



www.svha.co.uk

Registered Charitable Housing Association No. 19947R

Applying for a Home

Applying for a Home with St Vincent's Housing Association

About St Vincent's

St Vincent's is a registered charitable Housing Association and was founded in 1971 by members of the society of St. Vincent de Paul. Our aim is to provide good quality affordable housing for all groups of persons who have difficulty in obtaining suitable accommodation.

Who can apply?

Anyone can apply for rehousing and all are treated equally regardless of their sex, sexuality, marital status, colour, ethnic or national origin, religious beliefs, political views, age, disabilities or HIV/AIDS status. We aim to promote social inclusion and create mixed and balanced communities within the areas we work. We aim to rehouse those with the most housing need and we also have an obligation to existing tenants to allow them to live peacefully in their homes.

How to apply?

Contact the Association for an application form or apply online.

Answer all questions fully so that we have a complete understanding of your housing situation.

If you need any help to fill in the application form, please ask us by ringing 0845 606 6565.

All information will be treated in confidence.

We will ask for proof of circumstances and will carry out checks to ensure the accuracy of any information provided.

You will need to supply two references with your application.

If you wish to apply for accommodation in **Bolton** you must contact our office and apply to go on to Homes for Bolton, which is a choice based lettings scheme. You can get further details at <http://www.homesforbolton.org.uk/>

If you wish to apply for accommodation in **Manchester** you must contact our office to register on the Manchester Housing Register. You only need to do this if you have not registered already through one of the partner which participate in Manchester Housing Register. Contact our Central Office for further information.

If you wish to apply for accommodation in **Hyndburn, Pendle and Blackburn with Darwen** you must register with B-With-Us. Please contact us if you would like to register with B-With-Us or log on to <http://www.b-with-us.com> to register now.

St Vincent's is also a partner with Pinpoint which is a Greater Manchester regional choice based lettings scheme. 10% of all lets made in Rochdale, Bury, Salford, Trafford, Tameside Please contact our Central Office for further details.

How do we assess your Housing Situation?

St Vincent's will place your application into one of 3 categories based on housing need. The categories are:

Category A

Homeless, in priority need and vulnerable, severe harassment, Clearance and re-development, serious medical cases, under Occupation for applicants wishing to move from family (3 bedroom and above only) homes to 1 or 2 bed apartments and exceptional management supported cases

Proof required: referral from a hostel or other form of temporary accommodation or Local Authority Homeless section. Local Authority or Housing Association report, Police evidence, letter from a supporting agency, e.g. Victim Support, Environmental Health report.

Category B

Overcrowding, medical applications, potentially homeless, less serious harassment, extensive disrepair, no fixed abode/itinerant status, move on/Leaving Care, applicants wishing to move for employment reasons, less serious disrepair, support Reasons, leaving Armed Forces, leaving Prison and children/elderly at height (those living above ground floor accommodation)

Proof required: Local Authority or Housing Association report, Police evidence, letter from a supporting agency, e.g. Victim Support, Environmental Health report.

Category C

No formal housing need or assessment of reasonable preference.

Once your application has been assessed, you will be placed in date order on the appropriate waiting list. Please see the Association's full Allocation policy for further details.

Where the Association may be unable to assist

St Vincent's will not offer accommodation to applicants who:

Have a history of anti-social behaviour or have previously breached tenancy agreements

Provide deliberately false information

Applicants who have arrears over 8 weeks rent with a current or previous social landlord

Applicants who have arrears under 8 weeks will be only considered if they have kept to an agreement to clear the debt and have been doing so for 6 months continuous. If any payments have been missed the applicant will be rejected.

Please see the Association Allocations policy for full breakdown of reasons why we may not be able to assist you.

What properties can I apply for?

Accommodation lists detailing property managed by St Vincent's are available at our central office or from our website under downloads section. Some of our accommodation has restrictions relating to age, pets, etc. and occasionally we have to close a waiting list due to high demand. Please contact the Lettings Team at our central office if you wish to discuss your areas of choice for rehousing or if you require any further information about any of the properties we manage.

When a Vacancy occurs

The Association operates a banding rotating system for all lettings made from the Associations list. Offers will be made in accordance with housing need and therefore an offer should be made to the applicant at the top of the list in the first instance. So this would usually be to an applicant in Band A. If this applicant refuses the property then the next offer will be made to an applicant in Band B.

Thereafter each lettings will initially be made to Band A and if that Applicant refuses it will be made to Band C applicant. Occasionally, to help create a mixed community on our schemes, allocations will be made at the discretion of the Lettings / Neighbourhood Manager.

Applying for Home Feb 2010

Nominations

St Vincent's rehuses people referred or nominated by Local Authorities. At least 50% of all vacancies are offered to people nominated by their local authorities.

Transfers

Tenants of St Vincent's can apply directly for a move to other accommodation managed by St Vincent's. Transfer applicants are treated in the same way as other applicants and any tenant wishing to move should complete an application form. Please check with the Transfer Policy or ask your Neighbourhood Officer for further details.

Mutual Exchanges / HomeSwapper

Tenants of the Council or Housing Associations have the right to exchange their tenancies subject to approval from both landlords. HomeSwapper is for social tenants (in rented property) who want a house swap (or flat swap). This is also called mutual exchange. If you currently live in a St Vincent's property you are eligible for the HomeSwapper scheme. Simply register online and they will search for all possible matches everyday and send you alerts by email or text message. As a St Vincent's tenant you are entitled to free membership on the site. <http://www.homeswapper.co.uk/>

Other Agencies

Referrals for rehousing can be made to St Vincent's by other agencies such as Social Services, Housing Advice Agencies, Citizens Advice Bureaux and Doctors.

Re-registration

Every 6 months you should contact the Association to confirm that you wish to stay on the list. If your circumstances change you should let us know as you may need to fill in another application form.

How long will I be on the Waiting List before I am rehoused?

This will depend on the number of people on the waiting list, your priority compared to other applicants and the number of vacancies. We cannot guarantee that we will be able to rehouse you.

Your Right to Appeal

If you do not agree with any decision St Vincent's has made about your application, you have the right to appeal to the Association and request a copy of St Vincent's complaint procedure. If you are not satisfied with the complaints procedure you may also complain to the Housing Association and Tenants Ombudsman service. Details are available from any of our offices or from our website www.svha.co.uk

Central Office

1st Floor, Metropolitan House, 20 Brindley Road, Old Trafford, Manchester M16 9HQ

Telephone 0845 606 6565

Fax 0161 772 2121 E-mail enquiry@svha.co.uk Minicom 18002 0161 772 2156

This information is available in large print, on audio tape, or electronic format.

We offer a translation service to people whose first language is not English. Customers with a hearing disability can call the mini-com number on 18002 0161 909 602

আপনি যদি এই তথ্য অনুবাদ করার ব্যাপারে সাহায্য চান তাহলে দয়া করে আপনার স্থানীয় অফিসে যোগাযোগ করুন।

যদি আপনি আমাদের মাহিলাদের সহায়কী স্বত্ব হারান তাহলে দয়া করে, আপনি স্বামীর অফিসে যোগাযোগ করুন।

اگر آپ کو اس معلومات کا ترجمہ چاہیے ہو تو براہ کرم اپنے مقامی آفس سے رابطہ کریں