

<b>SUBJECT:</b>	<b>DATE REVIEWED:</b>	<b>MARCH 2014</b>
<b>GUIDE TO GENERAL NEEDS HOUSING</b>	<b>EFFECTIVE DATE:</b>	<b>MARCH 2014</b>
	<b>DATE REVIEW DUE:</b>	<b>2017</b>



teachers' housing association

*"Teachers' Housing Association is a charitable housing association"*

## A GUIDE TO GENERAL NEEDS ACCOMMODATION

Teachers' Housing Association manages properties in the London Boroughs of Bexley, Brent, Croydon, Haringey, Kingston-upon-Thames and Waltham Forest.

### THE ACCOMMODATION

The self contained flats are located as follows:-

<b>Bexley</b>	Studio & 1 bedroom converted flats. <b>Total of 22</b>
<b>Brent</b>	Studio, 1 and 2 bedroom flats. <b>Total of 48</b>
<b>Croydon</b>	Studio, 1, 2 & 3 bedroom purpose built flats. Situated in Shirley and adjacent to our sheltered scheme. <b>Total 21.</b>  One and two bedroom flats in central Croydon. <b>Total 5</b>
<b>Haringey</b>	<b>A total of 112 units</b> , which include 2 hostels, studio, 1, 2, and 3 bedroom flats with a few 2, 3, and 4 bedroom houses.
<b>Kingston-upon-Thames</b>	Predominantly 2 bedroom purpose built flats with a 3 three bedroom flats and a few one bed flats in the Surbiton area. <b>Total 74</b>
<b>Waltham Forest</b>	Total of 14 units. Purpose built flats. 10 two bedroom flats. 4 one bedroom flats – these are all ground floor flats suitable for wheelchair use

The Kingston-upon-Thames and Croydon properties have Resident Staff who live on site whilst the Bexley and Brent properties are serviced by Area Caretakers. The Haringey area has a maintenance officer who carries out the majority of minor repair works.

THA has nomination agreements with some of the Local Authorities and therefore accept nominations for a percentage of vacancies that arise. The remainder of vacancies are available for direct applications, applications under mobility schemes or transfers.

## WHO CAN APPLY FOR ACCOMMODATION?

The Association accepts direct applications from teachers and others associated with education who are in housing need. The Management Board have agreed that the following groups may be considered as direct applicants:

- \* Working teachers including
  - peripatetic teachers
  - teachers in state and independent schools
  - nursery, primary and secondary teachers
  - FE and university teachers
  - student PGCE/ B Ed teachers
  - supply teachers
- \* those employed in schools
- \* local authority education staff, including inspectors and advisers
- \* education union and welfare staff
- nursery nurses
- Note: Applicants to Waltham Forrest properties must be working teachers only and cannot work in adjoining boroughs.

## EMPLOYMENT CRITERIA

### (a) Areas of operation

Direct applicants for general needs housing must work within one of the six Boroughs in which the accommodation is situated namely, the London Boroughs of Bexley, Brent, Croydon, Haringey, Kingston upon Thames or Waltham Forest. In some circumstances applications may be accepted from applicants working in adjoining boroughs.

### (b) Contracts of employment

Applicants may be employed full or part-time (minimum of 16 hours per week) on either permanent or temporary contracts. In the latter instance a minimum contract period of a year is required.

### (c) Continuing employment

If accommodation is offered it should be noted that it will be only for such time as the applicant is employed in the field of education and in the above listed Boroughs immediately or an adjoining Borough. **Should this employment cease alternative accommodation will need to be found by the tenant.**

An allocation policy is available from our office.

THA has adopted an Equality and Diversity Strategy. At all stages in the application and allocation process we will ensure, by regular monitoring procedures, we comply with the principles of this strategy to ensure that all applicants receive equal treatment regardless of ethnic origin, sex or marital status. To help us do this we ask all applicants to complete an Ethnic Monitoring form.

### **How do I apply for housing with Teachers' Housing Association?**

An application form is available at any of our schemes or from Head Office, or can be downloaded from our website – [www.teachershousing.org.uk](http://www.teachershousing.org.uk).

The form should be completed and returned to Head Office. You will then be advised in writing within ten working days whether or not you are eligible to go on the waiting list.

We do not have enough properties to be able to help all applicants who apply to THA.

#### **If you are eligible:**

- Your priority will be assessed using the Association's Points System. You will be placed on the waiting list for the area you have requested and the size of property you need. You will be advised of this in writing.
- When a suitable property becomes available, a representative of the Association will visit you at home to discuss your housing circumstances in greater detail and assess whether the vacant property is suitable for your needs.

#### **If you are not eligible:**

You will be advised of this in writing within ten working days and the reason for your ineligibility given. You have the right to appeal against this decision. THA's Complaints Policy is included with this leaflet.

### **TENANCY**

- All direct applicants who are offered a tenancy will hold an Assured Shorthold Tenancy which is renewable annually.

**It should be noted that the Assured Shorthold Tenancy Agreement will not be renewed if the tenant is no longer employed in education in the borough or an adjoining borough.**

- All nominated applicants will be offered a one year Starter Tenancy. An Assured Tenancy will be offered after one year if the tenant has conducted their tenancy satisfactorily.

### **RENTS**

It is the Association's intention that rents are set which are affordable to those on low income.

In most areas a service charge is also payable to cover the cost of providing services at each scheme such as Caretaker services, lighting etc. These charges are reviewed annually.

The charges payable to the Association do not include Council Tax, water rates or electricity costs apart from in our hostel accommodation.

