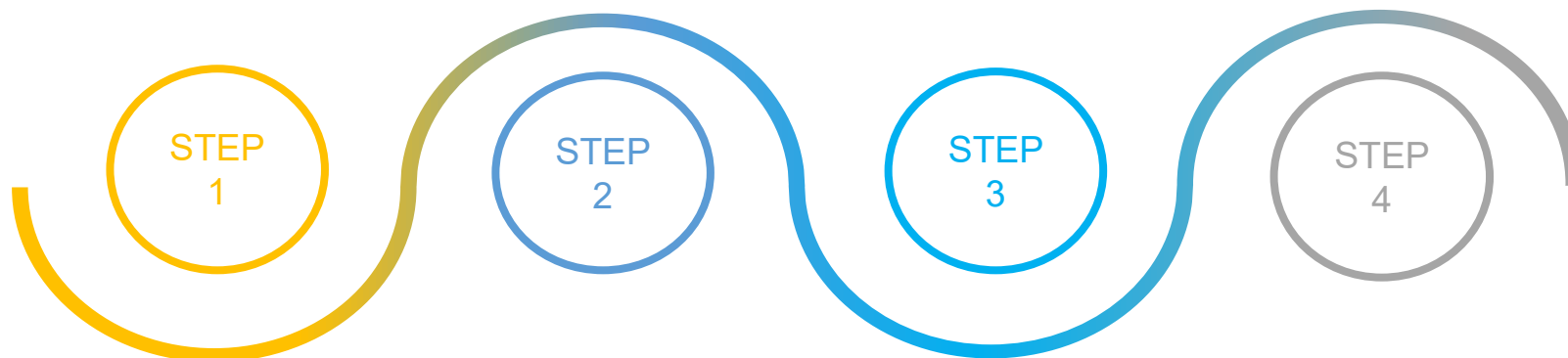


HOUSING APPLICATION PROCESS



APPLICATION

To register for housing, applicants must apply online via the HomeChoice website

Support is available for those who cannot access the internet

ASSESSMENT

Each new application is assessed to see if they are eligible for housing.

Eligibility includes tests such as proof of ID for nationality and immigration status and local connection

The Housing Allocations Scheme outlines who is eligible

BANDING

Applications are assessed according to a priority level, known as a Band.

There are 4 bands, 1 is the highest need and 4 is the lowest

The criteria for who is assessed in which band is outlined in the Allocations Scheme.

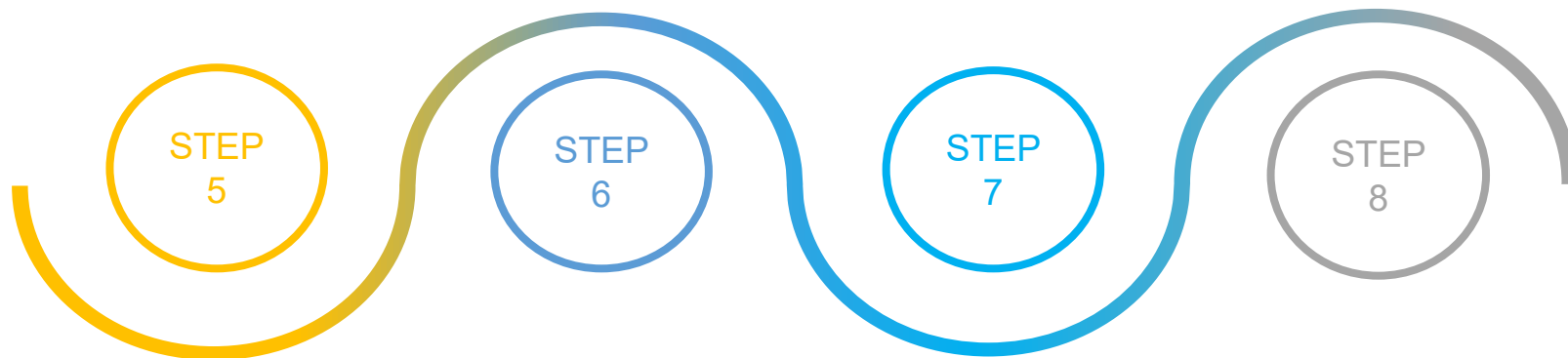
ADVERT

Available properties are advertised on HomeChoice each week, called a “bidding cycle”.

A different list is produced each week.

The properties are a list that are provided to us by Registered Providers.

HOUSING APPLICATION PROCESS



BID

Once applications are assessed and placed in a band, applicants can bid on properties available, based on their household needs.

They can express their interest on up to 3 properties per week.

Auto bidding is available to support applicants that have support needs

SHORTLIST

The system sorts the applicants that have bid by band and waiting time.

The Allocations Team then shortlist a suitable applicant.

NOMINATION

The provisionally successful applicant is then sent to the Registered Provider, who owns the property, for them to make verification checks.

These checks could include affordability and referencing

OFFER

The successful applicant is then offered the property.

A viewing of the property will be arranged with the applicant by the Registered Provider, with a view to signing for the property as their new home