



OTHA Applicant Information Leaflet

Summary of Allocations Policy

This leaflet tells you about the way in which OTHA allocates its houses.

This leaflet can be made available in large print, on tape or in an alternative language or format on request.

How do I apply for a rented home?

The Association operates a quota system for letting our houses to ensure we meet the needs of a wide variety of client groups.

Each year the Association agrees a "Lettings Plan" which sets out the quotas for the coming year. For 2016-17 the quotas have been set as follows:-

Type	Quota
Inverclyde Council – Referrals under Section 5 of the Housing (Scotland) Act 2001	Approx 15%
Inverclyde Council Referrals from CHCP for people with community care needs.	Approx 15%
Of the remaining lets	
ICHR Transfer List for existing tenants of OTHA	10%
Other referrals – e.g. Inverclyde Womens Aid	Up to 5%
ICHR Choice Based lettings for all other applicants	Approx 85%

Oak Tree Housing Association is part of the Inverclyde Common Housing Register. This means that to make an application for rehousing with either Oak Tree HA, Cloch HA, Larkfield or Link HA in Inverclyde then you need to complete an on-line application to register for housing.

Once you are registered then you can "bid" for properties by using the on-line ICHR website and choosing properties that you are interested in.

Applications will be accepted and assessed from any person who is 16 years or over in age. Any applicant may apply and have their housing need assessed at any time.

In addition, applications can be made indirectly through Inverclyde Council's Homeless Service, the Health and Social Care Partnership (HSCP) and any agency approved for making referrals described in Section 2.

Verification

The Applicant must, when requested, provide confirmation of any of the relevant circumstances stated on their application. If satisfactory verification cannot be provided within a reasonable timescale of the request, in line with ICHR's procedures, the application will be reassessed and points removed. An application may be suspended from receiving offers whilst satisfactory verification is outstanding.

All applicants will be visited prior to any offer of housing. A visit will be made to verify the accuracy of the application details and to allow applicants the opportunity to discuss their application. Information will be needed about current and former tenancies as required.

Change of Circumstances

It is the applicant's responsibility to amend their online application with any change in their circumstances as it may result in a change to their point's award. Following a change of address, the applicant will be required to amend their online application which will be reassessed.

Failure to notify a change of address may lead to the application being removed from the list.

The ICHR will carry out regular reviews of the housing list to identify where an applicant's circumstances have changed, and to ensure applicants who are no longer seeking housing are removed from the list.

Points are awarded for the following points categories:

Overcrowding/Under occupation We assess how many rooms your household needs against how many you have. We award:

35 points for each room short of your requirements.

10 points for each room in excess of your requirements

100 points if the condition of dwelling is below tolerable standard or is lacking facilities..

30 points if you are in tied accommodation or are being discharged from the Army (certain conditions apply).

Medical Points Points will be awarded to applicants suffering a serious physical or mental health condition where a change of accommodation will alleviate the condition or reduce its effect or significantly improve the quality of life.

150 points if re-housing is essential

30 points if re-housing is urgent

You must complete an on-line medical application form to be considered for an award of medical points.

What happens next?

Once your form has been verified and processed you will receive an email you're your username and password and you can then bid for properties.

Properties are advertised on the ICHR website www.inverclydechr.org.uk – usually on a Friday at 12 noon and bidding closes at 12 midnight the following Sunday.

Applicants can bid for up to 3 properties each week. You can see your placing for each property that you have bid for. If you are first for a property when you bid that does not necessarily mean that you will be offered the property as others may bid after you and be placed higher, your points may change when we visit you to verify your circumstances or there may be a valid reason that means you are bypassed for an offer.

It is important to note, however, that if you were to bid for a property and be successful, it would count as a refusal even if you change your mind and don't view the property. If you refuse two offers within 6 months you will have your application suspended for 12 months.