

**Lettings and Transfer Policy
London Borough of Sutton Nominations Procedure**

- 1 Once a void date is known, and the property is a London Borough of Sutton (LBS) nomination, a request for nomination form is filled out and emailed to the Housing Centre by the relevant Community Housing Services Officer (CHSO).
- 2 Once LBS have advertised the vacancy they will email a shortlist of up to 5 nominees, or just 1 nominee if it is a direct match, to the CHSO.
- 3 The CHSO will then contact the applicant/s to make an appointment for a viewing. If No 1 nomination refuses it, No 2 nomination is offered and so on.
- 4 Once an applicant has viewed and accepted, an appointment is made for Tenancy sign-up to rehouse the applicant as quickly as possible to minimise the void period.
- 5 LBS are informed of the offer and Tenancy start date and of any refusals on the property.