



Choice Based Lettings

What is choice based lettings?

Choice based lettings schemes give people more control about where they live. Rather than the Society offering properties they consider to be suitable for you, you can choose where you want to live by applying for a nominated empty property that has been advertised. We believe that this will empower you to make real choices about your home, giving you a greater sense of ownership in the community you have chosen to live in. This leaflet gives you some guidance about the scheme. If you would like a copy of the full policy please let us know.

How does the scheme work?

The waiting list

The Society operates a waiting list for its flats and bungalows, but because of the high demand for homes in the area, the list is only open at certain times, so that existing applicants have a reasonable chance of being housed. The list will be reviewed at least once a year. You will have to complete an application form and your housing needs assessment will take into account:

- Your current housing situation
- The condition and type of property you are living in
- Your family / household circumstances

If any of the above change you must let us know straight away so that your application can be reviewed. Once the assessment has taken place your application for housing will be placed into one of the following bands:

GOLD – your housing needs are high priority

SILVER – your housing needs are medium priority

BRONZE – your housing needs are low priority

The properties

When a flat or bungalow becomes empty we will consider whether you are eligible to bid for the property taking into account your household size, the type of property available, how long you have been on the list and your gold, silver or bronze banding. Usually those banded in the gold category will be invited to bid in the first instance. Because we only offer flats and bungalows under this scheme, it is unlikely that larger families with young children will get housing through this route. We will consider smaller families with children aged 12 years or more for 2 bed flats. The following table gives some guidance:

	Flats (ground, 1st or 2nd floor)		Bungalow
	1 bed	2 bed	1 bed
Single person	•		•
Couple	•		•
Family with 1 child (aged 12+ years)		•	
Family with 2 children (aged 12+ years)		•	
Family with 3+ children		•	

A family can be a single person or a couple with children.



Bidding for a home

If you are eligible we will send you details of the property, including the location, the weekly rent, accommodation details, when it is available and when you must let us know if you wish to be considered. You must register your interest with us in writing or by telephone within the designated timescale.

If more than one household has expressed an interest in the property, it will be offered to the household who has been on the list the longest time, subject to confirmation that all the information provided is still correct.

If there are no bidders for the property, we may extend the offer to households with lower priorities for housing.

What happens if I turn down an offer?

We expect anyone who bids for a property to accept the tenancy. If your bid is successful and you decline two offers, we will suspend your application for 6 months. You will not be able to bid for any properties during this period, even if you are eligible.





For further information contact us at

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51 Scotland Road
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Telephone: 01223 315036

Fax: 01223 315087

Email: info@hhs.org.uk

Website: www.hhs.org.uk

We are open Monday to Friday
(excluding public holidays)

Our switchboard is open from 8.45am to 5.00pm
(4.30pm on Friday)

Our offices are open from 9.00am to 4.30pm
(4.00pm on Friday)

On the last Tuesday of each month we have staff
training and our offices will not open until 11.00am

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CUSTOMER SERVICE EXCELLENCE