

Ref:

Date

Title Initial Surname

Postal Address

CITY/SUBURB STATE POSTCODE

Dear NAME

TRANSFER APPLICATION APPROVED

This letter is to inform you that your application for a transfer to another property has been assessed against the eligibility and need criteria. Your application has been approved from <INSERT EFFECTIVE DATE>.

Your tenancy manager is required to attempt to find a suitable property for you in community housing.

If an appropriate community housing property is not available and you have indicated that you wish to be considered for public housing, your application may be forwarded to the Department of Communities' Housing Service Centre.

Please be advised that there may be some time to wait before a suitable property becomes available and we recommend that you do not start moving out of your current home until you are advised to do so.

Contact us on INSERT PHONE NUMBER if your situation changes or you wish to cancel your transfer application.

Yours sincerely

Name

Position

Community Housing Organisation