



ALLOCATIONS PROCEDURE

GUIDELINES FOR APPLICANTS

THANK YOU for your interest in buying a home provided by the Rural Housing Trust.

If you haven't already completed an application form, there is one enclosed, and this is what happens now:-

1. A shortlist of applicants to be considered is drawn up based on information given in the application form. If anything stated on the form is unclear we may telephone the applicant for clarification.
2. It may be necessary to visit to discuss the application (please try to be available – you may lose an opportunity if we cannot see you quickly).
3. Applicants will be selected by reference to their connection to the village, their ability to meet the financial commitments associated with buying and the severity of housing need. The assessment is made using a points based scheme.
4. Names and addresses will be sent to the Parish Council who will verify the local connections given by applicants. (Only the names, not the personal details are given to the Parish Council). If the Parish Council does not know the applicant, we will try and get other references.
5. The applicant with the greatest number of points is then offered a property.
6. Applicants, whether successful or unsuccessful, will be advised of the decision at the same time. On new developments we try to do this within three weeks of the closing date. If a successful candidate withdraws for any reason, the applicant with the next greatest number of points will be offered the property. Unsuccessful applications are kept for a short period for this reason and are then destroyed.
7. If any applicant is unhappy with the above procedures, or with the way their application has been dealt with, they may put their complaint in writing to the Chief Executive of the Rural Housing Trust in the first instance. If dissatisfied with the response, the applicant may then write to the Chairman of the Trust.

ALLOCATIONS POLICY

1. Our housing developments are intended to meet the needs of local people.
2. We aim to allocate our houses fairly.
3. (For re-sales). We aim to offer our houses within three months of receiving formal notice to sell.
4. We will advertise the availability of our houses as widely as possible so that all potential applicants have an opportunity to apply.
5. It is not appropriate for us to keep a waiting list after the initial sales because vacancies occur infrequently. However, we will keep names and addresses of all applicants on a mailing list and notify them when somebody intends to sell. We ask that all potential applicants inform us as soon as their contact details change.
6. We have an Equal Opportunities policy. All applicants are considered according to the allocation procedure.
7. Single people and childless couples are encouraged to apply.

REMEMBER!

Our houses are meant for *local* people who are unable to meet their housing needs by buying on the open market.

Local usually means one or more of the following:

- current residence in the parish
- previous residence in the parish
- close relatives currently in the parish
- current permanent employment in the parish
- about to take up permanent employment in the parish

There may be more specific local connection requirements detailed in the relevant local planning agreement.

In addition to making this application, you should also be on the Council waiting list.