

Homes4D&G Housing Application Actions Guide

1. Deferral of your application

Who: Applicant

Summary: Deferring your application essentially means to put the date back for when you want your application to be active from.

When you apply to Homes4D&G for housing, you may want to defer your application so that you aren't considered for offers in the immediate future.

You can ask to have your application placed on hold until a future date. This means that we will not make you any offers of housing during the period you have stated on your application.

Can an applicant reinstate their application early?

If you have deferred your application, you can contact us at any time and let us know that you now wish to be actively considered for offers for housing. Failing that, we will check whether an applicant wishes to stay on hold when we carry out our annual review of housing applicants each year.

2. Merging applications

Who: Applicant and another applicant

Summary: Merging your application simply means to join it up with the application of another person.

Applicants wishing to be considered jointly for housing can merge their applications. In these cases, the date of application is determined by the date of the earliest application.

Applicants who wish to withdraw from a joint application will have their original date of application reinstated if they resubmit an application in their own right. Points will be allocated based on the household in greater need.

3. Removal of your application

Who: Applicant and/or Homes4D&G Registration team

Summary: Removal means that your application will no longer be on the Homes4D&G waiting list for housing.

There are other times when we will remove your application from the Homes4D&G register apart from failure to respond to the annual review.

We will remove an application from the Homes4D&G waiting list when:

- The applicant has been housed by one of the partners
- The applicant requests in writing that they want to be removed from the list
- The applicant fails to respond to our annual review
- The applicant fails to respond to two or more consecutive letters being sent out
- The applicant passes away

4. Reviewing your application

Who: Homes4D&G Registration team

Summary: Reviewing your application is our chance to make sure that your application is as up to date about your circumstances as possible.

Homes4D&G review applications on at least an annual basis. The date of review of your application is based on the date of your registration. We review your applications to maintain the most up to date, accurate information about our applicants to ensure that appropriate offers are made.

What happens when an application is under review?

When your application is under review, we will write out to you. We will then give you 10 working days to advise us whether you want to remain on the Homes4D&G waiting list or not. You will receive a standard review letter which you must complete and return to us if you want to remain on our waiting list.

What happens if an applicant misses the first ten days?

If Homes4D&G receives no response from an applicant, we will issue a reminder letter which gives an applicant another 10 working days to get in contact with us. If no response is received at the end of this period, we will remove your application from the Homes4D&G waiting list.

However, if an applicant contacts us within six months of their application being cancelled, we will reinstate their original application.

What is the review for?

We regularly review our applications to ensure a smooth and prompt process for applicants on our waiting list.

It is also a good way for applicants to tell us if there are any changes to their household's circumstances as this could affect their chances of being rehoused.

5. Suspended applications

Who: Homes4D&G Registration team

Summary: Suspending your application is the action of putting your application on hold where you will not be considered for offers of housing. This can be for a number of reasons (see below).

Everyone has the right to have their application added to the Homes4D&G waiting list if they are over the age of 16. Sometimes there are circumstances where we may suspend applications.

Applicants stay on the list, but won't be considered for re-housing over a specific period of time. Homes4D&G aims to minimise the use of suspensions and will assess cases individually.

The reasons for placing an application on hold may include:

- An applicant owes a partner landlord, or another landlord, tenancy related debt which is more than one month's rent and haven't kept to a repayment arrangement for three months
- An applicant, or a member of their household, have behaved in an antisocial manner
- An applicant has given false information on their application form
- An applicant, or a member of their household has broken some condition of their tenancy agreement, such as causing damage to their home
- An applicant hasn't provided information we need to assess their application despite reminders
- If you have refused two offers of housing that met with the choices on your housing application

If we suspend your housing application, we will tell you the reasons, the length of time your application is suspended for and what needs to happen before we can consider you for offers.