

## **QUADRANT-BROWNSWOOD TENANT CO-OPERATIVE**

Allocations and Transfers Policy and Procedure (Updated December 2018)

Approved by MC: February 2019

Review Date: TBC

---

### **1. INTRODUCTION**

This document contains Quadrant Brownswood Tenant Co-operative's Allocations and Transfers Policy and Procedure. Transfer and direct applications will be assessed in line with the guidelines set out in this document.

### **2. REGULATORY REQUIREMENTS**

2.1 Under the allocations component of the Regulator's Tenancy Standard it states that:

*Registered providers shall let their homes in a fair, transparent, and efficient way. They shall take into account the housing needs and aspirations of tenants and potential tenants. They shall demonstrate how their lettings:*

*(a) make the best use of available housing*

*(b) are compatible with the purpose of the housing*

*(c) contribute to local authorities' strategic housing function and sustainable communities*

*There should be clear application, decision-making, and appeals processes.*

### **3. POLICY AIMS**

3.1 The key objectives of the Co-operative's Allocations Policy is to:

- Provide housing to those in housing need
- Make effective use of QBTC's housing stock
- Re-let homes as quickly as possible
- Achieve sustainable tenancies
- Contribute to local authorities' strategic housing function and sustainable communities
- Create and develop a community in which people can have dignity and realise their potential
- Ensure all allocations applications are treated equally regardless of applicant's race, gender, sexual orientation, religion, disability, appearance, or marital status
- Comply with statutory and regulatory requirements

### **4. ALLOCATIONS CRITERIA**

To be considered for membership of Quadrant Brownswood Tenant Co-operative, all applicants must:

- Be in housing need (Meet at least one of the criteria set out in Appendix 1)
- Be committed to taking an active part in the general running of the Co-op (See Appendix 4)
- Follow one of the routes set out in this document for securing a tenancy agreement

### **5. EXCLUSIONS**

5.1 No individual or family will be considered who is the owner or the tenant of any habitable property in which they could reasonably be expected to live.

5.2 No person who is a minor (below the age of 18 years) will be admitted to membership of the Co operative.

5.3 Accommodation will not be allocated to an individual or family that has been evicted through the courts for harassment or anti-social behaviour.

5.4 Allocations will not be made to individuals or families who do not demonstrate an understanding of and an ability or keen interest to abide by the terms of the Membership and Tenancy Agreement. The Co-operative will therefore take into account the tenancy history of applicants, whether already in the Co-op or transferring from a previous tenancy, including information on their rent account.

## **6. HOUSING ALLOCATIONS**

6.1 Housing allocations are either internal or external.

- Internal allocations involve transfers or internal exchanges (see also Policy on Mobility).
- External allocations involve the selection of applicants who are either:
  - Direct applicants who are on the London Borough of Hackney's, London Borough of Islington's or London Borough of Haringey's housing waiting lists
  - Referred by other social landlords and also on the LB Hackney, LB Islington, or LB Haringey housing waiting lists
  - Public sector key workers; meaning a public sector employee who is considered to provide an essential service living in an area where it may be difficult on their income to afford a home near where they work

6.2 Adult children (and/or their partners) of members/tenants who are seeking a new tenancy at QBTC should apply through the external application process and are not eligible for internal transfers to create a new tenancy. This applies whether or not the adult children and/or their partners are members in their own right.

\*In the case where an adult child has previously lived in the family home at QBTC and could return to the family flat without overcrowding (according to Appendix 3) will not be considered for a new tenancy.

6.3 In the case where a couple residing at QBTC has a relationship break down and one partner wishes to seek a new separate tenancy at QBTC, they must apply through the external application process. This applies whether or not both partners are members in their own right.

6.4 External applicants who are related to QBTC members (including, but not limited to, siblings, cousins, aunts, uncles, in-laws/partners of relatives, step-children, adult children, etc.) must declare their relationship in the application. Their application may be considered, but can be rejected if another relative of that member has already been housed in a separate Co-op property. Their application will not be considered while a member to whom they are related is serving on the Management Committee and/or the Housing Sub-committee.

## **7. ROTA FOR ALLOCATIONS**

7.1 When properties become available for re-letting, they will be first retained for appropriate internal transfers and shall be deemed non-true voids. See the section on Internal Transfers (8.) in this Policy.

7.2 If an internal transfer (or chain of transfers) takes effect, the remaining vacant property (or the original property, if there are no internal transfers) reverts to a true void and will be offered to external applicants (see 10. of this Policy).

7.3 The final decision on applicants to be allocated housing and admitted to membership will be made by the Co-operative's Management Committee.

\*A *true void* is a vacancy created when a tenant dies, moves out or is evicted, leaving a flat available for re-letting.

## **8. INTERNAL TRANSFERS**

### **8.1 Eligibility**

Internal transfers are only available to tenants who meet one or more of the eligibility criteria outlined below in Section (A) and do not meet any of the criteria in Section (B).

#### Section (A): Tenants eligible for Internal Transfer:

- Those occupying property needed for major repairs programmes requiring decant, or in exceptional circumstances, properties needed for the Co-op's development. (See Decant Policy/Procedures)
- Those suffering domestic violence or severe threat of violence from a neighbour
- Disabled tenants/tenants with serious medical need, e.g., inability to climb stairs

- Those who are under-occupying their current property and wish to downsize (See Under-occupation Strategy and Policy on Succession)
- Families in need of larger accommodation
- There is evidence of housing need (Appendix 1 and 3)
- Applicants have a record of contributing to the general running of the Co-operative
- Applicants are not in breach of their Tenancy and Membership Agreements

Section (B): The Co-operative will not approve requests for internal transfer to those:

- Who are in rent arrears or who have a poor history of paying rent (an exception may be made for technical HB arrears)\*
- Who have a current Notice to Quit (NTQ) served on them, or whom the co-op has commenced legal action against
- Who have occupied their co-op property for less than one year (An exception may be made where the tenant is at risk of violence or has serious medical need)
- Who have not provided adequate evidence of eligibility or have provided unsubstantiated evidence of eligibility for household members listed within their transfer application
- Have knowingly provided false or fraudulent information within their application for re-housing
- Any member in breach of their Tenancy or Membership Agreements
- Any member under formal notice of having breached any of Quadrant Brownwood's policies
- Any member that the MC considers to have engaged, directly or through other parties, in lobbying

\*This exclusion clause may be overlooked in exceptional circumstances, where a transfer to a property of lower rent would be beneficial to both the Co-op and the tenant concerned

Due to the very limited number of vacancies in QBTC's stock, other tenants who wish to move will be referred to Homeswapper or their local authority. Support and advice on this matter will be available upon request.

## 8.2 Application Process for Internal Transfer

- a) Tenants who wish to do an internal transfer must submit a transfer waiting list application to the managing agent (Appendix 6), who will keep a register of Internal Transfer applicants
- b) The waiting list will be renewed annually in the spring and tenants will be contacted by the managing agent when renewals take place. When the application is renewed, the date of the initial application will be retained.
- c) Any tenant who does not renew their application will be removed from the waiting list by the managing agent.
- d) Due to the fact that a tenant's circumstances can change within the course of a year, all members will be notified by the managing agent whenever a flat becomes available; the notification will include the eligibility requirements for transfer to the vacant property (e.g., downsizing or medical need for a 1-bed ground floor flat, etc). Members not on the list for internal transfer will be given ten days to return an application for transfer to the managing agent.

## 8.3 Stages of Internal Transfer

When a vacancy arises within Quadrant Brownwood, the flat will first be offered to Internal Transfer applicants. The procedure covers 6 stages:

1. STAGE 1: Managing agent will advertise vacancy to those on Internal transfer waiting list and members
  - a. Advert will provide details of accommodation, assessment criteria, and invite members and tenants to submit an application pack
    - i. Application pack to include:
      1. Advertisement for vacancy and timetable
      2. An application for internal transfer
      3. Appendix 3: Points System for internal transfer

4. Appendix 4 to be signed, 'Guidance on Contributing to the Running of the Co-op'

2. **STAGE 2:** First Sift to decide shortlist and request further information from applicants by managing agent
  - a. Points-system (Appendix 3) will be used to determine highest priority applicants for transfer
    - i. In the case where applicants for Internal Transfer share the same priority, members who have been on the transfer waiting longer will be given higher priority
  - b. Those not shortlisted will be notified of the reason(s) by the managing agent, then given 3 days to submit a statement of appeal saying why they disagree with the reason(s) and/or points awarded and provide relevant evidence back to the managing agent
3. **STAGE 3:** Consideration of statements from rejected applicants
  - a. Managing agent will re-assess the appeals to determine if tenant should be short-listed or rejected
    - i. Letter will be sent to applicant of decision made by managing agent
    - ii. All rejections at this stage will be final
4. **STAGE 4:** Managing agent forwards applications of recommended applicants to the Management Committee
  - a. Applicants will be referred to by a code and not by name at this stage
  - b. MC chooses top three applicants and fact-checks applications with help of managing agent
5. **STAGE 5:** Decision by Management Committee
  - a. MC reviews results of fact-checking and chooses who to provide the allocation for transfer
  - b. In the event of a tie still at this stage, the Chair will have final say on the allocation decision
6. **STAGE 6:** Offer of Accommodation to successful applicant by managing agent
  - a. The decision will be made in writing and distributed by the managing agent to all applicants

#### 8.4 Downsizing as an Exchange

Where a member is willing to downsize to a smaller flat, (s)he will be able to view the properties inhabited by families in need of larger flats and request the flat of his/her choice. The Management Committee will decide whether or not to approve his/her request, but this is usually granted by the Management Committee.

*\*Please note that the co-op has very few larger flats and they become available only rarely. Families with children are advised to register with HomeSwapper, the local authority, Mutual Exchange, and other social housing providers if they aspire to move into a larger flat*

#### 8.5 Terms

1. Like-for-like transfers (ie. 1-bed to 1-bed) will only be considered for tenants in serious medical need (with supporting evidence), or where major repairs (or, in exceptional circumstances, Co-op development) require decant, or where tenants are suffering from, or under severe risk of, violence.
2. The internal transfer mechanism cannot be used to create additional tenancies such as when an older child wishes to move out of a parental home in the Co-op or a partner wishes to move due to a relationship breakdown. In these and similar situations, applicants must apply through the mechanisms for external allocations, either as Borough nominees or direct applicants.

### 9. INTERNAL EXCHANGES

9.1 A household may wish to exchange its property with that of another tenant within Quadrant Brownswood.

9.2 The opportunity for an exchange must be made available to all eligible and interested households.

9.3 The criteria and exclusion clauses for the exchange are as in Section 8.1 above.

9.4 The managing agent will determine which interested households are deemed eligible for the flat offered for exchange. The final decision to accept or reject an exchange is left to the eligible households.

## 10. EXTERNAL APPLICATIONS

### 10.1 Waiting List

All external persons wishing to secure housing at the Quadrant Brownswood Tenant Co-operative must firstly fill out a [waiting list application](#) (Appendix 5).

- This application requests basic information to the co-op to express their interest, including but not limited to: applicant's name and contact details, number of bedrooms required as per the guidelines, phone number, current address, and evidence of registration with local housing council.

10.1.1 The Managing Agent will maintain the waiting list register of external applicants wishing to move into the co-op.

- Waiting lists will be updated by Managing Agent where circumstances are known to have changed (e.g., tenant has accepted alternative offer of accommodation; tenant is deceased; etc.)
- Waiting list applications must be renewed annually with the managing agent. Where the application is renewed, the date of the initial application will be retained. Any tenant who does not renew their application will be removed from the waiting list.
- Waiting list applications will be retained by the managing agent for as long as the person continues to remain on the waiting list, and application shredded/deleted once not-renewed or requested removal from waiting list.

10.2 When a property becomes available for re-letting and there is no eligible internal applicant, the Managing Agent will invite eligible external candidates from the waiting list to complete a [full application](#) (Appendix 7).

10.3 When a vacancy arises, the Housing Sub-committee will convene to review the full external applications and prioritise applicants according to their eligibility criteria as outlined in this Policy. The managing agent will redact identifying information from the applications to anonymise them before sending to the housing sub-committee for review.

10.4 The Housing Sub-committee will then recommend an applicant to the Management Committee (and provide all external applications received upon request), giving clear reasons for their decision. If the Management Committee finds grounds on which the recommended allocation could be disputed, they may select a different applicant from the list whom they deem of greater priority and/or who better fulfils the Co-operative's obligation to make best use of our housing stock. In this case, the Housing Sub-committee will be informed by the MC of the reason why their recommendation was not approved.

10.5 When an allocation has been approved by the Management Committee, the managing agent will send letters to the unsuccessful applicants informing them of the decision, and the successful applicant will be contacted by the Managing Agent.

10.6 Once an allocation has been made, the full applications provided by unsuccessful applicants will be deleted and only their waiting list applications will be retained.

## 11. MUTUAL EXCHANGE

11.1 The Co-operative is supportive of tenants seeking a mutual exchange with tenants of local authorities or other registered social landlords, but any mutual exchange must be approved by the MC. When a member seeking Mutual Exchange has found a property they deem suitable, they must inform the Managing Agent of the proposed tenant's name and address, and the name and address of the external tenant's landlord. The Managing Agent will contact the landlord and the tenant to obtain the additional information required of external applicants and will convey this information to the Management Committee. The Co-operative reserves the right to refuse a mutual exchange as outlined in Section 12 (Rejections) of this Allocations Policy. The Managing Agent will contact both the Co-op tenant and the external tenant, or in the case of an internal swap, both Co-op tenants, to inform them of the Management Committee's decision.

## 12. REJECTIONS

12.1 QBTC reserves the right to refuse applications where the property does not meet the needs of the applicant or where there has been a significant breach of their tenancy within the last 5 years. QBTC reserves the right to reject an applicant who is in rent arrears, has a poor history of paying rent, or a criminal conviction.

- 12.2 Where an applicant for a property has a clear support or care need that could not be met in the property, the Co-op may ask for a sustainable support package to be put in place before a tenancy is granted. In some cases, the nominee may be refused on these grounds.
- 12.3 QBTC will require all successful applicants to complete a full Housing Application Form and provide government-issued photographic proof of identity. Failure to comply with these requirements may result in the rejection of a nominee for housing by QBTC.

### **13. COMPLAINTS/APPEALS**

QBTC takes complaints by our members seriously and is committed to resolving any complaints about our service in a timely, fair and transparent way. (Please refer to **QBTC's Policy on Complaints Procedures** for the full complaints process and procedure)

- 13.1 QBTC will only consider complaints made by members of the Co-op.
- 13.1.1 If a member has applied and been rejected by the managing agent or management committee for an internal transfer, the rejected member has three days to respond and clarify their application and/or submit supporting documentation to verify their housing need and qualifications.
- Any further rejection at this stage will be considered final
- 13.1.2 In the event that a member does not feel their application was treated fairly or in an appropriate manner in accordance with this policy, the member may submit an appeal or complaint to the Co-op by e-mailing the managing agent.
- 13.1.3 Applicants also have the right to complain to the Housing Ombudsman Service if they feel they are still dissatisfied with the outcome of the complaint after all Stages of QBTC's complaints procedure have been exhausted. This cannot be done until eight weeks after QBTC's formal complaints process has been completed.

### **14. ANNUAL LETTINGS REPORT**

- 14.1 The annual lettings report will ensure that allocations are made in accordance with this policy.
- 14.2 The Managing Agent will prepare an annual report for the Management Committee of the allocations to assess if their lettings are being made in accordance with the guidelines set out in this policy.
- 14.3 Categories used to report on yearly allocations may include age, disability, ethnicity, gender, household income, sexual orientation, size and composition of household, size of unit and any other category deemed appropriate.
- 14.4 The annual lettings report may guide the Management Committee to decide their current priorities in seeking new direct applicants.

## APPENDIX (1)

### CATEGORIES OF HOUSING NEED

---

Quadrant Brownswood's application form asks applicants to give their reasons, in their own words, for wanting to be rehoused. Quadrant Brownswood will refer to the categories below when making an overall assessment of housing need on the basis of the information provided on the application form. A note will be made of any queries to be taken up with applicants at interview, following which the overall assessment may be revised.

#### Notes:

<b>Statutorily homeless</b>	<i>The household has been nominated by the local authority as statutorily homeless. The household may be living in temporary accommodation (hotel, hostel, shortlife property, private sector leased property or homeless at home).</i>
<b>Homeless / no permanent home</b>	<i>The household is living in temporary accommodation (hotel, hostel, shortlife property, private sector leased property or homeless at home) but does not meet the statutory definition of <u>homeless and in priority need</u> or has not been assessed. Include households threatened with homelessness within 28 days.</i>
<b>Overcrowding</b>	<i>Reference to be made to statutory definition and local authority guidelines.</i>
<b>Underoccupation</b>	<i>Rehousing the household would release a property for occupation by a larger household. There may be direct hardship – eg, the property is too expensive or difficult to maintain.</i>
<b>Health / medical</b>	<i>The current accommodation is, or shortly will be, unsuitable because of the ill-health or medical condition of a household member. The accommodation causes or contributes adversely to a household member's ill-health or medical condition.</i>
<b>Shared accommodation</b>	<i>The household lives in shared accommodation without exclusive use of facilities.</i>
<b>Poor condition of property</b>	<i>The physical conditions of the current accommodation are inadequate – eg, disrepair, dampness, lack of facilities, slum clearance.</i>
<b>Relationship breakdown</b>	<i>The household must leave home due to the breakdown of a relationship with a partner.</i>
<b>Household members living apart</b>	<i>There is no accommodation in which all permanent members of a household can live together.</i>
<b>Financial difficulties</b>	<i>Financial or mortgage difficulties threaten the loss of the household's current accommodation. Earning a low wage that makes it difficult to afford rent in the area.</i>
<b>Racial harassment</b>	<i>The household requires rehousing to escape racial harassment.</i>
<b>Other harassment</b>	<i>The household requires rehousing to escape other harassment.</i>
<b>Domestic violence</b>	<i>The household requires rehousing to escape domestic violence.</i>

## **APPENDIX (2)**

### **CATEGORIES CONSTITUTING GOOD REASON TO LIVE IN THE BOROUGH OF HACKNEY, ISLINGTON, OR HARINGEY**

---

One of the Co-op's priority groups for rehousing is:

People living in, or having good reason to live in, the boroughs of Hackney, Islington, or Haringey and in need of rehousing.

Set out below is a list of factors that could constitute "good reason" – to be used when shortlisting but not to be itemised in the Membership Policy or on the initial application form. Compliance with any one will be taken as evidence of "good reason". Other reasons given by applicants will be considered on merit.

- Household member(s) employed in the area.
- Household member(s) receiving regular and continuing hospital treatment in the area.\*
- Household member(s) providing essential and continuing care/support to a resident in the area.\*\*
- Household member(s) previously resident in the area for a minimum of 5 years and wishing to return.

***\* For more than 1 year***

***\*\*Proof of requirements must be provided to include active carer registration or confirmation by agency, log of monthly payments received by tenant in borough for at least two years***



## APPENDIX (3)

### POINTS SYSTEM FOR INTERNAL TRANSFERS

---

Applicants for Internal Transfers will be assessed according to housing need and other criteria set out in the Allocations Policy. The criteria are weighted in accordance with the points system below:

a)	<b>Belong to a household of the appropriate size and type for the housing available, as defined in the Co-operative's Lettings Standard</b>	All applicants must fulfil this criterion unless there are strong medical grounds for waiver.
b)	<b>Be in housing need</b>	<b>Points: 10</b>
	<b>Overcrowding</b>	<p>Where</p> <ul style="list-style-type: none"> <li>• more than 2 children have to share a room;</li> <li>• 2 children of the opposite sex must share a room and the eldest child is 7 years of age or older;</li> <li>• 2 children of the same sex have to share a room and there is a difference in age of 10 years;</li> <li>• a couple or single parent must share a room with a child;</li> <li>• a child is 18 years old and has to share the bedroom.</li> </ul> <p><b>Points: see chart overleaf</b></p>
	<b>Under-occupation</b>	<p>Rehousing the household would release a property for occupation by a larger household. There may be direct hardship – eg, the property is too expensive or difficult to maintain.</p> <p><b>Points: 10</b></p>
	<b>Poor condition of property</b>	<p>The physical conditions of the current accommodation are inadequate – eg, disrepair, dampness, lack of facilities.</p> <p><b>Points: 10</b></p>
	<b>Household members living apart</b>	<p>There is no accommodation in which all permanent members of a household can live together – eg, if a child or an elderly, dependent relative needs to join the tenant to receive care, is in receipt of Disability Living Allowance or an Attendance Allowance and there are no other housing options for the family such as property owned by the relative or property occupied by which could accommodate the family.</p> <p><b>Points: 20</b></p>
	<b>Health / medical</b>	<p>The current accommodation is, or shortly will be, unsuitable because of the ill-health or medical condition of a household member.</p>

		<p><u>Medical recommendation:</u> Where a doctor has confirmed that the tenant's health will benefit if rehoused as their accommodation is causing obvious and severe difficulties in day to day living and their condition is worsened or aggravated by their current housing situation.</p> <p><b>Points: 15</b></p>
		<p><u>Medical recommendation:</u> Where a doctor has confirmed that the tenant cannot be reasonably expected to remain in their current accommodation; and a move is urgent.</p> <p><b>Points: 20</b></p>
c)	<b>Be committed to taking an active part in the general running of the Co-operative</b>	<p>Qualifying members of the household should have:</p> <ul style="list-style-type: none"> <li>• A good attendance record for meetings (at least 75% in the past year).</li> <li>• A record of contributing to the running of the Co-operative</li> </ul> <p><b>Points: 5</b></p> <p><b>Points: 10</b></p>

## OVERCROWDING: POINTS SCHEDULE

### One-bedroom flats – maximum occupancy 2 persons

TYPE OF HOUSEHOLD	EXISTING PROPERTY SIZE		PERSON SPACES BELOW STANDARD	POINTS
	<i>Bedrooms</i>	<i>Person spaces</i>		
<b>Single person</b>	1	1		
<b>Cohabiting couple</b>	1	2		
<b>2 non cohabiting adults</b>	1	2 cohabiting	1	10
<b>Single person or couple with a child or expecting a child</b>	1	2	1	10
<b>Single person or couple with 2 children (same sex or different sex and under 7 years)</b>	1	2	2	20

### Two-bedroom flats – maximum occupancy 3 persons

TYPE OF HOUSEHOLD	EXISTING PROPERTY SIZE		PERSON SPACES BELOW STANDARD	POINTS
	<i>Bedrooms</i>	<i>Person spaces</i>		
Single person or couple with a child or expecting a child	2	3		
2 adult family members forming a permanent household	2	3		
Cohabiting couple requiring separate bedrooms for health/medical reasons	2	3		
Single person or couple with 2 children (same sex or different sex and under 7 years)	2	3	1	10
Single person or couple with 2 children (same sex and one is over 7 years)	2	3	2	20
Single person or couple with 2 children (different sex and one is over 7 years)	2	3	2	30
Single person or couple with 2 children (same sex sharing and age difference of 10 years or more)	2	3	2	35

### Two-bedroom flats – maximum occupancy 4 persons

TYPE OF HOUSEHOLD	EXISTING PROPERTY SIZE		PERSON SPACES BELOW STANDARD	POINTS
	<i>Bedrooms</i>	<i>Person spaces</i>		
Single person or couple with a child or expecting a child	2	4		
A single person with a resident carer	2	4		
2 adult family members	2	4		

forming a permanent household				
Cohabiting couple requiring separate bedrooms for health/medical reasons	2	4		
Single person or couple with 2 children (same sex or different sex and under 7 years)	2	4	1	10
Single person or couple with 2 children (same sex and one is over 7 years)	2	4	2	20
Single person or couple with 2 children (different sex and one is over 7 years)	2	4	2	30
Single person or couple with 2 children (same sex sharing and age difference of 10 years or more)	2	3	2	35
Single person or couple with 2 children and one is 18 years or more	2	4	2	35

### Three-bedroom flats – maximum occupancy 6 persons

TYPE OF HOUSEHOLD	EXISTING PROPERTY SIZE		PERSON SPACES BELOW STANDARD	POINTS
	<i>Bedrooms</i>	<i>Person spaces</i>		
Single person or couple with at least 2 children of the same or different sex	3	6		
A three generation household of grandparent(s), a single person or couple and 1 child or 2 children of the same sex both under 10 years	3	6		

## **APPENDIX (4)**

### **GUIDANCE ON CONTRIBUTING TO THE RUNNING OF THE CO-OPERATIVE**

---

All Quadrant Brownswood members are expected to contribute in some way at all times to the work and life of the Co-op.

The Co-op's Membership Agreement specifically explains:

- Members should attend all General Meetings
- Members are required to abide by the Rules of the Co-op and to act generally in ways which will promote the efficiency and well-being of the Co-op.

The nature and level of contribution that an individual member can make will be determined by a number of factors, including skills, experience and confidence; health, life stage and age; and work, family or other commitments. Whilst Quadrant Brownswood welcomes contributions at every level, including those that benefit the wider community, it relies on its members for the successful running of the Co-op and it is work or activity which contributes to that objective which will be assessed. Some examples are given below:

- Active membership of Quadrant Brownswood's Management Committee, including holding an officer post
- Active membership of a subcommittee or working group
- Serving refreshments and clearing up at General Meetings
- Translating, interpreting, providing lifts to meetings, or otherwise facilitating the participation of other members in the running of the Co-op
- Organising social events for the general benefit of Quadrant Brownswood members

## **APPENDIX (5)**

### **WAITING LIST APPLICATION FORM**

---

## Waiting List Application

<b>Name:</b>		<b>Date of Initial Application:</b>	
<b>Current address:</b>		<b>Contact telephone number</b>	<b>Mobile:</b>  <b>Home:</b>  <b>Other:</b>
<b>E-mail Address:</b>		<b>Evidence Provided that you are on the council housing waiting list? (Please attach)</b>	<b>YES / NO</b>
<b>No. of Bedrooms Requested</b>			

The table below summarises the guidelines for allocations:

Size of household	Number of bedrooms needed
<ul style="list-style-type: none"> <li>Single person or couple*</li> </ul>	One
<ul style="list-style-type: none"> <li>Single parent or couple with one child**</li> </ul>	Two
<ul style="list-style-type: none"> <li>Single parent or couple with two children of the same sex both aged below 7 years and/or with an age gap of less than 5 years</li> </ul>	
<ul style="list-style-type: none"> <li>Single parent or couple with two children of opposite sex</li> </ul>	Three
<ul style="list-style-type: none"> <li>Single parent or couple with three children</li> </ul>	
<ul style="list-style-type: none"> <li>Single parent or couple with two children of the same sex where both are aged between 7 years and 18 years and / or where there is age gap of at least 5 years</li> </ul>	

## APPENDIX (6) APPLICATION FOR INTERNAL TRANSFER

## Application for Internal Transfer

<b>Name:</b>		<b>Date of Initial Application:</b>	
<b>Names/Ages of all residents currently living with you</b>		<b>Contact details</b>	<b>Mobile:</b>  <b>Home:</b>  <b>Address:</b>  <b>E-mail Address:</b>
<b>No. of Bedrooms Required</b>		<b>Are you in rent arrears?</b>	
<b>Reason(s) for requesting a property transfer (See Appendix 3 of Allocations Policy)</b>			

The table below summarises the guidelines for allocations:

Size of household	Number of bedrooms needed
<ul style="list-style-type: none"> <li>Single person or couple*</li> </ul>	One
<ul style="list-style-type: none"> <li>Single parent or couple with one child**</li> </ul>	Two
<ul style="list-style-type: none"> <li>Single parent or couple with two children of the same sex both aged below 7 years and/or with an age gap of less than 5 years</li> </ul>	
<ul style="list-style-type: none"> <li>Single parent or couple with two children of opposite sex</li> </ul>	Three
<ul style="list-style-type: none"> <li>Single parent or couple with three children</li> </ul>	
<ul style="list-style-type: none"> <li>Single parent or couple with two children of the same sex where both are aged between 7 years and 18 years and / or where there is age gap of at least 5 years</li> </ul>	

### APPENDIX (7) FULL APPLICATION FOR EXTERNAL APPLICANTS

## Full Application for External Applicants

Please help us to help you by answering all the questions on this form to the best of your ability. All the information you provide will be kept confidential and only used for the purposes of determining your housing need. You should note that Quadrant-Brownswood TC has the right to make further enquiries about the information you provide in connection with your housing application.

**Fair obtaining statement:** The information that you provide in this form will be used by QBTC for the purpose of assessing your application to be housing and in giving this information you are granting permission to QBTC to use this information for that purpose and in order to provide service to you. If offered a tenancy you will be required to provide photographic identification at the sign up.

### A. Details about you and your household

Your full name		Date of Birth		Gender	
----------------	--	---------------	--	--------	--

Your current address		Contact telephone number _____	Day:  Eve:  Alternate:
		Alternative contact numbers	

Contact address (if different from above)		List <b>all</b> relatives living at QBTC and your relationship to them	
---	--	--	--

Hackney/Islington/Haringey * Council Housing Waiting List number (*Delete as necessary)		Name of office or officer dealing with your housing application at the Council	
---	--	--	--

1. Are you applying to be housed with any adults over 18 years? YES ☐ NO ☐

If Yes, please provide their details below	Date of Birth	Gender	Relationship to you
Name 1.			
Name 2			
Name 3.			
Name 4.			

2. Have you any children aged under 18 who will be living you? YES ☐ NO ☐

If Yes, please provide their details below	Date of Birth	Gender	Relationship to you
--	---------------	--------	---------------------



Name 1			
Name 2			
Name 3			
Name 4			
Name 5			

3. Do you have formal access arrangements with children who will be staying with you from time to time YES ☐ NO ☐

If Yes, please provide their details below*	Date of Birth	Gender	Relationship to you
Name 1.			
Name 2			
Name 3.			
Name 4.			

Please provide more details (e.g. how long and how frequently they would be staying with you)

## **B. Your current housing circumstances**

4. Are you homeless? (E.g. sleeping on friends' floors, a family living with parents) YES ☐ NO ☐

If YES, when did you become homeless?

*If you are living in a hostel please now go to question 6.*

*If you are living in a Bed and Breakfast now go to question 7.*

*If you are living in council provided short term accommodation now go to question 8.*

Who are you currently staying with? (e.g. parents, friends)	
When did you start living at the place you are now at?	

**Please now go to question 9**

5. Do you have a landlord//landlady? YES ☐ NO ☐

If yes, please give the name of your landlord	The address of your landlord	The date you moved into your current address
---	------------------------------	--

--	--	--

**6. If you are staying in a hostel: (If not, skip)**

What is its name?	
What is its address?	
Who referred you to it? (e.g. yourself, advice agency/support worker/council)	
When did you start living there?	
Is there a time limit on how long you can stay there?	
Is YES, when do you have to leave?	

**7. If you are staying in a Bed & Breakfast: (If not, skip)**

What is its name?	
What is its address?	
Who referred you to it? (e.g. yourself, advice agency/support worker/council)	
When did you start living there?	

*Please now go to question 9*

**8. If you are staying in council provided short term accommodation (If not, skip)**

What date did you move in there?	
----------------------------------	--

**C. Your current housing conditions**

**9. To be completed by ALL applicants**

Have you got a kitchen?	<b>YES / NO</b>	If YES how many people (not including those on your application) do you share it with?	
Have you got a bathroom?	<b>YES / NO</b>	If YES how many bathrooms are there in the property?	How many people do you share the bathroom(s) with (not including those on your application)?
Have you an inside		If YES, how many inside toilets do you have the use of?	How many people do you share the inside toilet with (not including

toilet?	<b>YES / NO</b>		those on your application)?
Do you have access to hot water?	<b>YES / NO</b>		
Do you (and the people you are applying with) have the sole use of a living room?	<b>YES / NO</b>	If YES, how many living rooms are for your sole use?	
How many bedrooms do you and those you are applying with have the sole use of?			
What is your weekly rent?	£		
Is there anything else you want to say about the place you are living in?			

#### **D. About yourself and the people you are applying with**

<b>Question 10.</b>	<b>Please indicate YES or NO as appropriate</b>
Are you unemployed?	<b>YES / NO</b>
Are you a full-time student?	<b>YES / NO</b>
Are you retired?	<b>YES / NO</b>
* Do you work full time?	<b>YES / NO</b>
* Do you work part-time?	<b>YES / NO</b>
* Are any of the people you are applying with in full or part-time employment?	<b>YES / NO</b>

**\* 11. If you or any person you are applying with is in full or part-time employment, what is the combined weekly take home pay of your household? Please note that low income will not disqualify you from receiving an offer from us.**

The combined weekly income of those listed on my application is	£	Weekly take-home pay
---	---	----------------------

**12. Have you or anybody you are applying with have a medical reasons for having to change your current housing circumstance?**

YES ☐ NO ☐

If YES, please provide further details:
---

## **E. Immigration status**

13. Are you a British Citizen? YES ☐ NO ☐ If Yes go to question 19

14. Are you a commonwealth Citizen with the right to abode? YES ☐ NO ☐ If yes go to Question 19

15. A European Economic Area (EEA) national? YES ☐ NO ☐

If yes, please state your nationality:

If none of the above, please state your nationality:

16. Have you been granted refugee status? YES ☐ NO ☐

17. Exceptional leave to remain without restriction on recourse to public funds? YES ☐ NO ☐

18. Indefinite leave to remain without any restriction or limitations? YES ☐ NO ☐

\*Evidence of immigration status will be required via a passport, visas or other appropriate documentation.

## **Person 2 – Joint application**

Are you a British Citizen? YES ☐ NO ☐ If Yes go to question 19

Are you a commonwealth Citizen with the right to abode? YES ☐ NO ☐ If yes go to Question 19

A European Economic Area (EEA) national? YES ☐ NO ☐

If yes, please state your nationality:

If none of the above, please state your nationality:

Have you been granted refugee status? YES ☐ NO ☐

Have you been granted Exceptional leave to remain without restriction on recourse to public funds? YES ☐ NO ☐

Do you have Indefinite leave to remain without any restriction or limitations? YES ☐ NO ☐

## **F. About your specific requirements**

19. Do you have any specific housing requirements? (e.g. ground floor)? YES ☐ NO ☐ If NO go to question 14

If YES, what are they and what are your reasons?

20. Are there any areas you will not consider? YES ☐ NO ☐ If NO go to Question 15

If YES, where are they and what are your reasons?

21. Do you have any experience of or a willingness to participate in the running of a housing co-operative? YES ☐ NO ☐

If Yes, please explain:

Please now sign to declare, that to the best of your knowledge you have answered all the questions above truthfully, that you can supply evidence to substantiate the information contained within your application and you wish to join Quadrant-Brownwood Tenant Co-operative's housing waiting list

Signed

Date

**WARNING:** If it is discovered that you have knowingly given us false information your application will be ignored. If you are offered a property on the basis that you knowingly supplied us with false information - you will be liable to be evicted.

**FOR OFFICE USE ONLY:**

**List evidence supplied/required**

Points per section

A	B	C	D	E
Total Points				
Bedrooms	Comments			