



Choice Based Lettings-Information Sheet

The Association operates a Choice Based Lettings (CBL) Scheme to allocate its properties

THIS MEANS YOU MUST RESPOND TO A PROPERTY ADVERT IF YOU WISH TO BE CONSIDERED FOR THAT VACANCY.

What do I have to do to get a house?

- **You will need to monitor our website and Facebook page for vacancies.**
- You will have to contact us before the stated closing date and time when you are interested in an advertised property. This is called **"registering an interest"** and **you will not be considered for a property if you fail to do this.**
- You will need to have either:-
 - ◆ Previously submitted an application form; or
 - ◆ 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?

- We will advertise available properties on our website at www.ohal.org.uk and our Facebook page. The advert will detail the following information regarding the property:-
 - ◆ Street and geographical area
 - ◆ Property size and type e.g. 2 storey, 3 bedroom semi-detached house
 - ◆ Rent including any service charge
 - ◆ Energy Performance Rating (EPC)
 - ◆ Heating type
 - ◆ Exclusive or Communal Garden
 - ◆ Bathroom/Shower room amenities
 - ◆ Closing date for registering an interest
 - ◆ Designated quota group

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:-
 - ◆ General Applicants (All applicants who do not fall into either of the following two groups)
 - ◆ Transfers (for existing Association tenants)
 - ◆ OIC Priority Group (Applicants assessed as Homeless by the Orkney Islands Council)
- **Currently the quotas are*:**

	OHAL General Applicants	OHAL Transfers	OIC Priority Group
Relets	50%	10%	40%
New Lets	The Allocation of new build properties will be delivered via a Local Lettings Initiative (LLI) with preference given to our existing tenants in the first instance.		

- ***These quotas are reviewed each year by our Management Committee**

How do I register my interest in an advertised property?

- You will need to contact us before the closing date and time stated on the advert. You can contact us by:-
 - ♦ Phone on 01856 875253
 - ♦ Email to allocations@ohal.org.uk
 - ♦ Facebook messenger
 - ♦ In person at our offices, located at 39a Victoria Street, Kirkwall (access via Victoria Street, down the lane opposite the Orkney Hotel, or opposite from McEwan's Furniture Store 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 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 tell you:-
 - ♦ the number of bedrooms your household is eligible for
 - ♦ the total points you have received
 - ♦ The priority award group(s) you have been awarded points from
- If we require further information or evidence, we will write to you requesting this.

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 short list the applicants with the highest identified housing need and carry out pre-tenancy interviews where we will ask for evidence to verify the household and priority award. A written offer is then made to the applicant who meets the above criteria and has the most priority points. Where points are equal, the earliest housing application date will apply.

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.
- Following each advert we publish information about the level of responses received to give you an idea of the interest levels for a particular property type or area.
- If we have contacted you through the shortlisting process, you will be notified if your bid has been unsuccessful.

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

If you register an interest in a property followed by a pre-tenancy interview and written offer but then refuse the offer without good reason, you will be suspended from receiving a further offer of accommodation from the Association for 12 months. Suspended applicants will have the right to appeal the decision through the Associations complaints procedure which can be made available on request.

If you have any queries, please do not hesitate to contact our Housing & Customer Services team using the contact details above.