

Willow Tree Housing Partnership Limited (WTHP) is committed to ensuring that homes are allocated in a fair and transparent manner.

How does WTHP find tenants

In the main, we will find applicants through the local authority, choice based lettings systems; these vary by local authority. You can find more information on your local system at the following websites:-

Devon	www.devonhomechoice.com
Cornwall	www.cornwallhomechoice.org.uk
Dorset	www.dorsethomechoice.org/
Somerset	www.homefindersomerset.co.uk/

Priority

All choice based systems have a priority system built into them which is based on the needs and current situation of the applicant. We must follow that priority and cannot move someone up or down the list.

Transfers

Priority may be given to WTHP residents who need to transfer because:

- There are exceptional circumstances e.g. domestic violence, racial harassment, anti-social behaviour (ASB) that has not been resolved by any other means in accordance with our ASB policy).
- You need to move for health or disability reasons.
- You are under occupying your home.
- You are overcrowded.
- You need to move for employment or to care for a relative.

Local Connection

Some schemes, especially in rural areas, have a local connection criteria where priority is given to local people. Examples of a local connection are:

- Having lived in the area for a specified amount of time (often 5 years).
- Having worked in the area for a specified amount of time (often at least a year).
- Having close family living in the area. Close family as specified in the local connection criteria for the scheme, but often includes parents, children and siblings.

Each scheme will have its own local connection criteria and WTHP cannot change this or allocate properties to anyone who does not meet the criteria.

Under 18s

Applicants under the age of 18 can be considered, but as by law, they cannot hold a tenancy, a guarantor is required. Applicants who apply for the Rent Plus scheme must be 18 or over.

Grounds for Refusing Housing

Once a suitable applicant is identified, we carry out a number of checks to ensure that they are the right person for the property. We may refuse an applicant on various grounds such as: -

- The applicant does not meet the local connection criteria for the scheme.
- The applicant cannot afford the rent or cannot pay the required one month rent in advance.
- The applicant does not have the right to reside in the UK.
- The applicant has pets which are not permitted, and refuses to rehome them.
- The applicant's circumstances have changed since they applied via the choice based lettings system, and they are no longer eligible.
- A reference discloses information that would lead us to refuse the application, or information is not disclosed to us as part of your application.
- The applicant owes WTHP, or another social landlord, money such as, rent arrears.
- The applicant could afford to buy their own home.
- The applicant's needs cannot be met by the type of housing on offer.
- The applicant has breached a tenancy in the last 2 years.
- The applicant has caused anti-social behavior.
- The applicant has used a previous home for illegal or immoral purposes.

There are other grounds for refusing housing; details can be found on our website.

Allocating the right size of property

When considering whether a property is the correct size, we look at the following factors:

- The tenant (or joint tenants) must have the largest bedroom.
- Each adult, or adult couple, will have their own room (anyone aged over 16 is counted as an adult).
- Two children of the same sex may share a bedroom, whatever their age.
- Two children of opposite sex may share a bedroom until the oldest is 10.
- Only one child or adult may occupy a single room (under 9.5m² in area). Rooms over 9.5m² may be occupied by one or two people.
- An allowance is made for applicants who need separate rooms for medical reasons or where there is a need for an overnight carer, and where the applicant can provide proof of this need.

In limited circumstances we may offer a property to an applicant that is too large for their needs, but this is entirely at our discretion.

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