



METHODIST MINISTERS' HOUSING SOCIETY ('MMHS') TRANSFER POLICY

MMHS recognises that ministerial residents may want to move during their time with the Society. This policy enables that to happen although the number of transfers in any given year will depend on the resources available.

This is the latest version of the policy.

1. Reasons for wanting a transfer

The reasons may include:

- The current property is too big.
- The current property is not suitable because of the medical condition of the ministerial resident and/or spouse.
- The location of the current property is not suitable as the family who provide support live too far away.
- The location of the current property is not suitable as access to shops, church or community facilities involves a journey by car and the ministerial resident and/or spouse can no longer rely on this mode of transport.
- The location of the current property is not suitable as the ministerial resident and/or spouse has/have not settled since retirement despite best efforts.
- The location of the current property is not suitable because the spouse has found employment in another part of the country.

2. Length of Tenancy

It will be documented and explained to ministerial residents at their initial interview that unless there is a significant change in their circumstances, the expectation is that they will stay in their homes for at least 10 years. A significant change in circumstances will override this expectation.

3. Eligibility

An applicant for a transfer has to meet MMHS's eligibility criteria in the same way as a new applicant. An intending transferee with resources over the current maximum allowed for new applicants will be declined. This supplements the continuing obligation on ministerial residents to inform MMHS of any material changes in their financial situation such that they no longer meet the eligibility criteria.

4. Process

Ministerial residents wishing to transfer should contact the MMHS office. They will be sent a copy of this policy and on request, a Transfer Application Form. This should be completed and returned to the MMHS office. Once the information on the Transfer Application Form has been considered, applicants will be informed in writing whether or not they qualify for a transfer and the reasons for that decision will be given. If the applicant is successful then their property will be placed on the Society's 'Available Properties' list which is circulated regularly to all new applicants, medical retirees and other transfer applicants. This list, of course, will also be made available to the ministerial resident who has been accepted for transfer.

- If the ministerial resident chooses a house from MMHS's Available Property list, the transfer process can start at once. However, if they choose instead to have a property purchased in the area of their choice, they must wait until their existing property is wanted by a new applicant or another transfer applicant.

- If the Chief Executive considers that one or both of the applicants has a pressing medical or other need, so much so that a purchase should not be delayed, such an application will be expedited as much as possible.
- If the ministerial resident has been on the transfer list for 2 years and their home remains unwanted by a new applicant or another transfer applicant, they will be asked to complete a new application form. Their situation will be reassessed with a view to authorising a purchase.
- The ministerial resident will be supplied with MMHS's purchasing criteria for the year in which the transfer process commences. This will set out the type and location of properties that can be purchased. We will also confirm the maximum amount that MMHS can spend on purchasing.

5. Equity Contribution

MMHS's equity contribution rules apply equally to a transferring ministerial resident as they do to a new applicant.

Mairi Johnstone, CEO