

FERGUSLIE PARK HOUSING ASSOCIATION

A GUIDE TO THE ALLOCATIONS POLICY



The Association

The Association aims to provide good quality homes for rent and improve the environment within Ferguslie Park.

The Management Committee of local residents decided on the Allocations Policy and how it should work. Houses are allocated based on housing need using a Points System. The waiting list is NOT a queue; it changes regularly depending on the applicants and their particular circumstances.

Applying For a House

Application Forms are available from the Association's Office and should be returned along with any additional documents to the Reception.

Renfrewshire Council have the right to nominate people for half of the Association's houses, therefore not all of the houses are directly let from the Association's own list.

Who Can Apply

Anyone over the age of 16 may apply. The Association does not discriminate on the grounds of race, colour, ethnic or national origin, disability, marital status, religion, sex, sexual orientation, current residence or tenure.

The Application Form

Please complete all of the Application Form. Remember you must sign the declaration on the back page. Many of the questions require confirmation of circumstances; please attach any additional documents securely to your form.

You must state on your Application Form if you are related to any current or former Staff or Committee Members. A full list is displayed on the Association's Notice Board.

Size of House to Be Allocated

The Association will generally not offer accommodation which results in overcrowding or under occupation, therefore the house size offered is based on:

- A separate living room
- A bedroom for each single adult aged 16 or over
- A double bedroom for two children of same sex both under the age of 16 (provided not more than 5 years age difference)
- A double bedroom for two children of different sexes both under the age of 10 (provided not more than 5 years age difference)
- A double bedroom for an adult couple living together

Change of Circumstances

Please notify us as soon as possible of any changes to your current housing situation or family complement, which may differ from the information in your original application. Should the information we have on file be out of date, you may be losing out on housing points.

Transfer List

Apart from the normal Waiting List the Association also has a Transfer List. This enables existing tenants to move to another Association property and 20% of our properties will be let each year to those on this list. We will also let one property each year to an existing Association tenant currently living in a property that does not have exclusive main door access. Points are awarded in the same way as they are for the Waiting List. Transfer applicants DO NOT receive any priority over any other housing list and current homes must pass property inspections.

Medical Cases

To qualify for medical priority you must complete a Health Assessment Form. As part of the assessment process the association may contact your doctor or other relevant agencies.

Home Visit

If you are approaching the top of the list you will be contacted for a Home Visit. It is essential that you reply within 48 hours. The purpose of the visit is to confirm the details on your Application Form. Any offer of housing will be made in writing and you will be given 24 hours to accept or refuse. You will be required to attend an accompanied viewing and if you are applying with a partner you must both view the house.

House Type Requests

Your house type preferences will be taken into consideration but the Association makes no guarantee that this is what you will be offered.

References

References will be sought from your current landlord enquiring about rent arrears, rechargeable repairs and anti-social behaviour. An arrangement should be ongoing to clear any arrears.

Additional Information

All information given by the Applicant is treated as confidential. The identity of an applicant will not normally be disclosed to the Management Committee.

You can get a copy of the full Allocations Policy from the Association Office on request. If you have any difficulty completing any part of your form please ask to see anyone from housing and they will help you complete your form.

Points System

The Points System is designed as follows to allocate on the basis of greatest need.

CRITERIA	POINTS
<u>HOMELESS</u>	
<ul style="list-style-type: none"> • Unintentionally homeless or • Likely to be within a month 	100
<u>LACKING BASIC FACILITIES</u>	
Below Tolerable Standard	75
Awarded if one or more of the following are lacking:	
<ul style="list-style-type: none"> • No fixed bath or shower • No inside toilet • No wash hand basin • No piped hot water supply • No separate kitchen/ living room • Inadequate ventilation • Rising or penetrating damp • Serious disrepair • Inadequate heating 	30
<u>INSECURITY OF TENURE</u>	
Awarded if one or more apply:	
<ul style="list-style-type: none"> • Living in Temporary Accommodation • Living with friends/family • Leaving Armed Forces • Leaving tied accommodation (at end of employment) 	40
<u>SHARING FACILITIES</u>	
Awarded to applicants who cannot access or have to share with another household the facilities below:	
<ul style="list-style-type: none"> • Living Room • Kitchen • Bath or shower • Toilet 	40

FLEEING VIOLENCE OR HARASSMENT

(Corroborated by appropriate external agency(s)) **50**

OVERCROWDING

- Overcrowded by one bedroom **20**
- Subsequent bedroom deficit/s **10**

UNDER OCCUPATION

- First bedroom surplus **20**
- Subsequent bedroom/s surplus **10**

MOVING INTO FERGUSLIE PARK

- To take up in Ferguslie Park work, training or education or to give/receive long term support to/from a current Ferguslie Park resident or to children applicant has access rights **30**

MEDICAL

- Medical A **50**
- Medical B **25**

NO MAIN DOOR

- Awarded to current Ferguslie Park Housing Association tenants occupying properties without exclusive main door access **20**

Statutory Requirements

- Section 20 of the Housing (Scotland) Act 1987: as amended by the Housing (Scotland) Act 2001.

Persons to have priority on housing list and allocation of housing.

A local authority and a registered social landlord shall in relation to all houses held by them for housing purposes, secure that in the selection of their tenants a reasonable preference is given -

To persons who

- Are occupying houses which do not meet the tolerable standard; or
- Are occupying overcrowded houses; or
- Have large families
- Are living under unsatisfactory housing conditions; and
- To homeless persons and persons threatened with homelessness (within the meaning of Part 2)