

Applying for Housing

You will need to complete a housing application form to register yourself for all housing in the area you wish to move to. You should ensure that you complete your housing application form as fully as possible and that you provide correct information. The form should be returned to the relevant local authority i.e Basingstoke and Deane Borough Council (you will find the address at the top of the form).

Remember to check through the form for any incomplete or incorrect details and sign it before you send it.



Assessment of Housing Application

Your housing application form will be assessed by the Council within 10 working days and you will be awarded housing points according to your housing need. Factors that are taken into account when assessing your application can include:-

- ◆ *Shortage of bedrooms*
- ◆ *Sharing accommodation - sharing a kitchen, bathroom or other facility with another household*
- ◆ *Temporary housing in the private sector*

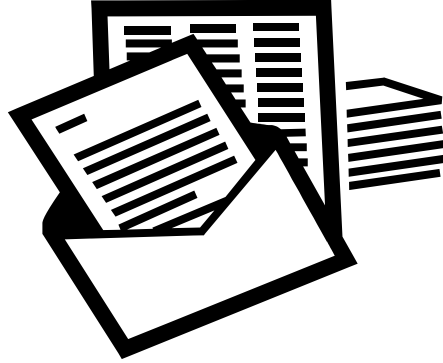


Medical and social factors are considered and reports from Doctors or Social Services are required. You will need to complete a separate medical or social priority form if you intend to apply for this, and if you are successful you will be awarded extra housing need points.

Sheltered housing applicants are considered by the sheltered assessment panel which meets every month. A detailed guide to the points system is available from the Council (telephone number Basingstoke and Deane Borough Council: 01256 844844, East Hampshire District Council tel: 01730 266551, and Homes@Kennet tel: 01380 724911).



Allocating Homes (Basingstoke and Deane only)



Once your application has been assessed you will be written to by the Council and advised of the points that have been awarded to you. You will then be contacted every 6 months by the Council to re-new your housing application. You should reply within the specified time to remain on the waiting list and to receive 3 extra “time in need” points.

Once you have received sufficient points to place your application at the top of the waiting list and a suitable property for your housing need becomes available you will be contacted by one of a number of Housing Associations that have properties in the local area. Please note that if you are a transferring tenant you will only be considered for alternative accommodation providing you have conducted your tenancy satisfactorily.



You should respond to the Housing Association straight away whether you are interested in the property or not. If you refuse 3 offers of reasonable accommodation you may find that you will lose your “time in need points” (if you are accepted as homeless you will only have 1 reasonable offer of accommodation before the Council discharge their duty to you. You will then have to re-apply for housing as a waiting list applicant).

Please note, some of the Housing Associations on the reverse of the application may accept direct applications (however Kingfisher Housing Association does not).

Please note there is a very high demand for accommodation in Basingstoke so it may be some time before you are offered a property.

If you require assistance in completing the housing application form or you have further questions regarding your housing need you should contact Basingstoke & Deane Borough Council on 01256 844844.



Kingfisher Housing Association Limited is a charitable Industrial & Provident Society