

## **BIRMINGHAM CIVIC HOUSING ASSOCIATION**

### **Guidance for Applicants for Accommodation**

Birmingham Civic is a Registered Social Landlord, committed to the provision of affordable social housing in Birmingham. You can apply for one of our vacant properties if:

- you are an existing tenant
- you are homeless
- your present accommodation is too small or too large for you
- if you have a medical, social or economic reason for wanting to move

Applications from owners of accommodation will normally be rejected but there may be scope for dealing with individual applications – see **Priority 2.3** below.

We are a small organisation with limited vacancies in the areas shown on our application forms. Please note that if you are a single person it is most unlikely that we will be able to offer you anything other than a flat.

The following information explains how we allocate our vacant dwellings other than those that are subject to nomination rights held by Birmingham City Council or the Refugee Council. **ALL** potential tenants are required to complete in full an application form. If you send us an incomplete form it will be returned. If you subsequently send an incomplete form it will be disregarded.

### **Rejection of Applications**

your application may be rejected if:

- you are an existing tenant who is in rent arrears or is subject to action for failure to comply with any other tenancy condition
- there is no realistic prospect of our being able to offer you accommodation in the foreseeable future
- you have no justifiable grounds for not occupying accommodation that you rent or own
- you have an outstanding debt to a current or past landlord
- you have a history of criminal / anti social behaviour that poses a significant threat to the Association's tenants and their neighbours

## Allocation Priorities

If accepted, your application will be given a priority:

### 1<sup>st</sup> Priority

#### Transfers

Our existing tenants are given first priority for dwellings that become available for letting. Please note that as we are a small Association we may have to seek the help of another social housing provider to find you alternative accommodation. We assess applications on the following basis:

**1.1 home loss** - if you are required to leave your home, due to the need to carry out major repairs or modernisation you will be given top priority.

**1.2 homeless / harassment** - if you are a victim of harassment of any kind, or a victim of violence [including the threat of violence] we will do all we can to move you to a place of safety

**1.3 medical / social need** - if you need to move on health grounds or because, your present home is too large for you, we will try to find you suitable alternative accommodation. If, you need to move because you need someone's support, or they need your support, we will try to help you.

**1.4 points** - if you are overcrowded, you will be awarded points. Applications with the same points level will be dealt with in turn, based upon the date of earliest registration.

### 2<sup>nd</sup> Priority

#### Applicants on the Waiting List

**2.1 homeless** - if you are homeless you will be given reasonable preference for any suitable available property

**2.2 points** - if you are overcrowded, lack, or have to share, basic living facilities, you will be awarded points. Applications with the same points level will be dealt with in turn, based upon the date of earliest registration

**2.3 social / economic need** - if you have a need for accommodation in Birmingham, perhaps because of a training/employment opportunity, or perhaps because you need someone's support [or they need your support] we will consider your application sympathetically.

## **POINTS AWARDS**

Transfer applicants [ **Priority 1.4** ] and Waiting List applicants [ **Priority 2.2** ] will be awarded points as follows ;

### **Bedroom Deficiency**

Double Bedroom short	-	100 points
Single Bedroom short	-	50 points
Mixed Sex Overcrowding	-	50 points

### **Sharing Facilities**

Required to share bath/wc  
or kitchen or living room  
with someone not part of  
household unit to be rehoused - 100 points

**Single Person** - requires minimum of single bedroom

**Couple / Unsupported Parent** - require minimum of double bedroom

**2 Children Same Sex** - require minimum of double bedroom or 2 single bedrooms

**2 Children of Mixed Sex [child of 7 years or over]** - require minimum of 2 single bedrooms

**Note** - Self contained bed sittingrooms are considered adequate for a single person. However, a couple living in such accommodation would be considered to be a double short, an unsupported parent and one child a double and single short, 2 single persons 2 singles short.

### **Equal Opportunities**

We try to recognise the varying needs of applicants and be fair in all we do for those who wish to become, or remain tenants of the Association. We are equally committed

to the welfare of our existing tenants and their neighbours and that is why we ask a series of questions about the history of applicants on our Waiting List application form.

### **Right of Appeal**

If at any stage of the allocation process you feel that you have not been dealt with reasonably or fairly, you can make a complaint to the Chief Executive of the Association. If you continue to be dissatisfied, you have a further right of appeal to the Chairman of the Audit Sub-Committee of the Board of Management.

At any stage, you can make a complaint to the Independent Housing Ombudsman. The Ombudsman will however normally require that the internal appeal process is exhausted before opening an investigation.

### **Review**

We regularly update our records and from time to time we write to our Transfer and Waiting List applicants to ensure that their circumstances have not changed. If you fail to respond to our letters, your application will be cancelled.

**If you need any help in completing an application form or you require any more information about us, please telephone 0121 382 5105 or call at our offices, Tuesday to Thursday, 9.30 a.m. – 3.30 p.m. Our address:**

**Birmingham Civic Housing Association  
230 – 232 Wheelwright  
Erdington  
Birmingham  
B24 8EH**