

New Residents

Allocations policy for sheltered housing

Northern Counties is a non-profit making organisation that provides good quality homes to people who need them. Most of these homes are for rent, and we also develop homes for sale.

We make sure that when a home does become empty it goes to someone who really needs it, because we do not always have enough homes available for everyone who wants one. One of the ways we allocate housing is through a points system that scores an applicant's housing need. The more serious a person's circumstances the more points they get.

Anybody who is interested in renting one of the Association's properties must complete an application form. Forms are supplied from your Regional Office with leaflets explaining how the allocations system works.

You will become involved in the lettings process after a property has been offered to someone.

The following procedures will be followed:-

1. The Lettings Section will tell you when a property has been offered and who it has been offered to.
2. The Lettings Section will give your telephone number to the prospective tenant so they can contact you.
3. You will then arrange with the prospective tenant a convenient time to view the property in liaison with the Lettings Officer.
4. You will show the prospective tenant around the property, highlighting the facilities and services provided.
5. You will report to the office the outcome of the visit and also ask the prospective tenant to contact the office to inform the Lettings Section of their decision.

NB At no time should the prospective tenant be given the keys or allowed to view the property alone.

If the prospective tenant decides to take the property they will arrange to sign the tenancy agreement. The Regional Office will inform you of this and let you know when the new tenant will be collecting their keys. Keys should only be given to a person in receipt of the tenancy agreement.