

## Hampshire Home Choice Scheme Guide

**Your Guide to finding affordable homes in the East Hampshire, Eastleigh, Havant, Test Valley and Winchester City Council areas.**

This Guide tells you:

- About Hampshire Home Choice
- How to Apply
- Bidding
- Property Adverts
- Being made an Offer
- How are applications prioritised
- Bands



### About Hampshire Home Choice

East Hampshire District Council, Eastleigh Borough Council, Havant Borough Council, Test Valley Borough Council and Winchester City Council, have agreed a common approach for the allocation of social housing across the five local authority areas and together operate a sub-regional choice based lettings scheme called Hampshire Home Choice.

Vacant properties in the sub-region owned and managed by Registered Providers and Winchester City Council will be advertised on the Hampshire Home Choice website. A newsletter will also be published weekly and is available from the participating Councils on request.

### How to Apply

To apply to join the Hampshire Home Choice Housing Register you must be;

- Over 16 years of age, and
- Eligible to be considered for housing accommodation, and
- A qualifying person and have a local connection with one of the participating Councils (There are some exceptions).

For further go to the website: [www.hampshirehomechoice.org.uk/](http://www.hampshirehomechoice.org.uk/) .

You can complete an application form;

- **Online** at [www.hampshirehomechoice.org.uk](http://www.hampshirehomechoice.org.uk) (You will need to select which Council you are applying to ) or
- **By requesting an application form from one of the participating Council's.**

You will be asked to provide the following supporting documents:

- Proof of identity (ID) for you and everyone in your household/on your application (Passport or birth certificate)
- Proof of current address (Council Tax letter, utility bill, benefits letter etc.)
- Further information may be requested.

You can upload any supporting documentation via the Hampshire Home Choice website.

If you are accepted onto the Housing Register the Council will write to tell you:

- Your housing application number.
- The band your application has been placed in and your priority date.
- The number of bedrooms you are entitled to.

You must tell us if there are any changes in your circumstances so that we can reassess your application and if necessary make changes to your band and priority date. You can update your housing application via your **My Account** page on the Hampshire Home Choice website.

The application enables you to apply for Registered Provider or Winchester City Council homes.

## Bidding

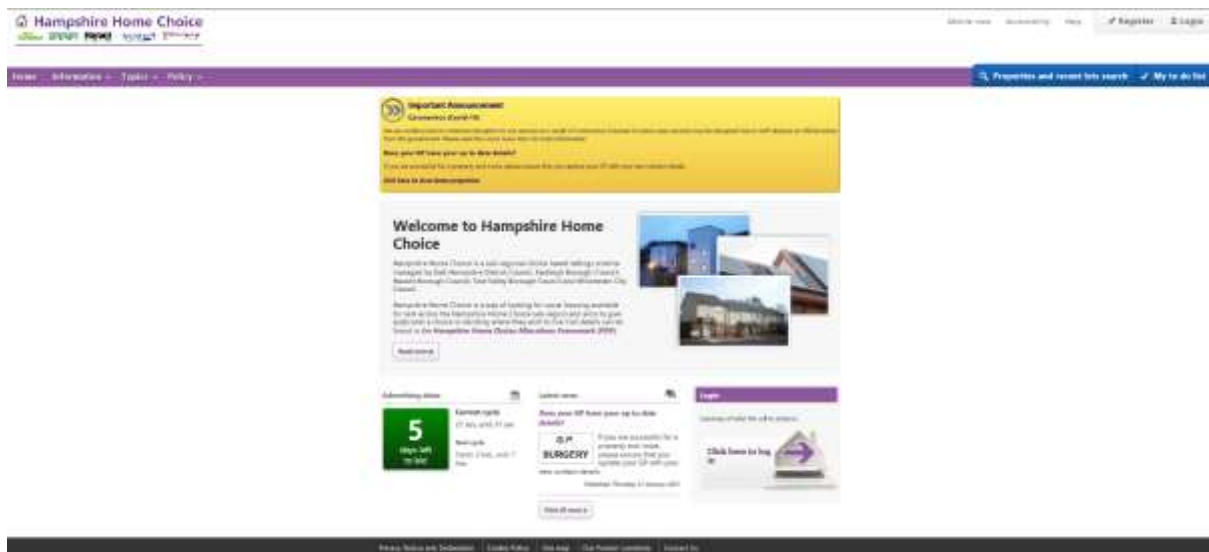
You can bid for up to **three properties each week**. You can bid for properties in the following ways:

- **On the website** [www.hampshirehomechoice.org.uk](http://www.hampshirehomechoice.org.uk)
- **By telephone**  
Contact one of the participating Councils

Properties are advertised each week on the Hampshire Home Choice website and in the newsletter which is available on request. New properties can be viewed on the website from Wednesday 0:01am and are advertised until 23:59pm on the following Sunday.

## Bidding on the Website

You can search for properties that meet your needs. You can also place a bid, withdraw a bid and find out if you are eligible and your current queue position. Please be aware that your queue position may change. You can only bid for properties where you meet the advert information details. For example, if the advert states 'Suitable for a maximum of two children' – regardless of your band priority – only those with a maximum of two children will be considered for that property.



## To bid on the website:

- Click on **Login/My Account** and enter your Housing Register reference number and your memorable date.
- Click on **Eligible Properties**. You will need to read the advert to check that you meet all of the criteria set out on the advert.
- Click on **apply for property**. Your current queue position will be displayed but this can change as other people bid. This will help you prioritise your three bids in each weekly cycle.
- If you are not eligible the reason will be displayed.
- You will be shown the property details and asked to confirm your bid. When you confirm your bid you will be told that your bid has been successfully placed.

## Property Adverts

The advert will tell you about the property to help you decide which properties are right for you. The advert also tells you if there are any special requirements that you must meet, such as age requirements or maximum number of children allowed or local connection to a specific area. Some properties in some rural locations require tenants to have a strong local connection as a result of planning conditions for the properties. This is referred to as a Section 106 requirement.

## Advert Symbols



**Bedrooms:** the number of bedrooms in this property



**Adapted:** the property is suitable for people with a mobility or adapted need



**Own Garden:** this property has its own garden



**No Garden:** this property does not have its own garden



**Off Road Parking:** this property has off road parking



**Pets:** pets are allowed in this property



**No Pets:** pets are not allowed in this property



**Maximum Age:** this property is only available to people of the age shown and below



**Minimum Age:** at least one household member must be the age shown



**Sheltered:** this is a sheltered property



**Supported:** this is a supported housing scheme



**Lift:** there is a lift in this property



**No Lift:** there is no lift in this property



**Affordable Rent:** this is an affordable rented property



**Fixed Term Tenancy:** this property has a fixed term tenancy (the number represents the number of years)



**Cross Boundary:** this property is available for cross boundary moves

## Being made an offer of a home

Once the bidding cycle has closed at midnight on a Sunday all of the bids received will be put in priority order to produce a list (known as the shortlist) of eligible applicants for each property advertised. Priority within the shortlist is determined by:

- Band (Band 1 is the highest and Band 4 is the lowest)
- Priority date (The date the application was awarded that band)
- Registration date

The applicant with the highest priority and who **meets all of the advert and preference criteria** and who is therefore at the top of the shortlist will be nominated to the Registered Provider or selected by Winchester City Councils Landlord Services. This means that even if you are in queue position one you may not necessarily be successful for the property if you do not meet all of the advert criteria.

You will normally be considered for the property by the landlord, unless there are reasons why they are unable to do this, for example, you have rent arrears or the Council or Registered Provider is taking legal action against you for breaching a tenancy condition.

If you are offered a property you will not be able to bid for other properties until you have decided to either accept or to refuse the offer. If you accept the property a viewing will normally be arranged by the landlord and you will be advised by the landlord when you can sign the tenancy agreement and collect the keys.

If there are no suitable applicants, the property will be re-advertised.

If a property is refused it will be offered to the next suitable applicant on the shortlist.

Before you are offered a property you may be asked to provide further documents to support your application. If you do not provide us with the documents required your application may be cancelled.

**You will not be informed if your bid is unsuccessful, but you will be able to see when it has been successfully let and to what band on the website and newsletter.**

## How are applications prioritised?

All housing applications are assessed according to housing need in accordance with the Hampshire Home Choice Allocations Framework and are placed in one of four bands. Priority within the band is decided by the date the application was awarded that band with the oldest priority date having greatest priority.

## Bands

### **Band 1: Exceptional Housing Needs**

- Life threatening health or welfare condition
- Applicants needing housing to be discharged from hospital
- Applicants with an exceptional need to move

### **Band 2: High Priority**

- Applicants whose home is unsuitable because of a statutory order
- Applicants living in overcrowded housing lacking 2 or more bedrooms
- Social tenants who will release a property required by the Council
- Vulnerable applicants given priority by a Support Housing Panel
- Applicants with health or welfare conditions related to unsuitable housing
- Applicants accepted as homeless by the Council and placed in accommodation unsuitable for their long term needs.

### **Band 3: Medium Priority**

- Applicants living in overcrowded circumstances and lacking one bedroom
- Applicants accepted as homeless by the Council
- Applicants lacking and/or sharing facilities
- Applicants with medium health or welfare priority
- Applicants living in private rented accommodation

### **Band 4: Low Priority**

- Other applicants with a low housing need
- Applicants awarded a low health or welfare priority
- Applicants living in tied or Armed Forces accommodation
- Owner Occupiers requiring extra care or sheltered housing
- Applicants serving prison sentences

More detailed information on the Allocations Framework can be obtained on the website [www.hampshirehomechoice.org.uk](http://www.hampshirehomechoice.org.uk), the participating Councils' websites or by contacting one of the participating Councils.

Please read the Hampshire Home Choice Scheme Guide carefully and if you need any help, please contact one of the participating Councils.

### **East Hampshire District Council**

Penns Place, Petersfield, Hampshire, GU31 4EX.

Telephone: 01730 234 415

Email: [support.team@easthants.gov.uk](mailto:support.team@easthants.gov.uk)

### **Eastleigh Borough Council**

Eastleigh House, Upper Market Street, Eastleigh, SO50 9YN.

Telephone: 02380 688 000

Email: [housing@eastleigh.gov.uk](mailto:housing@eastleigh.gov.uk)

### **Havant Borough Council**

Public Service Plaza, Civic Centre Road, Havant, Hampshire, PO9 2AX.

Telephone: 02392 446 379

Email: [housingservices2@havant.gov.uk](mailto:housingservices2@havant.gov.uk)

### **Test Valley Borough Council**

Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ.

Telephone: 01264 368 000

Former Magistrates Court, Church Street, Romsey, Hampshire, SO51 8AQ.

Email: [lettings@testvalley.gov.uk](mailto:lettings@testvalley.gov.uk)

### **Winchester City Council**

Civic Offices, Colebrook Street, Winchester, Hampshire, SO23 9LJ.

Telephone: 01962 848 356

Email: [HAllocations@winchester.gov.uk](mailto:HAllocations@winchester.gov.uk)

**This document is available in translated languages. If you have any other particular needs, for example Braille, audio tape, large print or sign language, please contact your local Housing Service using the details above.**

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