

# Homebid lettings policy summary

A guide to Southampton City Councils lettings policy and how the points system works.

# How homes are allocated

Version 2 - April 2009







## Why do we need to prioritise?

The demand for social housing in Southampton far exceeds the number of homes that become empty each year.

The council uses a points scheme to prioritise the many applications we have for social housing. The number of points you have depends on your housing need and the length of time spent on the waiting list.

## What happens when you apply?

- When you fill out a housing application form, the information you provide will be used to work out how many points to award you, using the points system.
- You will be informed in writing of your number of points once your application has been accepted and processed fully.
- When properties become vacant they are generally offered to eligible applicants who have the highest points. We will contact you directly to arrange a viewing and discuss further details.
- If any of your details change, you **must** contact us as soon as possible because this may affect how many points you get awarded.

## What are you eligible for?

We try to make the best possible use of the housing stock and therefore we have rules in place about who is eligible for each type of property.

You will only be offered a property if you have enough points and you are eligible. For example, you are only eligible for a 2+ bed house if you have 2 resident children both under 17 years of age, at least one of whom is under 11.

**For full details about eligibility and other information about how the housing process works visit Gateway Southampton at the Civic Centre and ask to see the council's full Lettings Policy or visit the Southampton City Council website at [www.southampton.gov.uk/housing](http://www.southampton.gov.uk/housing)**

## Who cannot apply for rehousing?

1. People who are subject to immigration control.
2. People or families who have been guilty of unacceptable behaviour and that behaviour is still relevant.
3. Dependant children.

## How many points are you eligible for?

This table show you how many points you may be eligible for depending on you and your family's circumstances.

Requirement	No. of points
<b>Main points:</b>	
Assessed medical/welfare/social need to move	30
Living in at least 1 of the defined unsatisfactory housing conditions	30
Homeless	up to 30
<b>Additional points:</b>	
Applicants with a proven link to Southampton	30
Applicants with insufficient financial resources to meet their own housing needs	30
Existing city council tenants	25
Second household member with medical/welfare need to move	5
Living in 2 or more of the defined unsatisfactory housing conditions	5
<b>Exceptional points:</b>	
*Under occupying city council tenants	200
Management transfers (4 month period only) SCC tenants	150
Short-term points (4 month period only) (e.g. urgent medical/welfare grounds, homeless in temporary accommodation)	100
People with assessed social need to move to a particular area where otherwise hardship would result	30
Waiting time - points per month	1

\*Under occupying Southampton City Council tenants and recognised Housing Associations in Southampton where there is a reciprocal arrangement. This only applies to those giving up any three bed or larger properties two bed houses, bungalows, ground floor flats.



## Mr and Mrs Example

Mr and Mrs Example live in Southampton in a 2 bedroom city council flat. They have 2 children; John (8 years old) and Natalie (6 months old).

### How many points do they have?

Unsatisfactory housing condition	30
Proven link to Southampton	30
Insufficient financial resources	30
Existing SCC tenants	25
Waiting time - 6 months	6
<b>Total points</b>	<b>121</b>

## Proofs

All new applicants will have to provide original proofs in order to be accepted onto the housing list:

1. Proof of immigration status
2. Proof of Child Benefit if you have children (book, receipt) and their birth certificates.

Please do not post original documents, but bring them in to your Local Housing Office or Gateway Southampton. If you have any difficulties in doing so please let us know.



## Contacts

### Allocations Advice Line

Tel: 023 8083 2777

Email: [housing.allocations@southampton.gov.uk](mailto:housing.allocations@southampton.gov.uk)

Visit **Gateway Southampton**, One Stop Shop, Civic Centre, Southampton

### Gateway opening hours:

Monday - Tuesday and Friday 8.30am - 5.30pm,

Wednesday 9.30am - 5.30pm and Thursday 8.30am - 7pm

To save waiting at Gateway, you can book an appointment by telephoning 023 8083 2166 (appointments only).

If you are an existing tenant of Southampton City Council, you can contact your Local Housing Office for more details.

**For further details, please refer to the full 'Lettings Policy', available to view at Gateway Southampton or on the website at [www.southampton.gov.uk/housing](http://www.southampton.gov.uk/housing).**

This written information is available on request in other formats or languages. Please contact 023 8083 2777 for help.

[www.southampton.gov.uk/housing](http://www.southampton.gov.uk/housing)

