

## Introduction

Faifley Housing Association Ltd is a community-based organisation concerned with improving the housing conditions of our residents. We also want to make Faifley a better place to live. By modernising and building new houses, we have widened the choice of house types and sizes. This is to cater for the different housing needs of both single persons and of larger families. We also provide specialised housing for applicants with particular needs.

## Who can apply?

Anyone aged 16 or over can apply for a house. You can collect a housing application form from our office, you can telephone or write into our office and one will be sent to your home. You can also e-mail us to request a form or download one from our website. If you require assistance in completing an application form, please ask.

## How are empty houses allocated?

The Housing (Scotland) Act 2001 places responsibility on Associations to accept and rehouse Homeless referrals from the local Council. We have a statutory obligation to prioritise these referrals providing we have suitable accommodation. These are known as Section 5 referrals.

We have 4 main categories. These are:

- |   |     |
|---|-----|
| 1. Nominations  | 50% |
| This agreement would normally reduce in line with any Section 5 referrals we may have processed and accepted. |     |
| 2. Housing List   | 35% |
| 3. Internal Transfers   | 15% |
| 4. Referrals and Mutual Exchanges. Ad hoc.  |     |

When you apply for a house, your application will be put on the relevant list dependent on what size of house you are eligible for.

Acceptance onto the list does not guarantee that you will be housed by our Association.

You will be informed of your chances of being re-housed at the time your application is accepted onto our list.

Allocations are made to the applicant who has the highest number of points. The points system is explained below:

## No. of points awarded

- Lacking Amenities
  - no bath or shower.....7
  - no running hot water.....7
  - no inside w.c. ....7
  - no use of kitchen.....7
  - no separate kitchen.....5
- Sharing Amenities

Where you share the use of another household's amenities

  - Shared use of cooking facilities ....5
  - Shared use of living room.....5
  - Shared use of bathroom .....5
- Property Conditions

Where your current house is affected by rising and/or penetrating damp.....10
- Overcrowding Points

For each room lacking .....20
- Insecurity of Tenure

This applies to applicants who are in imminent danger of losing their own accommodation, e.g. because of mortgage arrears or ending of a short

Scottish secure tenancy, and they do not fall into one of the priority need housing groups that are eligible for rehousing by the local authority under the homelessness provisions contained in the Housing (Scotland) Act 2001..... 20

Where you do not have a legal right to stay in your current accommodation ....10

6. Homeless - Applicants who have been given priority status by WDC Homeless persons Section .....20

## 7. Medical Priority

Priority A: Where the type of accommodation you have poses a risk to your life and where rehousing is extremely urgent..... 50

Priority B: Where your accommodation is causing serious aggravation to your medical condition..... 30

Priority C: Where your accommodation is causing a significant degree of discomfort to your medical condition..... 10

## 8. Support

Where you require rehousing to be near a relative to provide support or to receive support from a relative for medical grounds or in order to provide support under care in the community..... 10

## Dealing with your application

Once we have received your application, you will receive a letter of acknowledgement and acceptance onto our Housing List. You will receive, at a later date, a breakdown of the points which you have been awarded. This will give you the opportunity to contact us if you feel there are any discrepancies.

All information which you provide on your application will be validated by way of a house visit. This will be prior to any actual allocation.

## Medical Points

If you have indicated that you or a member of your family suffers from a medical condition which is worsened by your current housing circumstances, you may be eligible for medical points. Please ask for a medical form which you will require to complete and return to Faifley Housing Association. Once it is returned to our office it will be assessed to determine whether points should be awarded.

## HOMESWAPPER SCHEME

Faifley Housing Association participates in a Mutual Exchange Scheme. This is a free service to our own tenants but if you a tenant of another landlord, you should speak to them to find out if they also provide this service.

## Equal Opportunities

Faifley Housing Association wishes to guarantee equal opportunities for all applicants. We therefore ask applicants to indicate their ethnic origin by completing a short questionnaire with the housing application. This enables the Association to ensure no discrimination occurs against any section of the community.

## Finally

If you wish to discuss your application or any aspect of our policy, please do not hesitate to contact our office.

**As with all of the Association's documents, this leaflet can be made available in various formats, for example, in larger print, audio-format and Braille. It can also be made available in other languages, as appropriate.**



# APPLYING FOR A HOUSE

Faifley Housing Association  
Skypoint  
Lennox Drive  
Faifley  
Clydebank  
G81 5JY

Telephone: 01389 877924

Fax: 01389 874521

E-mail: [enquiry@faifleyha.co.uk](mailto:enquiry@faifleyha.co.uk)

Web: [www.faifleyha.co.uk](http://www.faifleyha.co.uk)

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