

Meynell's, Holbeck: 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. (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 – Beeston & Holbeck 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 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 Applicants in employment</p>	<p>Applies across all tenures</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.