

APPLYING FOR A HOME GUIDANCE NOTES



If you need a language translation of this information, please contact us.

Completing the form

Please complete the form in full, answering all the questions. Some of the questions are mandatory and you will not be able to go to the next page until you have completed these questions.

If the form is not completed fully, this may delay your application being processed and we may have to contact you for more information.

Please provide further details where this is requested on the form. Providing this additional information will help in the assessment of your application.

This document opens separately from the form so you can follow it along giving you information relevant to the questions on each page. It also explains how we assess each application and how we allocate our vacant properties. You can also find a link to our Allocations Policy on the form available for download.

How do we allocate?

We currently have over 1,600 properties, ranging from studio flats to five bedroom family houses in small mixed community developments across Scotland.

We aim to be fair, consistent, efficient and open in how we allocate our properties. We allocate property based on housing need or housing support needs.

We aim to promote equal opportunities and welcome applicants from all people regardless of sex or marital status, race, disability, age, sexual orientation, language, nationality or social origin, religious or political beliefs.

APPLYING FOR A HOME GUIDANCE NOTES

Are you looking for a home in Edinburgh or Angus?

Blackwood is a member of the City of Edinburgh Council's Common Housing Register Scheme, called EdIndex. This means we **do not** accept applications for housing in Edinburgh. You can complete one application to be considered for numerous housing providers in Edinburgh and allocations are made via jointly agreed Allocation Policy. If you require housing in Edinburgh, applications can be downloaded from www.keytochoice.co.uk or requested via 0131 200 2000.

Blackwood is also a member of the Angus Council Common Housing Register Scheme. This means we **do not** accept applications for housing in Angus. You can complete one application to be considered for numerous housing providers in Angus and allocations are made via jointly agreed Allocation Policy. If you require housing in Angus, applications can be downloaded from www.angus.gov.uk or requested via 03452 777 778.

Please now select the “**next**” button to start completing your form.

GUIDANCE NOTES FOR PAGE 2 (AND 3 IF JOINT APPLICANT)

Who can apply for a home with us?

Anyone 16 years of age or over can apply, whatever their circumstances are. We may also consider applications from young people under the age of 16 if Blackwood Homes and Care is working in partnership with Social Work in planning for the young person to leave care.

If you are already a Blackwood Homes and Care tenant and you want to move, you can apply for a transfer by filling in this form. You will then be added to our housing list. Transfer applicants will be assessed and pointed in the same way as other applications. Priority may be given to transfer applicants where their move will enable us to make better use of the housing stock.

Transfer applications may be suspended on the same grounds as any other application and will not be considered if tenancy-related legal action is in progress. Before we make any offer of rehousing we will need to check that you have maintained your current home in a satisfactory condition.

APPLYING FOR A HOME GUIDANCE NOTES

How is my application assessed?

We assess your application using a Points System. If you are applying with someone else as a joint applicant and you are living at different addresses, the points awarded will be based on the main applicant's situation.

GUIDANCE NOTES FOR PAGE 4

Based on the information you provide us, we will try to make the best match possible between the needs of applicants and the properties which become available.

When we match applicants to properties we also try to accommodate your predicted future needs where possible, if there is no higher priority applicant whose immediate needs match the property.

In allocating properties, we will allow for predictable changes in the foreseeable future, for example pregnancy, a deteriorating health condition, increased support needs, fostering or adoption plans.

Where a divorced or separated parent has joint custody or regular access to children for 3 or more nights a week, the children will be classed as permanent members of the household for our allocations purposes. Please be aware that you may not be eligible for assistance with your Housing Costs (Welfare Benefits) in these circumstances due to this property not being the children's only residence.

We may require documentary evidence to support consideration for additional bedrooms.

We may have to suspend your application if you have debts relating to a current or previous tenancy in excess of one month's rent and an arrangement to clear the debt has not been kept for a period of at least three months; or if there is clear evidence of serious anti-social behaviour that has taken place within the last two years and there is no obvious change in this behaviour; false or misleading information has been provided.

APPLYING FOR A HOME GUIDANCE NOTES

GUIDANCE NOTES FOR PAGE 5 AND 6

Homelessness, or at risk of becoming homeless

Points are awarded to people who do not have a permanent home or who have to leave their home.

Limited housing rights or independence

Points are awarded to people who do not have a secure home that they can stay in for as long as they like or where they have limited independence or choices.

Overcrowding or under occupation

Points are awarded if you are overcrowded. You get points for every bed space you need.

Points are awarded for each bedroom that you have that you don't currently use (this is called under occupation).

We also award points if you are living in wheelchair housing that you do not need.

Condition of property

If your current home doesn't have essential facilities such as heating and hot water, or if it is in a poor state of repair, we will award points to you.

GUIDANCE NOTES FOR PAGE 7

Disability, health and social needs

Points will be awarded if your current housing is affecting your health and wellbeing or ability to live independently and a change of housing will bring about an improvement.

APPLYING FOR A HOME GUIDANCE NOTES

If you need to move in order to give or receive support from a family or friends, points are awarded for this.

Social, environmental and economic factors

Points will be awarded if you need to move because of harassment or abuse.

Points are awarded if your journey to work, education or essential amenities is long, or you are isolated from essential amenities and company.

Points may also be awarded if the cost of your current accommodation is resulting in financial hardship.

If you have no play space for young children, points will be awarded.

We do not take any account of the length of time you are on the housing list. There is no advantage to applying for housing before you actually wish to be considered.

GUIDANCE NOTES FOR PAGE 8

Social, environmental and economic factors

General housing, which is for anyone over 16 years of age
Ground floor flats, bungalows and flats accessed by a lift, which are mainly for people who have mobility problems or a health condition.

Housing for wheelchair users, designed to give independence to people who use a wheelchair. Standard design features include level access, wide circulation spaces and generous room sizes and adaptable kitchens and bathrooms.

APPLYING FOR A HOME GUIDANCE NOTES

GUIDANCE NOTES FOR PAGE 8 CONTINUED

What areas and types of homes can I apply for?

Please list the areas or developments where you want to live. There is no limit to the number of areas you can apply for.

We will try our best to meet your requirements but some areas have a very low turnover and, each year, only a small number of homes become available for let. Not all areas have all types and sizes of housing as you will see from the list.

What size of home can I apply for?

- One bedroom for each single person over the age of 16
- One bedroom for a couple
- One bedroom for two children of either sex under the age of 8
- One bedroom for two children of the same sex, where both are under 16, and there is an age gap of less than 6 years
- One bedroom for any child with a disability
- One bedroom for any remaining child

You can also apply for additional bedrooms if you need these, for example, if a couple require separate bedrooms due to health or disability, or if you need a room for a carer.

DECLARATION PAGE

The declaration at the end of the form requires to be signed by you as you are confirming that all of the information given is true and correct. If you provide false or misleading information, we may have to withdraw any tenancy offer, suspend your application or take action to end a tenancy which has started. When we receive your form we will post out a copy of this declaration for you to sign and return to us. Your application will not be completed until we receive this signed form.

APPLYING FOR A HOME GUIDANCE NOTES

What happens next?

We aim to assess your application within ten working days of receiving all the information we require.

If you do not complete all the information we need, it might take us longer to process your application. We will write to you to confirm your application has been added to the housing list, to confirm the choice of areas/developments you have made and to tell you how many points you have. We will try to give you some idea about the chances you have of being housed in the area you selected. Please note that not all developments contain every type of housing.

We will always seek a reference from your current and/or previous landlords. If we suspend your application, we will tell you what you can do to become eligible for offers of housing.

If you are being considered for a vacancy, we will visit you at home to verify the details provided in your form and to check that no information relevant to your application has been missed. We will ask you to provide proof of your residence at this address, identity and income e.g passport, driving licence, current tenancy agreement.

What if my circumstances change?

You should inform us immediately if any of your circumstances change as this may affect how your application is assessed and the points you have been awarded may change.

Further information

Please contact us if you would like any more information.

You can also find more information about us on our website:
www.blackwoodgroup.org.uk