly or through a lettings agent.**

There is support available to help you find a PRS property – please contact your Housing Officer for more information.

You will normally get an Assured Shorthold tenancy in PRS, which will have different rights than an Assured or Secure tenancy. Your Housing Officer can discuss this with you further.

## Applying for social housing through Choice Based Lettings (CBL)

**In Brighton, Eastbourne and Hastings, the majority of social housing (council and housing association properties) is allocated using Sussex Homemove.**

Sussex Homemove is your local Choice Based Lettings (CBL) system.

1. Register on [www.homemove.org.uk](http://www.homemove.org.uk) and bid for properties every two weeks.
2. When you register you will be given a band and priority date.
3. There is a shortage of social housing – if you are in Band C or D it is unlikely that you will find a new home on Homemove.

If you wish to move out of the area you can also apply for housing directly with the local authority you wish to move to.

You may need to have a local connection to the area to be eligible. Contact the local authority for the area you wish to move to for further information.

## Sheltered Housing (sometimes called Retirement Housing)

**This is accommodation for older people who may need some support to enable them to live independently.**

1. Each sheltered scheme will have different rules and levels of support.

2. Usually the minimum age limit is 60 years old. However some providers have a minimum age limit of 55.
3. You normally apply for this via your local CBL scheme, which is Sussex Homemove, but you can also contact a scheme directly to be placed on a waiting list.
4. You can contact your Housing Officer for further information on applying for Sheltered Housing.

## Mutual Exchanges

**A mutual exchange is when two or more existing tenants swap homes.**

An exchange can be between BHT tenants or between a BHT tenant and a tenant of another housing association or local authority.

- you can search for possible exchanges online (one website is [www.homeswapper.co.uk](http://www.homeswapper.co.uk))
- once you have found someone to swap with you must contact your Housing Officer for permission to exchange
- if you have an assured or secure tenancy you have the right to request an exchange and BHT can only refuse on certain grounds
- when you complete an exchange, you take on the other persons tenancy and accept the property as seen
- please contact your Housing Officer for more information about Mutual Exchanges



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