



**Ramsey Town Commissioners**  
**Housing Transfer Application Form**

1. Full Name of Tenant .....
2. Present Address .....
3. Date of Birth .....
4. Contact Details: Daytime..... Mobile Phone.....

5. Details of present accommodation (delete only where not appropriate):-

- House                      Bungalow                      Flat
- Ground Floor                      First Floor
- Coal Fire                      Central Heating
- Bedrooms                      One                      Two                      Three                      Four

6. Particulars of family and other persons living in the same household :-

Name	Relationship to Tenant	Date of Birth

7. Please indicate the type(s) of alternative accommodation you are prepared to accept:- (Delete only where NOT appropriate):-

- House                      Bungalow                      Flat
- Ground Floor                      First Floor
- Coal Fire                      Central Heating
- Bedrooms                      One                      Two                      Three                      Four

8. Do you own property, or have part ownership / interest of any property, if yes please give details.

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9. Please explain reasons for requesting a transfer :-

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Signature :..... Date : .....

**Notes for Guidance of Tenants**

1. An application seeking a transfer on health grounds must be supported by a Doctor's Certificate.
2. Each question must be answered fully. Failure to comply may delay consideration of your application.
3. All applicants must inform the Town Clerk of any change in circumstances that may affect their inclusion on the transfer list.
4. The completed form should be returned to :-

The Housing Officer,  
Town Hall,  
Ramsey,  
Isle of Man IM8 1RT.

5. Rent and rate payments should have been up to date for at least 6 months when a tenant is considered for a transfer.
6. It will be necessary for an official to inspect your present accommodation by prior arrangement before your application is considered and immediately prior to offer of a transfer in the future.
7. Upon the granting of the initial tenancy, no further request for a tenancy transfer would be considered during the first twelve months of the new tenancy.

**N.B.** Receipt of this form does not imply acceptance for inclusion on the transfer list until such acceptance has been notified in writing.