



and directly related to assisting you to successfully move from your current home to another.

It will be for you to decide which aspects of the move you wish to claim financial assistance for. The following list provides a guide to the type of expenses that can be considered reasonable:

- Moving personal effects. This can be through a removal firm or you may wish to do it yourself
- Clearing and disposing of unwanted effects including hire of a skip or payments to 'bulky waste removal scheme' from both the new and the old property
- Replacement or alteration of curtains and floor coverings for the smaller property including delivery and fitting
- Provision or moving telephone or enhancements to existing line in the new property (e.g. extra connection points or purchase of a new telephone)
- Moving or re-installing a satellite receiver or other reception device such as television aerial where allowed
- Disconnection and re-connection or fitting of domestic appliances such as cookers, heaters and other fixed appliances
- Reasonable expenses incurred in buying time to move (without delaying either the uptake of the new tenancy or the release of the existing one) i.e. paying two rents for a limited period of time
- Decorations to the new property



- Repairs to the old property (for which the tenant is otherwise liable). This must be agreed by the Council's surveyor
- Minor adaptations to the new property including the removal and re-fitting of aids fitted in the old property
- The cost of redirecting mail for a reasonable period (normally three months from the date of the move)
- Reasonable expenses incurred by third parties in assisting to make the move. (Receipts will be required).

This list is not definitive. If there are expenses not mentioned, but you would like paid in connection with your move, contact the REMS Administrator who will firstly consider whether it is reasonable to pay that expense.

The Council will carry out an inspection of the property you are moving from. If there are any repairs for which you are responsible, these will be agreed with you. You should completely clear all belongings and any unwanted items from the property before your tenancy ends. The Council may charge you the cost of removing items left in the property (including gardens and outbuildings) unless you have prior written agreement that the Council accepts responsibility for any such items.

In addition, if you owe any rent or other Council debts, these will be deducted from any payment before it is made to you.

Remember, we will only pay expenses for which you have proper receipts.

Housing Needs Incentive Scheme for Under-Occupying Oxford City Council Tenants

This leaflet is part of a series of leaflets that sets out key information about Oxford City Council's Housing Needs service.

This leaflet explains how you can claim compensation and expenses when you move from your current home to smaller accommodation.

You can download a copy of this leaflet from www.oxford.gov.uk

Translations available

অনুবাদের ব্যবস্থা আছে
提供有翻譯本
तरजमे उपलब्ध है
उपनमे मिल सक्ते वत
ترجمہ دستیاب ہے

☎ 01865 252119



www.oxford.gov.uk



Housing Needs Service Leaflets Available

- Applying for Housing
- Assessing Applications
- Exceptional Circumstances Panel
- Help with Furnishing Your Oxford City Council Home
- Home Choice
- Housing Options
- Housing Registers Explained
- Incentive Scheme for Under-Occupying Oxford City Council Tenants
- Move-on Scheme for Single People
- Offer of Housing
- Review of Homelessness Decisions
- Review of Housing Allocations Decisions
- Survival Guide for Homeless Families and People in Oxford

Housing Needs Service

St Aldate's Chambers

St Aldate's

Oxford OX1 1DS

T: 01865 252858 / 59

F: 01865 252103

E: allocations@oxford.gov.uk

www.oxford.gov.uk



Incentive Scheme for Under-Occupying Oxford City Council Tenants





Introduction



The Allocation Scheme takes into account the requirements of the Housing Act 1996 and the Homelessness Act 2002. The allocations policy also takes into account the following key factors:

- The scarcity of affordable housing in Oxford versus the relatively high demand placed on the available homes, and the level of homelessness in the city.
- The need to prioritise allocations in an objective, fair, and systematic way.

The full Allocation Scheme (57 pages) can be viewed on-line at the Council's website (www.oxford.gov.uk), it can be inspected at our offices on St Aldate's, or can be purchased for £5 by application to this office.

Removal and Expenses Scheme



Under the scheme you **may be eligible** for compensation plus certain other expenses because you will be giving up a family sized property that the Council urgently needs to house a homeless family. You are only eligible for the scheme if you are a secure Oxford City Council tenant and you receive an **offer/nomination from the Council**.

If you are registered for the scheme you are excluded from the one offer of alternative accommodation and will not be suspended for refusing a reasonable offer, although every effort will be made to ensure appropriate offers are made.

The **incentives** with this scheme are that we are able to **prioritise your transfer application** for a move to a smaller property.

The scheme allows the Council to offer you 2 bed,

1 bed and studio flat accommodation. For example, if you live in a 4 bed house and you are willing to move out because you are finding it too large for your needs, the Council are able to offer you a 2 bed property even if you only require one bedroom under normal Council policy. This provides a spare bedroom for friends or family to stay and visit you as you wish.

Moving to a new home can be a complicated task that often raises worries and problems that sometimes are too much to deal with. The Council can help. If you would like our help, then the first thing to do is contact a member of our Allocations Team to discuss any problems or worries that you may have about moving. If you decide you need assistance with any aspect of moving home, please contact us on 01865 **252858** during office hours. If there is no answer please leave a message giving your name and telephone number and a member of staff will call you back.

A member of staff from the team will also be able to visit you at your home to discuss your housing requirements and the expenses payments that are available to you.

Compensation



You are entitled to a compensation payment for moving to a smaller property. In some cases this can be on top of expenses. For example, moving out of a 3 bed house to a 1 bed flat you are entitled to £2000. The following table shows the **maximum amounts of compensation you may claim**.

Expenses



Expenses are in addition to compensation. All expenses must be agreed with the REMS Administrator in advance, as they must be clearly

Moving from	Compensation Per Bedroom	To: 1 Bedroom Flat or Bungalow	To: Studio or Bedsit Flat	To: Designated 2 Bedroom Flat (Cat 1 & 2)	To: Non-designated 2 Bedroom Property
5 Bedroom House or Bungalow	£1500	£6000 Plus Expenses £1500	£7500 Plus Expenses £1500	£4500 Plus Expenses £1500	£1500 Plus Expenses £1500
4 Bedroom or larger House or Bungalow	£1500	£4500 Plus Expenses £1500	£6000 Plus Expenses £1500	£3000 Plus Expenses £1500	£1500 Plus Expenses £1500
3 Bedroom House or Bungalow	£1000	£2000 Plus Expenses £1500	£3000 Plus Expenses £1500	£1500 Plus Expenses £1500	£1000 Plus Expenses £1500
3 Bedroom Lower Maisonette or Ground Floor Flat	£250	£500 Plus Expenses £1500	£750 Plus Expenses £1500	£250 Plus Expenses £1500	Expenses Only £1500
3 Bedroom Flat on 1st or 2nd Floor or Upper Maisonette	£150	£300 Plus Expenses £1500	£450 Plus Expenses £1500	£150 Plus Expenses £1500	Expenses Only £1500
3 Bedroom Flat above 2nd Floor	£100	£200 Plus Expenses £1500	£300 Plus Expenses £1500	£100 Plus Expenses £1500	Expenses Only £1500
2 Bedroom House or Bungalow	£500	£500 Plus Expenses £1500	£1000 Plus Expenses £1500	£500 Plus Expenses £1500	Not Applicable
2 Bedroom Flat on Ground Floor or Lower Maisonette	£250	£250 Plus Expenses £1500	£500 Plus Expenses £1500	Expenses Only £1500	Not Applicable
2 Bedroom Flat 1st & 2nd Floor or Upper Maisonette	£150	£150 Plus Expenses £1500	£300 Plus Expenses £1500	Expenses Only £1500	Not Applicable
2 Bedroom Flat above 2nd Floor	£100	£100 Plus Expenses £1500	£200 Plus Expenses £1500	Expenses Only £1500	Not Applicable

Note: These amounts are the maximum available