

## Neville Garth, Neville Close & Osmondthorpe Lane: 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><b>Residence</b> 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"> <li>Orchard records council tenancy.</li> <li>Leeds Homes Register – verified housing history</li> <li>Tenancy agreement</li> <li>Household bills</li> <li>Electoral register</li> <li>Council tax records</li> <li>Letter from NASS</li> </ul>	<ul style="list-style-type: none"> <li>Areas covered – Temple Newsam ward area.</li> <li>Flexibility on length of time for customers who have difficulty establishing length of residence in one area, e.g. Armed Forces etc.</li> <li>If no connection to immediate Ward area must have connection to Leeds.</li> </ul>
	<p>Current <b>employment</b> 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"> <li>Letter from employer</li> <li>Contract of employment</li> <li>Written offer of employment</li> <li>Wage slips</li> <li>Proof of self-employed status and details of where the customer works</li> </ul>	<ul style="list-style-type: none"> <li>Equality considerations for people not able to work, e.g. carers, disabled customers, retired people, people in training not employment-ready etc.</li> </ul>
	<p>Close <b>family associations</b> (parents, brothers, sisters or children) that have been living in the area for 12 months.</p>	<ul style="list-style-type: none"> <li>Proof of address of relative AND letter from relative confirming relationship and supporting customer's application.</li> </ul>	<ul style="list-style-type: none"> <li>Wider relatives can be included if a close relationship can be established, also make provision for recognised carers</li> </ul>
	<p><b>Other special reason</b></p>	<ul style="list-style-type: none"> <li><b>School attendance</b> in the ward area has been <b>excluded</b></li> <li>Evidence of exceptional circumstances – case by case basis.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>

<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"> <li>• Orchard checks</li> <li>• Confirmation from Registered Provider or Private Landlord or other</li> <li>• Checks on Caseworks system</li> <li>• Home visit / interview may be carried out</li> </ul>	<ul style="list-style-type: none"> <li>• May be difficult for some customers to obtain information e.g. experiencing domestic violence, children leaving home without formal tenancy record – consider alternatives</li> <li>• Apply to ongoing not historical issues – need proportionate timescales and level of ASB etc.</li> </ul>
<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"> <li>• Information on Orchard housing application / Annual Home Visit information verified by housing need assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Include scope to allow potential properties to be matched and allocated through direct offer</li> <li>• From the local area office's direct let list</li> <li>• From Health &amp; Housing's direct let list.</li> </ul>
<p>APPLIES TO A PROPORTION OF LETTINGS Families with dependent children who are living in flats</p>	<p>Applies to social rented tenants only who have primary care of dependent children</p>	<ul style="list-style-type: none"> <li>• Information on Orchard housing application verified by home visit / desktop assessment of size of property and household composition in line with lettings procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Allows families living in high rise to move to houses</li> </ul>
<p>APPLIES TO A PROPORTION OF LETTINGS People who are living in a social rented home that need to downsize</p>	<p>Applies across all tenures</p>	<ul style="list-style-type: none"> <li>• Information on Orchard housing application verified by home visit / desktop assessment of size of property and household composition in line with lettings procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Allows moves which free up larger properties</li> </ul>

<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"> <li>Information on Orchard housing application verified by home visit / desktop assessment of size of property and household composition in line with lettings procedures</li> </ul>	<ul style="list-style-type: none"> <li>Allow moves which will reduce overcrowding, e.g. if some household members move out</li> <li>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)</li> <li>Consider applications from other customers in urgent housing need, e.g. homeless customers etc.</li> </ul>
<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 <b>regular forces</b> (Royal Navy, the Royal Marines, the regular army or the Royal Air Force) or the <b>reserve forces</b> (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"> <li>Documentation from MoD showing service, or Certificate of Cessation of Entitlement to Occupy a Service Quarter and of Impending Homelessness</li> </ul>	<ul style="list-style-type: none"> <li>Include current and former Armed Forces members, family members (e.g. spouses etc.)</li> <li>People with connection to Leeds</li> </ul>