

# Application for extra rehousing priority

Not-for-profit landlords like Manchester City Council, housing associations, and housing trusts provide almost 70,000 homes to rent in Manchester. When they become empty, most of these homes are allocated to people using the Council's rehousing rules.

These rules give extra rehousing priority to people who work, those who contribute to their local community or have a long-term connection to that community, and to young people with a pre-tenancy qualification.

*To get the extra rehousing priority you must:*

- meet the conditions listed in this form
- send the evidence we ask for
- get a reference, or references, from a relevant person, or people, to confirm that you qualify

*You cannot get the extra priority if you or anyone moving with you:*

- has a live entry on the Council's rehousing review list (RRL) of people who cannot get a home because of something they have done wrong in the past; or
- is involved in antisocial behaviour or criminal activities
- is going through the Council's serious offenders procedure or has been refused rehousing by the serious offenders panel.

Name:

Address:

Rehousing applicant number:

You can find this number on any letter you have had about your rehousing application.

Send this form, and all the evidence we ask for, to the landlord dealing with your rehousing application. You can find the landlord's details on any letter you have had about your rehousing application. Or go to [www.manchesterhomefinder.org](http://www.manchesterhomefinder.org) and follow the links to 'Council or housing association homes' and log-in.

# The extra-rehousing priority awards

There are three extra-rehousing priority 'awards'. Although you can only have one award at any one time, you can claim more than one award. This may be useful if your circumstances change and you no longer qualify for your first award.

When we say 'moving group' we mean you, and the people who will move into a new home with you – this may not be the same as the household you are in now.

You can claim extra rehousing priority if:

- 1 your moving group is a **working household**. This is the best award because it gives you a higher priority across the city. The other two give you a higher priority in a particular area only.
- 2 anyone in your moving group can pass our **community contribution** test in a particular area because they lived there for some time, or do voluntary work there. If you claim this award, you must read the 'community contribution notes' at the back of this form, and get a separate map. The notes tell you how to do this.
- 3 anyone in your moving group has a **young person's pre-tenancy qualification**.

## 1 WORKING HOUSEHOLD AWARD

You are a 'working household' if:

- you or anyone over 18 in your moving group has a job. It can be permanent, temporary, or self-employed; **and**
- they work for a minimum of 16 hours a week; **and**
- they have worked for at least nine out of the last 12 months.

### Do you want to claim a Working Household award?

- NO** Go to next section: **2 COMMUNITY CONTRIBUTION AWARD**
- YES** Collect one piece of evidence from this list. Tick the box next to the evidence you are sending.
- a letter from the employer, on official paper, confirming the hours worked and how long the person has been employed; **or**
  - payslips that cover nine out of the last twelve months and show the number of hours worked (please blank out the National Insurance Number for security); **or**
  - if you are self-employed, send a letter on official paper from HMRC (The Tax Office) or evidence from your accountant showing your PAYE or VAT status.

### Do you also want to claim a Community Contribution award?

- YES** Go to next section: **2 COMMUNITY CONTRIBUTION AWARD**
- NO** Go to question below.

### Do you also want to claim a Young Person's qualification award?

- YES** Go to section: **3 YOUNG PERSON'S QUALIFICATION**
- NO** Go to section: **4 REFERENCES**

## 2 COMMUNITY CONTRIBUTION AWARD

Manchester is divided into around nearly 70 rehousing areas. You can get extra rehousing priority if you pass a 'community contribution' test in one of these areas. You, or anyone in your moving group, must:

- have **lived** as an adult (18 and over) in one of these rehousing areas for three years continuously – now or in the past; or
- do **voluntary work** in a rehousing area. They must have done this for at least six months, and do it for at least 10 hours a month.

### Do you want to claim a community contribution award?

- NO** Go to next section: **3 YOUNG PERSON'S QUALIFICATION**
- YES** Continue below

You could get extra rehousing priority for homes in the rehousing area where you pass the community contribution test, **and** in surrounding areas. We call this wider area a 'rehousing area cluster'. See '*community contribution notes*' *Note B (Rehousing area clusters)*

Before you go for this award, you must **look at a map** that shows:

- the borders of the rehousing area where you think you pass the community contribution test; and
- the border of the wider rehousing cluster.

**Put the name AND number of the rehousing area cluster, as they appear at the top of the map.** You can only claim a higher priority in ONE rehousing area cluster.

Rehousing area cluster

Area number

### Does the person live in the rehousing area NOW, and have they lived there for three years continuously?

- YES** Go to section: **4 REFERENCES**
- NO** Go to next question

### Did the person live in the rehousing for three years continuously in the PAST?

- NO** You cannot claim extra priority for this reason. Go to the next question.
- YES** Collect the relevant evidence(s) from this list. Tick the box(es) next to the evidence(s) you are sending.

#### If you rented your home at the time

- Get an official letter from your landlord(s) at the time confirming that you lived there for three years continuously. The letter(s) should include the address you lived at then, and the landlord's address now.

#### If you owned your home at the time

- Get a mortgage statement or a letter from the mortgage company confirming that you lived there for three years. If you owned the home outright, send a copy of the property deeds or a solicitor's letter to confirm this.

#### If you were a lodger or lived with friends or family at the time

- Get a letter from the householder at the time, confirming that you lived there for three years. The letter should include the householder's address then, and their address now.

Go to next question

**Does the person do voluntary work in the rehousing area, and have they done this for at least six months, and do they do it for at least 10 hours a month?**

- NO** Go to section: **3 YOUNG PERSON'S QUALIFICATION**
- YES** Get an official letter from the project leader (who must not be related to you) confirming that the person has done this for at least six months, and that they do it for at least 10 hours a month.  
Go to next question

**Do you also want to claim a Young Person's qualification award?**

- YES** Go to section: **3 YOUNG PERSON'S QUALIFICATION**
- NO** Go to section: **4 REFERENCES**

### **3 YOUNG PERSON'S QUALIFICATION AWARD**

People between 16 and 25 can go on a course that teaches them to be a good tenant and live independently. If they successfully complete the course they get a Young Person's pre-tenancy qualification. For more information, phone the Young People's Support Foundation on 0161 228 7654.

If you have got this qualification your support worker will contact you about which area you want the extra rehousing priority.

**Does someone in your moving group have a young person's pre-tenancy qualification?**

- NO** Go to section: **4 REFERENCES**
- YES** Get a copy of the official letter confirming the pre-tenancy qualification.  
Send in that letter and this form - see details on the front.  
You do not need to complete the **4 REFERENCES** section.

# REFERENCES

You must supply a reference(s) that covers **the last three years**. This may be by one person – or you may have to get more than one reference if you have lived in different places.

## IF YOU RENT YOUR HOME

Ask **your landlord** to complete this part of the form.

If this person has been your landlord for less than three years, you must get an additional reference(s) to cover the full three year period. If you do this, ask your previous landlord(s) or householder(s) for an official letter that covers exactly the same questions as below.

### TO BE COMPLETED BY THE LANDLORD

The person on the front of this form has applied for extra rehousing priority. We need a reference from their landlord. Please answer the questions below.

#### When did the person on the front of this form start as your tenant?

Month  Year

#### Has this person broken their tenancy agreement or been involved in antisocial behaviour in the last three years?

YES

NO

They have not broken their tenancy agreement or been involved in antisocial behaviour but they have been my tenant for less than three years.

#### Does this person have rent arrears of more than £100?

YES

NO

Name of landlord giving this reference

Address of landlord giving this reference

Signature of landlord (or member of staff)

Company stamp

When you have got the reference(s), please send this form, and the evidence we ask for. See details on the front.

## IF YOU ARE A LODGER OR LIVE WITH FAMILY OR FRIENDS

Ask **the householder** to complete this part of the form.

If you have lived with the person for less than three years, you must get an additional reference(s) to cover the full three year period. If you do this, ask your previous householder(s) or landlord(s) for an official letter that covers exactly the same questions as below.

### TO BE COMPLETED BY THE HOUSEHOLDER

The person on the front of this form has applied for extra rehousing priority. We need a reference from the householder they live with. Please answer the questions below.

#### When did the person on the front of this form start living with you?

Month  Year

#### Has this person broken a tenancy agreement or been involved in antisocial behaviour in the last three years?

YES

NO

They have not broken their tenancy agreement or been involved in antisocial behaviour but they have lived with me for less than three years.

#### Does this person have rent arrears of more than £100?

YES

NO

Name of householder giving this reference

Address of householder giving this reference

Signature of householder giving this reference

When you have got the reference(s), please send this form, and the evidence we ask for. See details on the front.

## IF YOU OWN YOUR HOME

Ask **your mortgage company** to complete this part of the form.

### TO BE COMPLETED BY YOUR MORTGAGE COMPANY

The person on the front of this form has applied for extra rehousing priority. We need a reference from their mortgage company. Please answer the question below.

**Are this person's mortgage payments up-to-date?**

YES

NO

Name of mortgage company

Address of mortgage company

Signature of member of staff

Company stamp

When you have got the reference(s), please send this form, and the evidence we ask for. See details on the front.

