



# How your application is assessed in Scotland

Your housing application is assessed using a “banding” system. You will be placed into one of four categories depending on the information you provide in your application form.

**These are:**

**Band 1 - urgent need to move**

**Band 2 - need to move**

**Band 3 - community and employment**

**Aspirational list**

**How do we let properties?**

We work in partnership with each local authority in which we operate. We operate Choice-Based Lettings and are part of Common Housing Registers.

In some areas we also operate our own waiting lists but have agreements to take homeless Section 5 referrals and nominations from the local authority for up to 50% of our lets.

**Where we have our own waiting list, we offer:**

50% to Band 1, 30% to Band 2 and 20% to Band 3.

We will offer properties to applicants on the aspirational list when a let cannot be achieved in Bands 1 – 3.

The criteria for each band are in the charts that follow:

**Band 1 - urgent need to move**

For applicants in extreme or life-threatening situations as a result of their housing or directly linked to their housing situation. Subject to time limit and review.

Criteria	Description
Urgent medical or accessibility needs	Where the applicant or a member of the applicant's household has a condition which is seriously affected by their current housing, or their home cannot be accessed due to ill health or disability.
Severe anti-social behaviour, nuisance, domestic violence or harassment	Agreed in exceptional circumstances due to significant problems associated with the tenant's occupation of a dwelling and there is high risk to the tenant or their family's safety if they remain in the dwelling/area. Moves will be to properties of the same size and type where required, but locations or areas are likely to change.
Redevelopment	Where a property is required due to redevelopment (Home Group properties only).
Release adapted property	Where a current tenant or a member of their household no longer requires a specially adapted property for disabled use, and there is demand for it's use.
Homeless household who also have unmet housing need	Landlord wants property back. Or, Not reasonable for applicant to remain in current accommodation. Includes households sharing accommodation with family and friends who have been given 2 months or less to leave.
Statutory duty to re-house	Closing order issues i.e. properties unfit for human habitation as advised by Environmental Health where there is no alternative measure to render the property fit. Or, Similar duty where emergency re-housing is essential e.g. Compulsory Purchase Order (CPO) to enable site clearance for a road-widening scheme. Or, Below tolerable standard - Local Authority assessor has confirmed that the property is below tolerable standard (definition of tolerable standard is given over the page).
Under occupation	Current accommodation has 2 or more bedrooms than required (please see our application form for more details about bedroom requirements).
Threatened with homelessness and also have an unmet housing need	Persons likely to become homeless within the next 2 months, including: <ul style="list-style-type: none"> <li>• Private tenants with a short-assured tenancy or assured tenancy, who have been issued with a notice to quit</li> <li>• Members of the armed forces with impending discharge</li> <li>• Persons in tied accommodation where their employment is ending</li> <li>• Persons being discharged from long term care</li> <li>• Prisoners being released</li> <li>• Mortgage repossession</li> </ul>

## Band 2 - need to move

For applicants in a high need but not emergency or life-threatening.

Criteria	Description
Under occupation	Current accommodation has 1 more bedroom than required (please see our application form for more details about bedroom requirements).
Insecure accommodation	Applicant living in insecure accommodation: <ul style="list-style-type: none"><li>• Private tenant with Short Assured Tenancy/Assured tenancy</li><li>• Living in tied accommodation</li><li>• Living in a caravan</li><li>• Private tenant in property in poor state of repair</li><li>• Sharing facilities (e.g. bedroom, bathroom, kitchen or living room)</li><li>• Lodgers</li></ul>
Medical or accessibility needs	Medical condition that is aggravated, or worsened by current housing, but is not life-threatening. And/or where an essential part of the home cannot be used due to ill health or disability.
Living with parent/guardians or friends	Sharing facilities (eg bedroom, bathroom, kitchen or living room) and seeking independent accommodation.
Unsatisfactory housing conditions and also an unmet housing need	The property is in poor repair or is lacking basic amenities, but has not been assessed by the local authority as being below tolerable standard.
Overcrowded	Current accommodation does not have sufficient bedrooms for the household's needs (please see our application form for more details about bedroom requirements).
Anti-social behaviour/ harassment/ neighbour nuisance	Where situation is severe but problems pose no risk of physical harm and all other remedial avenues exhausted.

## Band 3 - community and employment

For applications where people want to be near family/friends, or seeking employment.

Criteria	Description
Access to family or friends	Where a person wishes to move to: <ul style="list-style-type: none"><li>• Be closer to family as living out of the area</li><li>• Give or receive support or care.</li></ul>
Employment, training, volunteering or education opportunity	To enable a person to take up an offer of/ be closer to employment, training, volunteering or education in an area.

## Tolerable standard criteria

### A house meets the tolerable standard criteria if it;

- is structurally stable and substantially free from rising or penetrating damp
- has satisfactory provision for natural and artificial lighting, thermal insulation, ventilation and heating
- has an adequate piped supply of wholesome water available within the house
- has a sink provided with a satisfactory supply of both hot and cold water within the house
- has a water closet or waterless closet available for the exclusive use of the occupants of the house, suitably located within the house
- has a fixed bath or shower and a wash-hand basin, each provided with a satisfactory supply of both hot and cold water within the house
- has an effective system for the drainage and disposal of foul and surface water
- has satisfactory facilities for the cooking of food within the house; and access to all external doors and outbuildings
- in the case of a house having a supply of electricity, complies with the relevant requirement in relation to the electrical installations for the purpose of that supply:
  - 'the electrical installation' is electrical wiring and associated components and fittings but excludes equipment and compliances
  - 'the relevant requirements' are that the electrical installation is adequate and safe to use.

## Definition of unmet housing need

The Housing (Scotland) Act 2014 states that people have unmet housing needs 'where the social landlord considers them to have housing needs which are not capable of being met by housing options which are available. Being able to meet their own housing needs could be described as being able to secure suitable accommodation which meets their needs from existing housing options. When deciding whether an applicant has unmet housing needs we would consider;

**1. the applicant's circumstances; and**

**2. the existing housing options which are available and accessible to them**

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