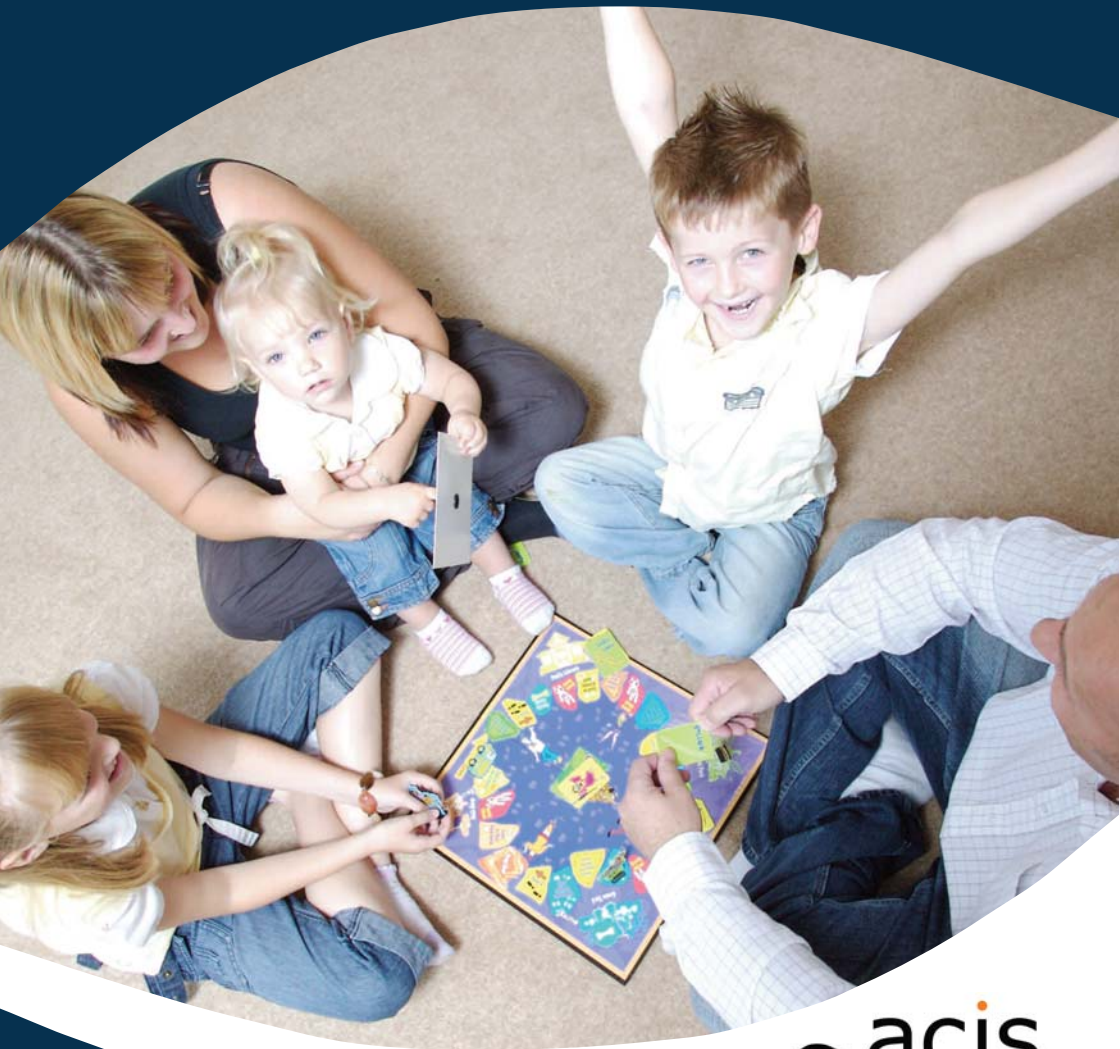




# Family Connection Application in Sheffield



"Better homes and better services for better lives"

## **This guide helps to explain:**

- What we mean by family connection and how you can apply
- How we assess applications
- How you can bid for properties
- How we choose who to offer our properties to.

## **Applying for a Transfer**

### **What is a Family Connection?**

You will have a family connection if you have a relative who lives on the Woodthorpe or Lower Manor estate and has done so continuously for the last twelve months.

### **Who counts as a relative?**

This should be somebody who is closely related to you such as a parent or grand-child. We also consider people who wish to live near their child for access reasons or offer support.

### **How do I apply?**

You will need to fill in a Family Connection application form. Please contact us to ask for a form and we will try to make a decision about your returned application within ten working days.

## What type of property can I ask to move to?

The table below sets out the type of property that different household types will be eligible for:

1 bedroom flats	Single person or couple
2 bedroom flats*	Single person or couple with one child
1 bedroom bungalow	Single person or couple. Either over fifty-five years old or in need of a ground-floor property on medical grounds
2 bedroom bungalow	Single person or couple. Either over fifty-five years old or in need of a ground-floor property on medical grounds
2 bedroom house*	Household with one child or pregnant and baby due within three months
3 bedroom house	Household with one child or pregnant and baby due within three months. Preference given to households with two children
4 bedroom house	Households with three or more children

*\*Some lower demand two-bedroom properties will be available to households with limited access to a child. Other family size properties will be offered to households with children who will use the property as their principal home.*

## Access

### **I have limited access to my children, can I be considered for a house?**

We always have a shortage of houses to let so we give preference to families who have children living with them all the time. We can consider you for some houses, which are in lower demand or alternatively for a two-bedroom flat.

## Application Assessments

### **What do you need to assess?**

We need to decide if you are eligible for the type of property you wish to move to.

We also need to check the details that you give us and be sure that your relative agrees to the request.

### **Why do you need to know about criminal convictions?**

This helps us to identify people who may need support before moving into a property or may pose a risk to other residents.



# How to Bid for Properties

## How do you do this?

If you have not used the Property Shop before please ask us for more information about this.



## Do I still need to be registered with Sheffield Property Shop?

Yes, we let all our properties, except emergencies, in this way.

## How do I know which properties I can bid for?

You will be able to bid for any suitable property, but a small number will give first choice to someone with a Family Connection.

These will be advertised as 'preference given to applicants with a family connection to Woodthorpe or Lower Manor'.

## **Why do your property adverts give preference to different people?**

We have an agreement with Sheffield Homes that 50% of available properties will be let to people from their Housing Register. The different preferences help us to do this.

We also have a local agreement that 5% of properties will give preference to applicants with a family connection to the Lower Manor or Woodthorpe estates.



# Offers

## How do you decide who to offer a property to?

We are sent a list of all the people who bid for each property by Sheffield Homes. We look first at those households who are in the chosen preference group. From this we choose the household which has been waiting longest since registering with us.

## How long will I have to wait to move home?

This will depend upon several things including the type of property you wish to move to, the number of properties we have to let and demand from other customers. We will try to give you an approximate timescale once we have built up our Family Connection Register.



This leaflet can be made available in a number of formats including **Braille, audio tape, large print, or other languages.** Please contact our **Customer Services team** using the details below for more information.

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