

Selection & Allocation Policy for Intermediate Renting

Tower Homes provides properties to rent under our Intermediate Renting Scheme. This scheme is designed to help key workers afford a rented property to enable them to live within 1.5 hours distance of their place of work. We give high priority to applicants who are able to move into a property as soon as possible after handover from the builders has been given. Priority may also be given to an applicant who will free up a public sector home for re-letting to a homeless household or applicants on local authority housing waiting lists.

In selecting allocating homes, we will treat everyone fairly and in accordance with our equal opportunities policy.

Criteria for Selection

We aim to rent to keyworkers who work within one and a half hours travelling distance from the Intermediate Rented property.

Applications may also be considered from people who have previously owned their own home if they would otherwise qualify and if they:

- owned a home with a partner and that relationship broke down.
- need to move into an area because of their job and cannot afford to rent on the open market
- are currently living in unsatisfactory rented accommodation or able to demonstrate housing need.

Before we offer our homes to let, all applicants who appear to meet the basic criteria are required to attend a financial interview. Here we undertake a detailed financial assessment to satisfy ourselves that the applicant should be able to sustain the rent on their property in the long term.

We also check other application information such as identity and residence.

Tenants need to be at least 18 years old.

Allocation Criteria

Except for homes funded on the basis that specific groups will be prioritised (eg., Key Worker Living), we will make offers of homes according to the following priority order unless the local authority/ sub regional policy differs:

- Keyworkers who can move into the property the earliest.
- Keyworkers that have applied and been accepted onto the Housing Options scheme the earliest.
- Keyworkers who have been at their chosen profession the longest.
- Keyworkers who have a family may be considered for a 2x bedroom property above a single applicant according to housing need.
- Keyworkers on lower income levels

In deciding how homes will be offered, we will take the following factors into account:-

- The applicant's preference.
- Household size. Applicants will normally be offered a home according to their family size.

Evidence of a residence order may be required if any dependents don't live with the applicant permanently. All allocations decisions are recorded on our database and must be authorised by either the head of sales and marketing, sales manager or sales team leader.

We rely on accurate information being supplied by applicants when making allocation decisions. We will withdraw any offer made if information is found to be misleading or incorrect. The head of sales and marketing will be responsible for the final decision. In the event of a dispute the matter can be referred through Tower's complaints procedure. Through the Data Protection Act 1988 applicants have the right to see any personal information we hold on our computer system.