

Allocation Policy

Our allocations policy will aim to make the best use of the housing stock, within the ownership of FAGCC, by allocating it to household/individuals who best meet the aims of our affordable housing policy.

All applications will be treated in confidence and all applicants will be treated equally in line with our equalities policy.

Allocation Procedure

1. FAGCC will maintain a waiting list of anyone who is interested in renting one of our properties. These applicants will then be notified directly when a vacancy arises that may be suitable for them.
2. It is the responsibility of the applicant to inform the company of any change in circumstances which may affect the information previously provided.
3. If the applicant no longer wants to stay on the waiting list, they should inform the FAGCC office.
4. All vacancies will be advertised through use of local noticeboards, social media and our website.
5. Those interested will be asked to complete an application form and supporting paperwork.
6. The applicant should contact the FAGCC office if they want help in completing the form.
7. Should any director of FAGCC wish to be on the housing waiting list, they will not sit on the housing sub group and will not take part in assessments as long as they remain on the waiting list.
8. Applications will be reviewed and applicants may be contacted to clarify details of their application to ensure all applications are treated fairly.
9. All applications will be assessed 'blind' with the applicants names removed. There will be a minimum of 3 directors to review any application, supported by the office staff as needed. If only 2 directors are available an independent third party will be brought in to oversee an allocation.
10. Points will be allocated to the 1 person in the household who scores the highest. This is to ensure a single person has an equal chance of securing a property.
11. The number of points will determine which households should be considered for an available property. However, allocation of a property is subject to being able to be matched with a property that meets their needs and makes best use of the home.

12. We may ask to meet applicants either in their own home or at the office to discuss their application.
13. Successful candidate(s) will be contacted by phone and provisionally offered a property subject to successful references being received. 2 references will be requested; where the applicant is already renting we will need a reference from their current/most recent landlord and their current/most recent employer. We may also ask for bank statement, proof of identity and proof of address (utility bill/driving license or bank statement).
We will undertake any other checks we deem necessary.
14. The candidates will be informed if references are successful by phone and will then have 5 working days to accept or reject the offer. Once accepted, tenancy paperwork will be issued in due course.
15. If the candidate rejects the property, it will be offered to the next suitable household on the list.
16. The successful candidate should be aware that their name will be made public unless there are exceptional circumstances.
17. If an applicant feels they have not been treated fairly they should approach the chairperson to explain why. The chairperson will inform the board. If appropriate, their application will be reviewed by an independent third party in line with the FAGCC complaints policy.
18. Candidates may see their own total points but not that of any other applicant.

Applicants should be aware of the following:

1. Tenants must occupy the house as the household's sole home. It may not be let as rental or holiday accommodation. Lodgers may be considered but only with the prior written permission of FAGCC.
2. A deposit equivalent to one month's rent is required which will be lodged with Safe Deposit Scotland.
3. FAGCC is not a social housing provider so our allocation process operates differently to the Highland Council or Housing Association, as we have different aims.
4. The tenancy that successful candidates enter into is a Private Residential Tenancy (PRT). The PRT is open ended and will allow you to stay in the property until you wish to leave, so as long as you do not break the conditions set down in the tenancy. A copy of the guidelines will be issued to every tenant along with the tenancy agreement. A copy can be made available to applicants before applying.
5. We ask that all prospective tenants ensure they are registered with the Highland Housing Register. This will help establish local need and support more homes being built.
6. If the tenant is on Universal Credit, rental money must be paid directly to us as landlord.
7. Rent can be paid monthly, weekly or fortnightly by standing order or BACs payment
8. A maximum of 2 pets will be considered, depending on type, breed and the property being allocated. This will be subject to additional clauses in the lease. Animals defined

as dangerous will not be allowed, neither will breeding for profit. Please let us know what and how many pets you have.

9. If you have debt issues, this will not stop you being considered but we will need to discuss with you your ability to pay.
10. We will withdraw applications under the following circumstances:
 - At the applicants request.
 - **If the applicant owns their own home.**
 - If the applicant does not respond to a request for information within the specified timeframe.
 - If false or misleading information is given.
 - Where an applicant does not respond to a reminder letter.
 - In the event of being unable to provide appropriate references.
11. Whilst FAGCC will aim to treat every application on its own merits, it reserves the right to refuse to offer a property to a household where it may have a negative impact on our tenants. FAGCC considers that it has a duty of care to ALL tenants and will, in exceptional circumstances, take into account any activity undertaken by a prospective tenant.

Date Policy agreed 16th April 2024

There will be a review every 3 years.