

East Boro Housing Trust

General Needs & Sheltered Housing Housing Application Points Allocation Policy

Points are allocated over a number of categories. Each category and the points awarded for each item within the category are listed below.

1) Tenancy Type

- Private sector tenancies including assured short hold tenancies 10

2) Medical Factors

- Major health problem/s that will improve with re-housing 30
- Property causing health discomfort 20

3) Overcrowding

- Bedroom deficiency (for each bedroom) 20

4) Shared Facilities (where facilities are shared with others not being re-housed with you).

- Shared kitchen 10
- Shared living room 10
- Shared bathroom/W.C. 10

5) Lack of Facilities

- No cooking facilities 20
- No bathroom 20
- No W.C. 20
- No separate kitchen 20

6) Properties in Disrepair (These points are not awarded to transfer applicants and are only awarded after a home visit).

- Serious disrepair/defects 30
- Minor defects/Lack of adaptations 10

7) Local Connection

- Currently living in the District you are applying to be housed in 20
- If you have lived in the District you are applying for housing in for 10 years during your lifetime 10
- Moving closer to relatives 10

8) Threatened with Homelessness

- No fixed abode **20**
- Owner-occupier with a possession order against them **10**
- Tenants with notice to quit **10**
- Temporary accommodation/Staying with friends **10**
- Time in bed & breakfast accommodation (for each year) **10**

9) Social Economic Points

- Applicants whose circumstances make it difficult for them to find secure settled accommodation. **10**
- Persons applying to move into the area due to work relocation/obtained employment. **10**

10) Separated Couples

- Where couples with children on the application who usually live together as a family are unable to live together because of lack of space. **20**

11) Transfer Applicants

- All existing Trust tenants – for every excess bedroom (where the existing property is under-occupied). **20**

12) Other

- For each full year that an applicant is on the Trust waiting list.

AFTER I APPLY FOR HOUSING, HOW IS MY APPLICATION TREATED?

If you are 18 years of age or over with insufficient resources/ability to secure housing for yourself, you may apply to the Trust for social housing. (In certain circumstances, people over the age of 16 may apply). Applicants to sheltered housing schemes can apply from the age of 55 in preparation for future housing needs with allocations/vacancies offered to persons of 60 years and over. The Trust operates it's own independent waiting list for the majority of its properties. To apply, simply fill in the application form in full and send it to the Trust's Office.

The application will then be awarded points against the specific categories and criteria as shown on the form. The higher the total points awarded, the greater your need for housing. Following a home visit, if your application is accepted, you will be placed in the appropriate position on the Trust's waiting list. Offers of accommodation will be made to those in the greatest need in the areas/size/type of accommodation appropriate, as indicated on the application, as vacancies arise.

There is no guaranteed timescale over which someone will receive an offer of accommodation. This is controlled by the frequency of vacancies and the ever-moving waiting list that can alter due to the change in a person's needs (points score) and the needs of new applicants. If you are made two reasonable offers of accommodation in line with your application but refuse both offers, the Trust will keep you on the waiting list. If you are made a third reasonable offer and again refuse the accommodation, the Trust reserves the right to either defer your application for six months or remove your application from the waiting list entirely.

Each year you will receive a telephone call and/or letter reviewing your application and your housing status as part of the Trust's Annual Waiting List Review. If you do not respond to the review within the date specified on the review letter then your application will be removed from the waiting list. If your circumstances change during the year and you do not need housing from the Trust, please tell us and we will remove your application from the list. This may help us in ensuring that those in greatest need on our list obtain accommodation quickly and efficiently without clerical delay, as persons who no longer need accommodation due to a change in circumstances are removed from the waiting list.

Please ensure that you provide the Trust with as much information as possible to allow your application to be fully assessed. Please include supporting information from other relevant persons e.g. a doctor's letter in support of your request for medical points etc. Please be aware that any person knowingly or recklessly making an application for social housing may be found guilty of an offence. If a property is allocated on the basis of false information then the property may be repossessed. Please ensure all of the information you supply is accurate and a true representation of your circumstances. The Trust ensures all applications are treated equally in accordance with the allocations policy regardless of gender, race or ethnic origin. **Please read the "Step By Step Application Procedure Sheet enclosed."**

THE “STEP BY STEP” ALLOCATIONS PROCEDURE

STEP NO. ACTION (From receipt of application unless stated)

1. The Applicant/Transferee applies to the Trust using the Trust Housing Application Form.
2. The application is then to be pointed in accordance with the Trust points allocation system.
3. The Applicant is informed in writing of the acceptance/rejection of the application. If accepted, the applicant is placed on either the active or dormant waiting list (depending on whether the applicant requires offers of accommodation within the next twelve months/prior to the waiting list annual review), in the appropriate position relevant to their priority need (points score) and the type/size/location of the property applied/qualified for. (Applicants should be told how many points they have at that time and what their position is on the waiting list). If the application is refused, reasons for the decision should be given for the refusal and details of the Appeals Process provided.
4. If accepted on the waiting list, offers will be made when vacancies arise to those with the highest priority need on a descending basis. If offers are refused, the reasons for refusal should be recorded and the applicant informed of the number of offers that may be refused and the circumstances in which a refusal will or will not be considered reasonable. Applicants must be told specifically when a further refusal will affect their future position on the list. **(No guaranteed timescale).**
5. During November of each calendar year, an Annual Waiting List Review will be undertaken. All Applicants on the waiting list will be contacted by phone and/or letter to enable all relevant information to be updated and if changes are made, for applications to be re-pointed (persons may be moved between the active/dormant waiting list depending on whether they require offers of accommodation within the approaching twelve months). At the time of completion of the annual review, Applicants will be informed of the amount of points awarded to them and their position on the waiting list at that particular time.

HOUSING APPLICATION APPEALS PROCESS

STEP NO. ACTION & TIMESCALE (From receipt of the appeal unless stated)

1. Letter from the Applicant/Appellant (within 21 days of being notified of the refusal) requesting reconsideration of their application at an interview with three members of the Board of Management. The letter should include the reasons why the Appellant feels that the Trust have formed the wrong conclusions based on the reasons given in the application rejection letter sent to the Appellant by the Trust. The Appellant may submit supplementary information if the information is to clarify details and information contained in the original application. If changes of circumstances have occurred to the Appellant during the application/appeals process and new information is wished to be submitted for consideration, this information should be submitted in a new Housing Application which will be considered by following the Housing Application Process and should not be submitted at the appeal stage. **(Appeal interview to be held within 25 working days).**

2. The Appellant is to be informed of the decision of the Appeal Interview. If the decision is to accept the application, refer to Step 5 of the “Step By Step” Allocations Procedure. If the Appellant’s appeal is refused, refer to Step 3 below. **(Appellant informed in writing within 5 working days of the interview).**

3. The Appellant requests that their application and subsequent appeal information be considered by the full Board of Management at its next meeting. **(Board of Management Meetings are held each quarter and are normally in the months of June, September, December & March each year).**

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