

VALE OF AYLESBURY HOUSING TRUST

LOCAL LETTINGS POLICY FOR WYCLIFFE END

Our Vision

To provide quality affordable homes and services, strengthen our communities and improve the lives of local people.

Our Values

Take our customers into the heart of all we do.

Raise standards and provide equality of opportunity for all.

Use our expertise to build communities we can be proud of.

Seek opportunities to create strong partnerships.

Think consistently of ways to improve and add value.

Ensure we invest in the potential of our employees.

Deliver our commitments.

1. INTRODUCTION

- 1.1 In May 2009 the Trust, working in partnership with the members of Bucks Home Choice (Aylesbury Vale District Council, Chiltern District Council, South Bucks District Council and Wycombe District Council) introduced a choice based lettings scheme, Bucks Home Choice, adopting a common allocations policy.
- 1.2 In line with the Trust's regeneration programme and decent home standards, a local lettings policy has been introduced for the allocation of properties at Wycliffe End.
- 1.3 This scheme is applicable to those registered with Bucks Home Choice.
- 1.4 This policy sets out the principles and values to be followed by the Trust.

2. AIMS AND OBJECTIVES

- 2.1 The Local Lettings Policy is designed to enable preference to be given to applicants, who will benefit from having newly refurbished facilities and accommodation, provided by the Trust (landlord) with the intention to reduce the number of anti-social incidents and safeguard our regeneration investment.
- 2.2 This Policy will enable the Trust to work in conjunction with the Bucks Home Choice Allocations Policy whilst ensuring the agreed eligibility is met.

3. ELIGIBILITY

- 3.1 Eligible applicants for Wycliffe End properties owned by the Vale of Aylesbury Housing Trust will fall into the following criteria:
- For the initial properties due to be let, applicants must be 25 years of age or over and registered with Bucks Home Choice with a priority banding of A, B or C.
 - All lets thereafter will be allocated as 50% for those applicants aged 25 years and over, and 50% for those applicants aged under 25 years.
 - The Trust reserves the right to undertake a police check, in line with an existing protocol, where appropriate.
 - Applicants must not have a dog(s)**
- 3.2 If the applicant has previously held a tenancy it is essential that the Trust is able to obtain a reference from their previous landlord. If previous landlords are not applicable, the Trust will need to obtain references from a professional individual who has known the applicant for at least two years.
- 3.3 The applicant must not owe any rent arrears to previous landlords.
**
- 3.4 The applicant must not have a record of anti-social behaviour, neighbour nuisance or any conviction for illegal or immoral purpose.
- 3.5 The applicant must not have abandoned either a Council or Registered Provider's (RP) property **

- 3.6 Once the criteria for eligibility is met, the applicant will be subject to the Bucks Home Choice Allocations Policy and will be allocated within their banding, for example, Band A applicants will be higher on the shortlist than Band B, as per the BHC policy.

4. EQUALITY AND DIVERSITY STATEMENT

- 4.1 The Trust recognises the needs of a diverse population and will act within the scope of current legislation.

5. MONITORING AND REVIEW

- 5.1 All new tenants will have introductory tenancies for a period of 12 months which are Assured Shorthold tenancies. All tenancies will be reviewed, if there has been no breach of the tenancy terms and conditions within that time we will consider the tenant for a further tenancy.

- 5.2 This policy will be reviewed after 6 months of operation.

6. APPEALING AGAINST A DECISION

- 6.1 Applicants have the right to appeal within 14 days of the decision being made.
- 6.2 A review of the decision will be carried out by the Head of Customer Services and Supported Housing.

7. DATA PROTECTION

- 7.1 Under the current data protection legislation (see Appendix 1), all personal and sensitive information, however received, will be treated as confidential.

8 Disclaimer

** Vale of Aylesbury Housing Trust can, in exceptional circumstances, choose to waive any of the eligibility criteria to allow persons to be eligible who would otherwise not be eligible. However, Vale of Aylesbury Housing Trust considers that such a decision would only be exercised in a very small proportion of cases and in truly exceptional circumstances. While Vale of Aylesbury Housing Trust does not intend to give an exhaustive list of possible exceptional circumstances it could include: allowing a dog which is a necessary guide dog for a blind person or where a person has abandoned a previous property for genuine good reason (e.g. fleeing verifiable domestic violence). It is for any potential applicant to provide the

Vale of Aylesbury Housing Trust with any evidence necessary for the consideration of exceptional circumstances.

APPENDIX 1

Legislation under the **Data Protection Act 1988** and the **Human Rights Act 1988** provides that all personal and sensitive information, however received should be treated as confidential. This includes:

- Anything of a personal nature that is not a matter of public record about a tenant, client, applicant, staff or committee member
- Sensitive information

The Trust will only share information with other agencies with the consent of the tenant concerned unless:

- The Trust is required to by law
- The information is necessary for the protection of children

The information is required to fulfil the Trust's commitment to activities such as the National Fraud Initiative.