



# Community housing transfer of tenanted property request form

This form is about transferring any property subject to a Community Housing Agreement.

This form should be completed by Community Housing Providers that:

1. Wish to apply to transfer a property to another Community Housing Provider, or
2. Are required to transfer a property to another Community Housing Provider under a SACAT Order or SAHT Intervention Order.

## Relinquishing Community Housing Provider

Name of Community Housing Provider:

Community Housing Provider contact person:

Phone  Mobile

Address of property to be transferred:

General property condition: Good  Fair  Poor

Please briefly advise the reason/s for wanting to transfer the property:

Agreed transfer date  /  /

Will the current tenant be transferred with the property? Yes  No

**List what maintenance work is agreed to be done on the property, which Community Housing Provider will undertake the work, which Community Housing Provider will fund the work, and the agreed completion date.**


## Receiving Community Housing Provider

Name of Community Housing Provider:

Community Housing Provider contact person:

Date the receiving Community Housing Provider will begin paying fixed payments on the property  
(if different from the date when property will be ready for transfer).

  

## Declaration for both Community Housing Providers

1. The tenant agrees to the transfer and has signed appropriate paperwork to end their previous tenancy with the relinquishing Community Housing Provider and begin a new tenancy with the receiving Community Housing Provider. Indicate "transfer" on the [Registration of Interest form](#) and manually transfer on the Single Housing Register in line with the [Community housing eligibility guidelines](#).
2. The transfer will not have a significant negative impact on either Provider's viability.
3. The relinquishing Community Housing Provider has advised the receiving Community Housing Provider of any significant and known maintenance issues with the property.
4. Both Community Housing Providers agree to the transfer subject to the maintenance items being completed and/or funded by the responsible party.

## To be signed and sealed by authorised officers of both Community Housing Providers

### Relinquishing Community Housing Provider (i.e. the Provider giving up the property)

Signature 1

Community Housing  
Provider seal

Date

  

Signature 2

Date

  

### Receiving Community Housing Provider (i.e. the Provider receiving the property)

Signature 1

Community Housing  
Provider Seal

Date

  

Signature 2

Date

  

Return to: [housingpartnerships@sa.gov.au](mailto:housingpartnerships@sa.gov.au)