

Schedule 10 – Allocation Policy



Currently, Capture Housing is not a Registered Provider of Social Housing. However, our properties are allocated to households who are unable to afford the cost of open market private rented accommodation.

We aim to offer our vacant properties to those on the housing register who are best suited to each vacancy.

We will respect the requirements of any legal agreement that requires us to allocate our properties to local residents first. However, like other Registered Providers, we seek to maximise the use of Affordable Housing on the island by having our own allocation priorities.

Priority will be given to transfer requests in order to free up social housing. In addition priority will be given to the following households:

- The Armed Forces and key workers in the Health, Fire, Police, Education, Social Care

If we cannot fill one of our vacancies from one of our priority groups then we will meet with the Local Authority to determine whether the property is best suited to meet the needs of a household in Temporary Accommodation.

If we are unable to identify a suitable applicant then we will invite bids via the local housing register. We will prioritise those households who are in currently in a property which:

- a) is defined as hazardous by the Local Authority,
- b) is overcrowded due to current household circumstances (needing an additional bedroom)
- c) provides insecure accommodation

In all cases the assessment and final selection will be made on the circumstances of each case and remains at the sole discretion of Capture Housing. Those who bid for a property will be taken in strict order of contact and we aim to fill our vacancy from one of the first 10 applicants. If no suitable applicant is found we will then look at any of the next 10 applicants.

All allocations are subject to a satisfactory reference check and confirmation that the prospective tenant has sufficient funds in order for us to lodge their deposit in a suitable Tenancy Deposit Scheme.

Initial occupancy will take the form of a 6 month Assured Shorthold Tenancy and subject to the outcome the tenant will be offered a 5 year Assured Shorthold Tenancy Agreement on renewal.

Exclusions / Suspensions

Any applicant who has outstanding rent arrears with any landlord and whose repayment agreement has not been maintained for a reasonable period of time, will not be offered a tenancy.

Applicants who are current tenants of Capture Housing are required not to have any arrears should they wish to move property to another of our properties.

An offer of tenancy will not be made to an applicant where there is evidence of a previous eviction, or convictions of the applicant, or members of their household, for anti-social behaviour, within two years of the eviction or conviction.

One reasonable offer of accommodation will be made to an applicant. If this is refused, no further offer will be made for a period of at least twelve months.

Deposit / Guarantors

We require new tenants to have sufficient funds for us to lodge one month's deposit within a Tenancy Deposit scheme prior to signing a new tenancy agreement.

Applicants for housing will not be requested to provide a guarantor if they have been in continuous employment for more than 2 years. Normally, in all other cases a guarantor will be required.

Procedure

We will advertise our properties for rent in the following locations:

1. Capture's website – www.capturehousing.com
2. Island Homefinder - <https://www.islandhomefinder.org.uk/Data/ASPPages/1/30.aspx>
3. Our Managing Agents website.

All applicants are assessed on the basis of housing need. If you indicate that you are in one of our priority groups we/our Managing Agent will ask you for evidence. If we are required to allocate to further specific groups this will be set out within our advert.

Applications considered by Capture/Managing Agent to be appropriate for any specific vacancy will be expected to de-register from the Local Authority waiting list following allocation of a Tenancy.

When an applicant is being considered for a vacancy, arrangements may be made for interview in order to verify the content of the application form and to establish whether the applicant's circumstances are appropriate for the particular vacancy on offer. A home visit form will be completed and recommendations made accordingly.

All unsuccessful applicants have the right to appeal against the decision by writing to the Directors, within seven days of receipt of notification that they have not been offered the vacancy on this occasion. Applicants may further appeal to the Housing Ombudsman Service, after you have used Capture's complaints procedure.

Applicants have the right to inspect information contained about them. Separate details can be found in our Data Protection Policy.

We/our Managing Agent will record all details of visits, offers, discussions, acceptance or refusal detail.