



ALLOCATIONS PROCEDURE

GUIDELINES FOR APPLICANTS

THANK YOU for your interest in renting or buying a shared ownership home from English Rural Housing Association. If you haven't already completed an application form, there is one enclosed, and this is what happens now:

1. Your application form is returned to English Rural by the given closing date.
2. A shortlist of applicants to be considered is made in consultation with the Local Authority based primarily on information given in the application form relating to relevant local connections.
3. The shortlisted names are given to the Parish Council who will check the local connection claims of the applicants. (Only the names, not the personal details are given to the Parish Council). If the Parish Council does not know the applicant, we will try and get other references.
4. Within 1 week of the closing date, the Housing Manager will let all applicants know if they have been shortlisted for interview or not. In the case of some new developments where there has been a very large number of applications, it may be necessary for this period to be extended to perhaps 2 or 3 weeks.
5. Interviews will take place as soon as possible. The interviewer will complete a report and appropriate points will be allocated according to the Association's points system.
6. If the points system clearly shows which applicant is at the top of the list, English Rural will allocate the property accordingly. If it is not a clear-cut situation, the report will be referred to the Chairman of the Housing Management Committee.
7. All applicants have the right to appeal or to request a copy of their Interview Assessment Form. Any appeals or requests should be made within 10 working days of the decision notification. Appeals should be made in writing and directed to the Operations Director. They will then be investigated and appropriate actions or responses will be taken. A response will be sent within 10 working days

TURN THE PAGE FOR OUR ALLOCATIONS POLICY

ALLOCATIONS POLICY

1. Our housing developments are intended to meet the needs of local people.
2. We aim to allocate our houses quickly and fairly.
3. We will advertise the availability of our houses as widely as possible so that all potential applicants have an opportunity to apply.
4. It is not appropriate for us to keep a waiting list because vacancies occur infrequently. However, we will keep names and addresses of all applicants on a mailing list and notify them when a suitable vacancy occurs. Every 12 months, we will ask applicants on this mailing list if they wish to remain on the list.
5. We have an Equal Opportunities policy.
6. Single people and childless couples will be considered for two bedroom properties but not normally for three bedroom properties.

This Allocations Policy is a summary of English Rural's full Allocations Policy which is published in its internal procedures manual. We will send a copy of the full version to anyone who requests it.

REMEMBER!

Our houses are meant for *local* people who are unable to meet their housing needs by buying or renting on the open market.

Local means one or more of the following:

- Current residence in the parish
- Previous residence in the parish
- Close relatives currently in the parish
- Current permanent employment in the parish
- About to take up permanent employment in the parish

There may be more specific local connection requirements detailed in the relevant local planning agreement.

Sometimes we have to consider applicants on the Council waiting list, so long as they fulfil our criteria. In addition to making this application, you should also make your housing needs known to your Council housing department.