

Guide to applying for housing





Guide to applying for housing

To be considered for affordable housing in Daventry and the surrounding district you will need to apply to join the Common Housing Register.

This is held and managed by Daventry District Council and is a register of those who have applied for affordable housing.

Daventry District Council works with us, as a local landlord, as well as 12 other housing associations which all own and manage homes in the area.

When we have a home available, we let the council know and they nominate someone from the register based on their priority and the suitability of the home.

This leaflet explains more about applying for housing and how the system works.

For full information it is best to contact Daventry District Council directly on 01327 871100 or visit the council's website www.daventrydc.gov.uk/housing.

The Common Housing Register

Daventry District Council operates a Common Housing Register for 13 housing associations in the district. Under housing law, anyone can be accepted onto the register but priority is given to those who are:

- ▶ Living in unsanitary, overcrowded or unsatisfactory housing
- ▶ Homeless
- ▶ In need of a move on medical or welfare grounds
- ▶ In need of a move to a particular area to avoid hardship to themselves or others.

Applications are awarded a priority status based on a points system.

This means that those in greatest housing need are offered available homes first.

The council will accept applications from anyone aged 18 or over. Applicants under 18 but over 16 years old can be considered provided that either the Children and Young Family Services Department or a suitable responsible adult is prepared to act as a rent guarantor.

Homelessness

If you are homeless or threatened with homelessness, you will need to contact the council as they deal with and process homeless applications. If you are currently homeless it may be that you will be referred to Daventry & District Housing for temporary accommodation.

Transfers

If you are already living in one of our homes but you need to transfer to a bigger one (for example because your family has grown) you will once again need to apply to the council and be added to the Common Housing Register for a transfer. Transferring applicants and new applicants are treated in the same way, so that points are awarded fairly and the greatest priorities are met first.

You may also have the option to do a Mutual Exchange. This is a type of home swap where you could swap your home with another council or housing association tenant. It means that you don't need to join the Common Housing Register, but you will need to arrange the exchange yourself, and will need our permission in writing first.

You can find out more by getting in touch with us at 01327 707500 or by visiting our website at www.ddh.org.uk where you can download a separate leaflet.

Moving to a smaller home

If your home is too big for your needs, perhaps because children have grown up and left home, we could help you move to a smaller property.

There is a high demand for larger family homes, so by making the move you will be helping to free up accommodation for people who need it most.

If you think your home is too big for you and you are interested in moving to something smaller please contact your Area Housing Officer.

Advice and guidance

It is difficult to say how long it will take to be housed. It will depend on:

- ▶ Demand - how many people are on the housing register looking for a similar type of property
- ▶ Supply - the availability of the type of housing you need
- ▶ Your needs - the priority you have been awarded and how this compares to other applicants.

You can give yourself the best chance of finding a home by being as flexible as possible about the type of property and its location. If, for example, you are only prepared to move to one village or one area of Daventry, it may take longer for a home to become available in this area.

Urgent moves

In some very urgent cases we can help you with a move. This would usually be if you are suffering from racial harassment, threatened with violence or experiencing severe anti-social behaviour.

If you need to move urgently, contact your Area Housing Officer to discuss the situation and request a Management Transfer application form.

The lettable standard

Our lettable standard sets out what you can expect from your Daventry & District Housing home when you move in. It covers the condition of the property, including standards of decoration and cleanliness.

The following table describes the standards you can expect. It is broken down into parts of the home for ease of reference. If you feel your home does not meet these standards then you should contact our Customer Services Team in the first instance on 01327 707500.

Area	Standard
1. All areas	a. Free from major cracks b. Free from rubbish, including the loft
2. Ceilings	a. No polystyrene tiles
3. Walls	a. Free from large holes
4. Floor	a. Tiles in good order. Floorboards to be complete and secure and any infestations of wood boring insects treated b. Carpets removed if in poor condition. Tenants should take responsibility if the carpet is left

Area	Standard
5. Woodwork	a. Free from holes
6. Doors	a. Doors should open and close effectively and be fitted to every doorway b. Locks should be in full working order - a minimum of two keys should be available for external doors
7. Windows and frames	a. Not broken or cracked. Double glazed units to be free from internal condensation. b. Open and close effectively c. Secure window handles, stays and hinges d. Keys available where appropriate
8. Stairs	a. Newel posts and balustrades secure b. Handrails fitted to stairs, treads and risers safety secured c. Nosings in place

Area**Standard**

9. Fireplaces

- a. Hearth and tiles not damaged and secure. Fires removed if redundant and an electric replacement installed in the lounge only. All fireplaces in bedrooms removed, sealed up and vented

10. Kitchen units and worktops

- a. All doors and drawers secure and fully operational
- b. Sealant or strips in place and clean
- c. Tile splash backs not chipped or missing.
- d. All unit shelves secure
- e. Minimum cupboards - one sink, one double and one wall unit plus sufficient electrical socket outlets to suit the kitchen installed

Area	Standard
11. Kitchen sink	<ul style="list-style-type: none"> a. Stop cock operational and tenant informed of location b. Plug and chain provided c. No dripping taps d. Drain free flowing
12. Bathroom suite	<ul style="list-style-type: none"> a. Tile splash back not chipped b. Silicone seals in place and clean c. Bath, basin and toilet free from chips and excessive stains, and securely fixed to floor/wall d. Plug and chain in place e. Drains free flowing f. New toilet seat firmly fitted g. Cistern working h. Toilet chemically cleaned and sealed
13. Outbuildings	<ul style="list-style-type: none"> a. Free from rubbish b. Where appropriate, locks working with at least one key c. Roof water tight d. No broken or cracked windows

Area

Standard

14. External

- a. Guttering and down pipes fixed and connected
- b. Drains and gullies free from blockages and gulley grates fixed
- c. Roof tiles and verges in place
- d. Chimney stacks, flaunching, pots and lead flashing intact
- e. Paths level and safe
- f. Garden free from rubbish
- g. Grass/hedges and shrubs at manageable level and fencing brought up to standard where other properties on the street are fenced

15. Gas

- a. Gas safety test carried out and landlord's certificate issued to tenant
- b. Gas meter in place
- c. Heating and hot water tested and operational
- d. Insulated hot water cylinder (where fitted)

Area	Standard
16. Electrics	<ul style="list-style-type: none">a. Electric periodic test and landlord's certificate issuedb. Lights and sockets workingc. Smoke alarms operating correctly
17. Solid fuel	<ul style="list-style-type: none">a. Appliance cleaned and serviced and flue swept and tested to ensure its integrity
18. Decoration	<ul style="list-style-type: none">a. Decoration grant may be available to aid with the cost of decorating materialsb. All surfaces will be generally clean, free from mould, and ready for decoration

**For help to understand this
please contact 01327 707500.**

ইহা বোঝার সহায়তা পাওয়ার জন্যে অনুগ্রহ করে
01327 707500 নম্বর ফোনে যোগাযোগ করুন

如果你在理解此项内容时需要帮助的话，
请致电01327 707500

PO POMOC W ZROZUMIENIU TEGO
TEKSTU NALEŻY ZGŁOSIĆ SIĘ POD
NUMER: 01327 707500

اسے سمجھنے میں مدد کیلئے
براہ کرم 01327 707500 پر رابطہ کریں

An audio version is also available on request.

Home visits are available particularly
for older and vulnerable residents and
those with mobility and transport
problems. Please contact our
Customer Services Team for more
information on 01327 707500.



Daventry & District Housing

Nene House
Drayton Fields Industrial Estate
Daventry
NN11 8PB

Tel: 01327 707500
www.ddh.org.uk



This information has been
approved by Daventry & District
Housing tenants



A Futures Housing Group company



business for neighbourhoods