



# Choice Based Lettings-Information Sheet

The Association operates a Choice Based Lettings (CBL) Scheme to allocate its general needs rented properties (ie excluding wheelchair and specially adapted properties).

**THIS MEANS YOU MUST RESPOND TO AN ADVERT IF YOU WISH TO BE CONSIDERED FOR A VACANCY.**

## What do I have to do to get a house?

- ⇒ **You will need to check 'The Orcadian' every week or keep an eye on our website for vacancies at [www.ohal.org.uk](http://www.ohal.org.uk) and our Facebook page.**
- ⇒ You will have to contact us before the closing date if you are interested in a property that has been advertised. This is called **"registering an interest"** and **you won't be offered a house if you don't do this.**
- ⇒ You will need to have either:-
  - ◆ Previously submitted an application form; or
  - ◆ Be able to complete and submit an application in time for your housing need to be assessed before the closing date



## How will I know which properties are available?

- ⇒ Every week we will place an advert in 'The Orcadian' on our website at [www.ohal.org.uk](http://www.ohal.org.uk) and our Facebook page.

The advert will tell you whether there are any vacancies and the:-

- ◆ street/area of the properties
- ◆ property size and type eg 2 storey, 3 bedroom semi-detached house
- ◆ rent including any service charge
- ◆ Energy Performance Rating
- ◆ closing date for registering an interest
- ◆ designated quota group(s)



## How do Quota Groups work?

- ⇒ By allocating quotas to groups we can ensure no group misses out on a chance of housing.
- ⇒ The quota groups are:-
  - ◆ Orkney Islands Council Referrals—usually homeless households
  - ◆ Transfers (for existing Association tenants)
  - ◆ Direct Applicants (ie all others on the list)

### ⇒ **Currently the quotas are:**

	<b>OIC Referrals</b>	<b>OHAL Transfers</b>	<b>OHAL Direct Applicants</b>
<b>Relets</b>	60%	10%	30%
<b>New Lets</b>	Priority will be given in the first instance to OHAL Transfer applicants in the allocation of new build properties. Allocations of this type will be delivered via a Local Lettings Initiative. Where there are no suitable applicants identified via this method, allocation of new build properties will be opened to all other applicants in line with the quota above.		

- ⇒ These quotas are reviewed each year

### How do I register my interest in an advertised property?

- ⇒ You will need to contact us before **5.00pm on the Monday following the advert** (or 12noon on the Tuesday if Monday is a Public Holiday). You can contact us by:-
  - ◆ Phone on 01856 875253
  - ◆ Email to [allocations@ohal.org.uk](mailto:allocations@ohal.org.uk)
  - ◆ In person by calling in to our office at 39a Victoria Street (access is either down the lane opposite the Orkney Hotel or up the lane opposite McEwan's on Junction Road).
- ⇒ **Your housing need must have been assessed before the closing date so if you have not already submitted an application form and received an acknowledgement letter with your unique reference number you should contact us immediately for assistance.**



### How does the Association decide who gets offered the property?

- ⇒ We check that all applicants who have registered their interest:-
  - ◆ Require the size and type of property advertised
  - ◆ are in the designated quota group for the property.
- ⇒ Before issuing an offer we will carry out a home visit to, or interview the applicant with the highest overall points and then issue an offer of the property to the eligible applicant. If a number of applicants have the same level of points then the property will be offered to the one with the earliest date of application.

### How is housing need assessed?

- ⇒ You must submit a completed Housing Application Form to provide us with information about your housing need.
- ⇒ We will assess your housing need and write out to you to tell you:-
  - ◆ the number of bedrooms your household qualifies for
  - ◆ the total points you have received
  - ◆ The housing need groups you have been awarded points in
- ⇒ If we require further information, we will write to you requesting this.

### What are my chances of being offered a house?

- ⇒ You are more likely to be offered a house if you have a high number of points and/or if there are fewer people interested in the same house as you.
- ⇒ Each week we publish information about the level of responses for advertised properties to give you an idea of the interest levels for a particular property type or area.
- ⇒ Unsuccessful applicants will be notified in writing within 8 working days from the closing date.

### What happens if I am offered a property and then turn it down?

If you register an interest in a property and then refuse it without good reason, you will be suspended from receiving an offer for 12 months. This means you will not be eligible to receive the offer of a property during this period.

**If you have any queries, please do not hesitate to contact our Housing & Customer Services team**