



APPLICATION TO JOIN THE WAITING LIST FOR RE-HOUSING

Who is eligible?

To be eligible for our Waiting List you must be:

- Over 18 years of age
- A resident of the area you require, Luton or South Bedfordshire

We cannot help you if you are:

- An existing council or housing association tenant
- Needing accommodation with three or more bedrooms
- An owner-occupier – unless your home is to be repossessed and you will not have a high enough income or sufficient capital to enable you to obtain a suitable home. You will be required to provide written evidence (such as letters from the bank or building society.)

How to apply

If you are eligible and you want to apply to go on one of our Waiting Lists, please fill in an application form.

If you have any queries on how to fill in the form or you require help, you are welcome to either call at the office (108 Wellington Street, Luton) or ring 01582 391053 for assistance.

Important. It is very important that the information you give us on your form is accurate and up to date, and that you provide us with all the details required in support of your application. We cannot accept your application otherwise.

If it is found at any time that you have given false information about your circumstances, your name will be removed from the waiting list.

We will keep you informed

We will send a written reply to any enquiries regarding housing within five working days.

Once we have accepted your application we will calculate your points and you will be informed if you have enough points to be accepted on to the Waiting List. (Please see points weighting table at end of this document)

We will let you know whether you have been accepted on to the list within 28 days of receiving your application.

If you are accepted on to our Waiting List, you will be given a registration card which you must present for re-stamping every three months. We will provide you with a pre-paid envelope for this purpose. ***(Failure to re-register will mean you are removed from the list and unable to re-register for a period of six months).***

For each month that you are on the list a further point will be added to your points score. Each time you re-register, we will advise you by letter of your up-dated points.

If you are currently in prison, you will be awarded the minimum level of points needed to be accepted onto the waiting list. Once you are released, we will reassess your points based on your new circumstances. The points awarded for time spent on the list will be backdated to the original date of your application.

Please note that the level of points required for acceptance on to our waiting lists will change from time to time depending on the current need and properties we have available.

Also, if your circumstances change, you must complete a new application form and this could affect the number of points you have.

If you fall below the threshold for the waiting list, your application will be removed.

Applicants with a high level of points will be given an interview date and time. You will be expected to confirm this appointment. The interview will normally take place in the property where you are residing.

Within fourteen days of our visit/interview, we will let you know if anything has arisen which means we require further information from you or your application cannot be accepted.

Properties of a lesser or greater size than required by you and your family will not be offered.

Size of Property	Number of residents
1 Bedroom flats	Single person, couples
2 Bedroom flats/houses	Single Parent or Couple, with 1 child or 2 of same sex

Sheltered Housing	Single Persons & Couples over 60yrs of age or between 55/ 60 on medical grounds
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Rehousing you will depend on availability and priority. The Local Authority has 50% minimum nomination rights and 100% to certain of the Associations properties. If you are prepared to accept a tenancy in any area you may be housed more quickly.

Should any offer of accommodation be made and not responded to by you within ~~five~~ three working days from the date of the letter, the offer will be withdrawn. If you accept the tenancy, it will not be binding unless you move in within the time stated at the commencement of the tenancy.

Should an offer of accommodation be refused which is felt suitable for you and your family, you ~~will~~ may be removed from the list.

Please note that under the "Housing Act 1988" new tenants do not have the right to buy the property they occupy from LCH.

If you feel there are special factors, which have not been taken into account in regard to your application, you should submit your view in writing to the Housing Services Manager. If you are still unhappy with the decision, then the matter will be addressed through our normal complaints procedure. Please ask at our office for a copy of our Complaints Policy and procedure.

POINTS SCHEME

Points will be awarded as follows:

Pregnancy	5
Disability and health problems	
That are affected by the present living conditions – up to a maximum of	40
Present accommodation	
Temporary i.e. hostel, bed & breakfast, care home, residential institution	10
How is accommodation occupied?	
Shared with relatives other than immediate family	5
Shared with other persons	10
Shared or lack of facilities	
No access to a kitchen	50
No access to a bathroom	50
Sharing a kitchen with persons not related to you	20

Sharing a bathroom (with persons not related to you)	20
Sharing a living room with persons not related to you	5
No hot water or adequate heating	20
Overcrowding	
We consider a separate bedroom is necessary for: <ul style="list-style-type: none"> • Applicant or applicant and partner • One or two unmarried males • One or two unmarried females • Any person who for special reasons should sleep alone For each bedroom you are short of	10
Security needs	
The Council have accepted you are homeless or threatened with homelessness within the next 28 days and you are in a priority need group (written proof required)	50
The Council have accepted you are homeless or threatened with homelessness within the next 28 days but you are not in a priority need group (written proof required)	25
You are under written notice to leave (written proof required)	20
You are at risk of losing your home within the next six months	10
Family needs	
You need new accommodation to escape harassment/violence (written proof required)	30
The family you are seeking to be rehoused is currently living apart	20
You need to support a dependent relative	10
You need to be near a carer who can support you	10
You need accommodation to allow you to secure access to your children	10
Your current housing is in poor condition and in need of repairs	10
(A further 10 points can be added by the Tenancy Management Officer on inspection for property condition)	
Time on list	
For each full month on the waiting list	1

Policy Title: Waiting List Procedure for Tenants

Policy No: HSG SERV 08

Department: Housing Services

Reviewed by Board: 10 / 02