



HOME RELEASE POLICY

Policy Control

Policy reference	HM016
Department	Housing Management
Author	Lorraine Testro
Owner	Carl Tring-Willis
Version	15.0
Reason for revision	Periodic
Status	Final
Intended recipients	
Training and dissemination	
To be read in conjunction with (other policies)	
Has equalities impact assessment been considered? Please include within policy.	
Policy approved by Designation Date	
Meeting approved Date	Operational Committee 22.09.22
Implementation Date	22.09.22
Review period	Triennial
Next review date	22.09.25

Introduction

The Home Release scheme is an initiative aimed at housing people in appropriately sized accommodation and freeing up much needed family homes in Derby.

Where tenants want to move to smaller accommodation, we aim to offer an incentive to help with the expense of moving home.

The incentive payments will be publicised, but tenants will be expected to apply. It is not restricted to moves within Derby Homes stock. A Derby Homes tenant can still apply for home release if they are moving to another Local Authority property, an RSL property, or into a smaller property in the private rented sector.

The incentive

For the incentive we will:

- Award a payment based on a sliding scale of incentives which align with the number of bedrooms the tenant is currently under occupying by. The payments are as follows: 1 bedroom - £500, 2 bedrooms - £1000, 3 bedrooms £1500, 4 bedrooms -£2000.
- Uplift payments every April in line with rent increases..
- Provide support through the Homefinder Registration Team for tenants who need help with the registration process
- Provide support from the Homefinder Registration team for tenants who require help to find a suitable property to move in to
- Arrange and pay for removals Disconnect the cooker and washing machine
- Reconnect the cooker and washing machine at Derby Homes' properties only. (If the tenant has moved to a RSL or privately rented property we are not able to reconnect the cooker and washing machine at the RSL or privately rented property)
- Consider reasonable requests for the removal and disposal of unwanted items
- Signpost tenants who would qualify to the DCC Handyman service which helps older people to deal with those small jobs around the house which are often too small for a contractor to complete - [The Handyperson Service - Derby City Council](#)
- Arrange to fully paint the new property.
- Offer home decoration vouchers to the value of £500 to tenants that wish to carry out their own decoration.
- Offer the Home Decoration Scheme to eligible tenants who so that they are able to maintain the decoration in their property on an ongoing basis.

Guidelines and eligibility

- The scheme applies to Derby Homes Introductory and Secure tenants.

Classification: OFFICIAL

Applies to anyone who is moving out of a property which is larger than they need and is moving to a smaller property. For applicants moving from Derby Homes tenancies into the private sector they must be moving from either a two bedroomed house or a 3 bedroomed or larger family home to a smaller property

- Is not dependant on age, how rent is paid or if they are subject to an Under Occupation Charge.
- The issue of under occupation should be resolved as a result of the move. There is one exception to this within the Allocations Policy as follows:
 - Derby Homefinder Landlords may offer two-bedroom flats, maisonettes and houses to their existing tenants (single and couples who would normally only qualify for one bedroom properties), who are currently under-occupying their social housing tenancy to release family houses for other families on the Housing Register. In these instances, the home release incentive payment will be adjusted to reflect the number of bedrooms being released. E.g. A single person moving from a 3 bed property into a two bed property will qualify for the one bedroom incentive rate.
- If the incoming tenant will be affected by Under Occupation Charge as a result of the Mutual Exchange, then the outgoing tenant must be notified that they will not be eligible for the Home Release Scheme.
- If a tenant downsizes and receives a home release payment, it is possible that they may subsequently have another change of circumstances which requires them to downsize again. They can apply for home release again at any time in the future, providing that the change of circumstances is considered to be genuine.
- The tenant must either be registered on Derby Homefinder and have an active application or have an active mutual exchange application and is moving to avoid under occupancy.
- . If the tenant has existing or former tenancy related debts, the home release payment will be offset against the debt. If there remains a balance on arrears, then the tenant must make a payment arrangement on this remaining debt, to be eligible for support from the scheme.
-