

Garnets, LS11: Local lettings criteria definitions and verification

Preference group	Criteria	Verification	Definitions / equality issues
<p>APPLIES TO ALL LETTINGS</p> <p>People with a connection to the area based on living in the area, or having close family living in the area.</p>	<p>Residence in the area for 3 out of the last 5 years or 6 out of the last 12 months. (Not prison or hospital)</p>	<ul style="list-style-type: none"> Orchard records council tenancy. Leeds Homes Register – verified housing history Tenancy agreement Household bills Electoral register Council tax records Letter from NASS 	<ul style="list-style-type: none"> Areas covered – City & Hunslet ward area Flexibility on length of time for customers who have difficulty establishing length of residence in one area, e.g. Armed Forces etc. If no connection to immediate Ward area must have connection to Leeds.
	<p>Close family associations (parents, brothers, sisters or children) that have been living in the area for 12 months.</p>	<ul style="list-style-type: none"> Proof of address of relative AND letter from relative confirming relationship and supporting customer’s application. 	<ul style="list-style-type: none"> Wider relatives can be included if a close relationship can be established, also make provision for recognised carers.
	<p>Other special reason</p>	<ul style="list-style-type: none"> Evidence of exceptional circumstances – case by case basis. 	<ul style="list-style-type: none"> Equality considerations – the connection criteria may be waived in exceptional circumstances, e.g. if it would be unsafe for a customer in urgent housing need to be rehoused in an area they do have a connection to.
<p>APPLIES TO ALL LETTINGS</p> <p>Tenants and residents who have a good tenancy record or equivalent</p>	<p>Applies across all tenures; no rent arrears, no untidy garden, not caused antisocial behaviour etc. Tenancy record applies to 5 year period of tenancy</p>	<ul style="list-style-type: none"> Orchard checks Confirmation from Registered Provider or Private Landlord or other Checks on Caseworks system Home visit / interview may be carried out 	<ul style="list-style-type: none"> May be difficult for some customers to obtain information e.g. experiencing domestic violence, children leaving home without formal tenancy record – consider alternatives Apply to ongoing not historical issues – need proportionate timescales and level of ASB etc.

<p>APPLIES TO A PROPORTION OF LETTINGS People who are living in overcrowded conditions</p>	<p>Applies across all tenures</p>	<ul style="list-style-type: none"> Information on Orchard housing application verified by home visit / desktop assessment of size of property and household composition in line with lettings procedures 	<ul style="list-style-type: none"> Allow moves which will reduce overcrowding, e.g. if some household members move out Consider exclusions for avoidable overcrowding which is in breach of tenancy agreement, i.e. allowing other adults to move in (not overcrowding caused by natural growth of family) Consider applications from other customers in urgent housing need, e.g. homeless customers etc.
<p>APPLIES TO A PROPORTION OF LETTINGS People who are living in a social rented home too big for their need</p>	<p>Applies to social rented tenants only</p>	<ul style="list-style-type: none"> Information on Orchard housing application verified by home visit / desktop assessment of size of property and household composition in line with lettings procedures 	<ul style="list-style-type: none"> Allows moves which free up larger properties
<p>APPLIES TO A PROPORTION OF LETTINGS Members and former members of HM Armed Forces</p>	<p>People currently serving or have served in the regular forces (Royal Navy, the Royal Marines, the regular army or the Royal Air Force) or the reserve forces (the Royal Fleet Reserve, the Royal Naval Reserve, the Royal Marines Reserve, the Army Reserve, the Territorial Army, the Royal Air Force Reserve or the Royal Auxiliary Air Force)</p>	<ul style="list-style-type: none"> Documentation from MoD showing service, or Certificate of Cessation of Entitlement to Occupy a Service Quarter and of Impending Homelessness 	<ul style="list-style-type: none"> Include current and former Armed Forces members, family members (e.g. spouses etc.) People with a connection to Leeds