

Beeches, Gipton: Local lettings criteria definitions and verification

Preference group	Criteria	Verification	Definitions / equality issues
<p>APPLIES TO ALL LETTINGS</p> <p>People with a local connection to the area – this would include living or working 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.</p> <p>(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 – Gipton & Harehills 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>Current employment or confirmed offer of employment. The employment can be part-time but not casual. Self-employment also counts and people on zero hour contracts</p>	<ul style="list-style-type: none"> • Letter from employer • Contract of employment • Written offer of employment • Wage slips • Proof of self-employed status and details of where the customer works 	<ul style="list-style-type: none"> • Equality considerations for people not able to work, e.g. carers, disabled customers, retired people, people in training not employment-ready etc.
	<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 local connection criteria can 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 Tenants and residents who have an excellent tenancy record or equivalent</p>	<p>Applies across all tenures; no rent arrears, untidy garden, 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 Disabled people who need adapted properties to meet their needs</p>	<p>Applies across all tenures</p>	<ul style="list-style-type: none"> • Information on Orchard • Information on Abrisas • Annual Home Visit • Housing need assessment 	<ul style="list-style-type: none"> • Include scope to allow potential properties to be matched and allocated through direct offer