

Homes for Ukraine Housing Strategy and Sourcing Private Rented Accommodation



Introduction

This document explains the housing options available to those who arrived on the Homes for Ukraine scheme. It covers:

- the support available to hosts and guests who want to remain on the H4U sponsorship scheme
- how H4U sponsor arrangements could be turned into a formal lodger/licence agreement
- the options for moving to independent accommodation (Private Rented, Local Authority Housing Fund properties for Ukrainians (LAHF) and also social housing)
- the financial support that is available to H4U guests to support a move to independent accommodation.

Family Visa Scheme and Ukraine Extension Scheme: Whilst this document is not aimed at those who arrived on these schemes, there are sections that are relevant (including all references to how to search for private rented properties and the LAHF property scheme – as those on the Family Visa Scheme/Ukraine Extension Scheme are eligible to apply for a LAHF property).

Housing Strategy for Ukrainians arriving on the Homes for Ukraine scheme

1. As accommodation is in short supply, we encourage Ukrainian guests to stay with their sponsor/host for as long as possible. The Resettlement Team are available to support sponsors/hosts and guests.
2. If it is not possible to stay on, a rematch to another host on the Resettlement Team list may be a possibility, but there are very few hosts available now
3. Guests are therefore encouraged to look for another host themselves using the government approved providers <https://www.gov.uk/guidance/find-a-sponsor-using-recognised-providers-homes-for-ukraine>, or by using their own local contacts.
4. If it is not possible to re-match to a new host, look for independent accommodation (e.g. private rented accommodation, a LAHF property for Ukrainians or social housing).
5. If no accommodation can be found and the household becomes homeless, you may be offered emergency accommodation via the Housing Options Team (please note this could be out of the Bath and NE Somerset area).

Key points

1. Bath and NE Somerset Council is paying £500 per month to hosts from the date guests arrive with hosts. This is more generous than the government payment, which only pays £350 per month for the first 6 months after arrival.
2. Host payments can now be paid for the duration of a guest's leave to remain in the UK.

3. Bath and NE Somerset also pay a winter fuel payment to hosts of £125 in November, December, January and February. Hosts have to email H4U@bathnes.gov.uk to request this.
4. The Government also says 'you may ask guests to pay a reasonable and proportionate contribution (according to use) for water, gas and electricity consumed or supplied to the accommodation or to any shared facilities' (<https://www.gov.uk/guidance/homes-for-ukraine-sponsor-guidance>).
5. There is the opportunity to convert the host arrangement into a lodger agreement. The Resettlement Team can offer a template contract if required. If hosts have more than one person staying with them, they could receive a higher amount than the £500 per month host payment.
6. Demand for accommodation is high so housing is expensive in Bath and NE Somerset
7. There are long waits for social housing (waits are likely to be many years)
8. There is very high demand for private rented accommodation as Bath has 2 universities
9. We offer guests on the Homes for Ukraine scheme financial support to rent a tenancy for the first 12 months. This is set out on page 4 and includes the landlord incentives (including the Empty Property Offer on page 7) for renting to Homes for Ukraine scheme households. **Note: The monthly top up funding is only available for the first 12 months of the tenancy.**
10. *In exceptional circumstances*, financial support may also be available if a household has to secure a second private rented tenancy as they have been served notice to quit from their first.
11. Bath and NE Somerset council have purchased 20 properties for Ukrainians to privately rent. Some tenants have already moved in. Others will be available in the Summer/Autumn of 2024. These are Local Authority Housing Fund (LAHF) properties and an application form can be obtained by emailing LAHF@bathnes.gov.uk. Adverts will then be sent to everyone who has registered an interest. Ukrainian eligible schemes are Ukraine Extension Scheme, Homes for Ukraine and the Family Visa Scheme (**see Appendix 1 and 2 for more details**).

Government Changes to the Ukraine schemes

On 19th February 2024, the UK Government announced changes to the Ukrainian schemes. People who have leave to remain in the UK under one of the UK's Ukraine Schemes will be able to apply for further leave to remain under a new Ukraine Permission Extension scheme (UPE) up to 3 months before their leave to remain expires, to remain in the UK for up to an additional 18 months. The first Ukraine scheme visas will expire from March 2025, so applications under the new UPE should be able to start from December 2024. Details about the UPE Scheme are not yet published.

The Ukraine Family Scheme is closed to new applicants as of 19 February 2024. This means that new applications to come to the UK can only be made under the Homes for Ukraine Scheme. All applications under the Family Scheme that were received before the closure of the scheme should be decided under the previous rules for that scheme.

The Homes for Ukraine sponsorship scheme will continue to function, but new applicants will be granted 18 months leave to remain (rather than 3 years leave to remain).

Amended criteria for sponsors under the Homes for Ukraine Scheme mean that, unless there is a successful challenge, for applications submitted after 3pm on 19 February 2024, **sponsors must have British or Irish citizenship, settled status or indefinite leave to remain in the UK.** See Guest eligibility, application process and checks: Homes for Ukraine – GOV.UK <https://www.gov.uk/guidance/apply-for-a-visa-under-the-ukraine-sponsorship-scheme#overview>

The Ukraine Extension Scheme closed for most new applicants on 16 May 2024 (as previously planned); but applications can still be made under this Scheme after 16 May 2024 for children born in the UK to parents who have permission under one of the Ukraine Schemes. Such children can be granted leave in line with their parent(s).

What to do if you have to leave your host accommodation:

1. Email H4U@bathnes.gov.uk as soon as possible, letting us know the date you have to leave
2. Register for the LAHF Ukrainian property scheme if you have not already done so – (see Appendix 1) email LAHF@bathnes.gov.uk for the application form
3. Make an appointment with the Housing Options Team by calling 01225 396296 or emailing [HousingOptions AdviceTeam@bathnes.gov.uk](mailto:HousingOptionsAdviceTeam@bathnes.gov.uk)
4. Arrange to go to a Private Rented advice session (see page 5 of this document)
5. Register for social housing by visiting the Homesearch web page www.homesearchbathnes.org.uk but remember that there are already 1000s on the waiting list.

Financial assistance with private rented accommodation (top up for 12 months only) – Post 01/04/24

Bedroom Need	Local Housing Allowance (pcm)* Bath and NE Somerset	Golden Hello/Top Up (pcm paid as a lump sum)	Total
Shared accommodation rate (for single adult under the age of 35)	£540	£100	£640
1 Bedroom	£815	£150	£965
2 Bedroom	£980	£250	£1,230
3 Bedroom	£1,200	£300	£1,500
4 Bedroom	£1,945	£300	£2,245

If it is not possible to stay with your host/sponsor

Local Housing Allowance (LHA) is the Housing Benefit element of Universal Credit that can be claimed to help with accommodation costs (column 1).

The amount is determined by the bedroom need of a household. To find out what you are eligible for, you can use: <https://lha-direct.voa.gov.uk/BedRoomCalculator.aspx>

If you are working, you may be not be entitled to the full LHA but you can use the Entitled to calculator to find out what you are entitled to: <https://www.entitledto.co.uk/>

The Resettlement Team will also pay an additional top up to the LHA **based on your bedroom need**. This is payable to households irrespective of whether they are working or not (column 2).

If you are not working, you should only look for properties advertised at the total of the LHA plus the additional top up (column 3).

If you are working, the Resettlement Team will need to see your income and expenditure before offering the top up so we know the tenancy is affordable and sustainable for you. This is the same if you want to rent a property that is larger than your actual household bedroom need.

Please note, if the Resettlement Team decide the property is unaffordable to you at the time of trying to secure a tenancy, you are unlikely to receive the 12 month top up. This is because the team can only provide financial assistance to those who can confidently manage their rent and living expenses.

Please also note that if you have been out of the BANES area for more than 6 months when you are trying to secure a tenancy, the same financial assistance may not be available to you.

The income and expenditure form you will need to complete is here: [Income and Expenditure sheet](#)

The LHA and the Resettlement Team top up are separate financial payments and are not related to each other.

If a household arrived on the Homes for Ukraine scheme they are eligible for a 50% Council Tax discount if all other adult members of the household also have Homes for Ukraine visas

Help to find/access private rented accommodation

1. You must search for accommodation yourselves
2. Some landlords will take pets, others won't. You may be asked to take out contents insurance for any damage a pet could cause to the property.
3. Private rented sessions for advice are on Tuesdays and Thursdays

Tuesday: 9.30 to 12.00 by appointment ONLY in the Housing, Welfare and Support office in Manvers Street, Bath, BA1 1JQ. To book an appointment call 01225 394013 or email Anne_Fitzpatrick@bathnes.gov.uk

Thursdays Drop in 9.30 to 12.00 and 1.30 to 4.00 in Keynsham library.

4. Bath Welcomes Refugees may be able to help with the search **if your sponsor/host** is not able to. Please email the Resettlement team in the first instance and we can make a referral for you H4U@bathnes.gov.uk
5. The Resettlement Team will pay rent in advance (usually 4 weeks) **and** pay the top up rent in a lump sum at the start of the tenancy if the property rent is above the LHA.
6. The Resettlement Team cannot act as guarantors to secure a property
7. You can apply for a Homefinder interest free loan for the deposit if do not have your own funds
8. You should register for the LAHF property scheme and apply for any suitable LAHF properties (LAHF@bathnes.gov.uk)

Increasing the chances of securing private rented accommodation

1. Letter from Resettlement Team stating what will be paid by the scheme (see copy on page 12 of this document)
2. Working/in employment
3. Reference from sponsor/host
4. Reference from employer
5. Being flexible and realistic with accommodation choices – including the location and type of accommodation you will consider

Support with furnishings

1. The Resettlement Team may be able to provide a move in grant for up to £500. You will need to make an application, which will be means tested. Pay slips and bank statements will be requested. Contact details: H4U@bathnes.gov.uk in the first instance.
2. Bath Welcomes Refugees has a small supply of furniture – please contact: H4U@bathnes.gov.uk in the first instance and we can refer you.
3. The Genesis Trust has a furniture store: <https://genesistrust.org.uk/>
4. The Keynsham Reuse shop, World's End Lane BS31 1TW, can be used to purchase items at very low prices but **collection and storage until move in day must be organised by the household themselves.** <https://beta.bathnes.gov.uk/keynsham-reuse-shop>

Looking for accommodation out of the Bath and NE Somerset area

It is possible to look out of area and rent can be less expensive, but the Local Housing Allowance may also be less. Use <https://lha-direct.voa.gov.uk/> or the table below to see other Local Authority rates but note the H4U top up rent will be paid at the rate shown above.

Bedroom need	Bristol (including Keynsham)	Mendip	Gloucester	West Wiltshire
Shared accommodation rate (for single adult under the age of 35)	£511.33	£405.00	£406.33	£450.00
1 bedroom	£900.00	£600.00	£550.00	£595.00
2 bedrooms	£1095.00	£775.00	£725.00	£725.00
3 bedrooms	£1300.00	£975.00	£850.00	£900.00
4 bedrooms	£1850.00	£1350.00	£1200.00	£1200.00

Other schemes

We are aware there are other Local Authorities offering different schemes but our focus is on preventing guests becoming homeless.

Can you offer accommodation to Ukrainian guests?

We are always looking for more long term (minimum 6 months) and short term hosts that are willing to host for a short period only in emergency situations for Ukrainian guests who are already here in Bath and NE Somerset.

Hosts are paid £500 per month (if they pass the necessary DBS and accommodation checks). Ukrainian guests can become a host to other Ukrainians who are already here in the UK. To be eligible to host, you need to be over 18, without a criminal record and able to offer accommodation for a minimum of 6 months. Permission from the host's landlord will be needed, and the accommodation must have sufficient space.

We are also looking for rental accommodation – so if you are a landlord and wish to rent your property to a Ukrainian or other refugee, please contact us.

We have different financial incentive schemes for landlords – including a 'top up' lump sum paid at the start of the tenancy. Also, if your property has been empty for some time, you may be eligible for an Empty Property grant and additional H4U grant to bring it up to the required standard.

Empty property offer

Empty Property H4U Landlord Leasing Scheme offers further funding to incentivise landlords to house Ukrainian refugees. Owners of empty properties, as defined by the Empty Residential Property Policy, will be offered access to the leasing scheme by the Empty Property Officer.

Between £500-£1000 (depending upon property size) can be awarded as a grant alongside the £500 Empty Property Small Works Grant. The H4U element of the combined grant is dependent on the property being let to a Ukrainian family for a minimum of 12 months.

All offers of hosting and rental accommodation should be made to H4U@bathnes.gov.uk

Finding a Home in the Private Rented Sector

Homes for Ukraine Scheme

Social Housing in Bath and North East Somerset is in very short supply and there is an extremely high demand for the limited number of housing association properties that become available. If you are no longer able to stay with your current sponsor/host, finding accommodation independently in the private rented sector may be your best or only available housing option.

The first private rented option for Ukrainian guests, is the **Local Authority Housing Fund** scheme. The council has purchased 20 properties to let to Ukrainians, at rents that are more affordable than the market rent. You must register, and then you can bid on any suitable properties that are advertised. Email LAHF@bathnes.gov.uk

Where to Find Properties

- Rent Direct from a Landlord
- Social media and online local forums
- www.openrent.co.uk
- Newspapers and local noticeboards
- Word of mouth (friends and family)
- Letting Agents
- www.rightmove.co.uk
- www.zoopla.co.uk
- www.spareroom.co.uk

It is **essential to register and also check sites daily** if possible, as new adverts are constantly being added and properties get snapped up quickly.

Housing Discrimination

A 'No DSS' policy is when an agent or landlord refuses to rent to people who receive Universal Credit, Housing Benefit, Disability Benefits or Tax Credits. This includes:

- Refusing a viewing for an affordable property
- Advertising properties with 'No DSS' or 'No Benefits'

Mortgage and Insurance Restrictions

Some landlords have a mortgage or insurance policy which does not allow them to rent to people who receive benefits.

Renting with Pets

Many landlords won't allow pets because of the associated risks. Top tips for renting with pets are available on the DogsTrust scheme: www.letswithpets.org.uk

Found a Property – What Next?

It's important to prepare for referencing. Calculate your Income: work out your total income, including employment and benefit entitlement on www.entitledto.co.uk

A guarantor may be asked for but the Homes for Ukraine Landlord or Letting Agent letter (included in this pack) may be good enough to secure a property. If a guarantor is required they usually need to be a UK resident and employed, and they sign a contract agreeing to pay the rent if you can't, or to cover damage to a property.

Holding Deposit: Some landlords or agents ask for a deposit while they carry pre-tenancy checks. The deposit cannot be more than 1 week's rent for the property you apply for.

Securing a Place

When looking for private accommodation, it is often first-come first-served, so contact landlords as soon as you see the vacancy.

Viewing a property, even a cheap bedsit, is similar to an interview for both parties, the better impression you can give to the landlord the more likely you are to be offered the property.

If your relationship with your sponsor/host is good, ask them for a reference to show how well you have treated their property. The Resettlement Team can also provide a letter (included in this pack) which outlines the financial support you are able to get from the Council.

Proof of Identity: an agent or landlord is legally required to view and photocopy a valid ID, such as a Ukrainian passport or Biometric Residency Permit. A share code may also be required to prove the right to rent and an agent or landlord can also do an online check. Information about the Right to Rent Check is available on the government's website.

Deposit

Security Deposit: Maximum 5 weeks rent, or 6 weeks for annual rents more than £50,000.

It is important that you know how you will raise this before you meet a landlord. You can apply for a Homefinder interest free loan to borrow the deposit. Contact the Resettlement Team by emailing H4U@bathnes.gov.uk for the application form.

The Resettlement Team will also need to see the income and expenditure form to be satisfied the property is affordable and the tenancy sustainable before agreeing to pay the top up.

Paying Your Rent: Housing Benefit/Universal Credit

If you are on benefits, or a low income, you may be eligible for housing benefit/Universal Credit to help you pay your rent. Housing benefit/Universal Credit is worked out using the "Local Housing Allowance" based on your household, the area the property is in, the income and savings the tenant has.

If you are under 35 and single you will probably only be entitled to a limited amount of housing benefit. This is called the single room rent allowance and the maximum is £540 per month.

If you are over 35 and sharing you may be entitled to the 1 bedroom rate if you're claiming housing costs under Universal Credit.

Visit this link to apply for Universal Credit www.gov.uk/apply-universal-credit

Financial assistance with private rented accommodation (top up guaranteed for 12 months only)

Bedroom Need	Local Housing Allowance (pcm)* Bath and NE Somerset	Golden Hello/Top Up (pcm paid as a lump sum)	Total
Shared accommodation rate (for single adult under the age of 35)	£540	£100	£640
1 Bedroom	£815.00	£150	£965.00
2 Bedroom	£980	£250	£1,230
3 Bedroom	£1,200	£300	£1,500
4 Bedroom	£1,945	£300	£2,245

The Resettlement Team will also pay rent in advance (usually 4 weeks), the agency fees **and** the top up rent in a lump sum at the start of the tenancy. A supporting letter to landlords can be found after the useful contacts and website details below.

The Local Housing Allowance rates are different in areas outside of Bath and NE Somerset and the rates are shown in the table below.

Bedroom need	Bristol (including Keynsham)	Mendip	Gloucester	West Wiltshire
Shared accommodation rate (for single adult under the age of 35)	£511.33	£405.00	£406.33	£450.00
1 bedroom	£900.00	£600.00	£550.00	£595.00
2 bedrooms	£1095.00	£775.00	£725.00	£725.00
3 bedrooms	£1300.00	£975.00	£850.00	£900.00
4 bedrooms	£1850.00	£1350.00	£1200.00	£1200.00

Useful contact and website details

- **Homes for Ukraine email:** H4U@bathnes.gov.uk
- **Housing Advice Team email:** HousingOptions_AdviceTeam@bathnes.gov.uk
- **Housing Advice Team telephone number:** 01225 396296
- **Local Authority Housing Fund properties** LAHF@bathnes.gov.uk
- **Welfare Support Team:** Welfare_Support@BATHNES.GOV.UK Telephone number: 01225 477277
- **Bath and North East Somerset Council:**

<https://beta.bathnes.gov.uk/local-housing-allowance-lha>

<https://beta.bathnes.gov.uk/apply-housing-benefit>

- **Bath Welcomes Refugees**

<https://www.bathwelcomesrefugees.org.uk/>

Dear Landlord/Letting Agent

We are writing to you from the B&NES 'Homes for Ukraine' scheme. We have welcomed many Ukrainian families to our area who have found sanctuary here after fleeing the war.

When the initial sponsorship period ends, families may need to find rental accommodation. One of our Ukrainian families is very interested in renting a property from you.

The council recognises the challenges of securing private rented accommodation for our Ukrainian guests so is offering a number of financial incentives to landlords:

1. Depending upon the property size, location and condition, we can offer landlords a 'top up' of rent, which can range from £100 - £300 above the Local Housing Allowance depending upon property size. For example, a 2 bedroom property in Bath, the LHA rate is £979.98 – so we could offer £250 that would top this up to approximately £1,230 per month. This top up is paid in advance in a lump sum direct to the landlord at the start of the tenancy
2. We gift our Ukrainian families the amount for the rent in advance (usually 4 weeks), and also arrange for a loan of the deposit so the big costs at the outset are taken care of. This is also paid direct to the landlord.
3. We help our Ukrainian guests to furnish their accommodation if needed.
4. We support our Ukrainian guests to make sure they are set up well to manage their new tenancy – with direct debits, etc arranged, and ongoing support available. We also check the tenancy is affordable and sustainable for them.

As well as these financial incentives, the landlord would also know that they had personally helped a Ukrainian family at this time of need. We know that this is a really important factor for many of us, who have watched the appalling war unfolding and wondered 'what can I do to help?'

I hope that you are able to consider this if you are the landlord, or pass this onto the landlord. We are also available to discuss any elements of this if need be. Please email us at H4U@bathnes.gov.uk

With best wishes,



Louise Murphy (Resettlement Manager, B&NES Council)

Appendix 1

Local Authority Housing Fund (LAHF) Property Nomination Procedure

Introduction

As part of the Department for Levelling Up, Housing and Communities (DLUHC) Local Authority Housing Fund (LAHF) Programme the Council will provide 22 homes for families with housing needs who have arrived in the UK via the following Ukrainian and Afghan resettlement and relocation schemes:

1. Afghan Citizen Resettlement Scheme (including British Nationals under this scheme) (ACRS)
2. Afghan Relocations and Assistance Policy (ARAP)
3. Ukraine Family Scheme (UFS)
4. Homes For Ukraine scheme (H4U)
5. Ukraine Extension Scheme (UES)

There are 2 distinct elements to the LAHF:

- The '**main element**' will provide 20 properties for Ukrainian households (and can also be accessed by eligible Afghan households facing homelessness).
- The '**bridging element**' which will provide 2 four+ bed properties for Afghan households only that were in bridging accommodation.

Tenancy and Rental Terms

All properties will be let by ADL, the B&NES owned property development company collaborating with B&NES in delivering and providing the resettlement and relocation units for the LAHF programme.

These will be Assured Shorthold Tenancies (ASTs) for a minimum duration of 6 months, or in the event of legislative changes, as agreed with B&NES Housing (Housing Team). The rent is capped to the appropriate Local Housing Allowance (LHA) rate.

ADL reserves the right to end the AST after 6 months by giving adequate notice.

Main Element Nominations (Ukrainian and Afghan households)

Eligibility

The Council's Housing and Resettlement Team will have 100% nomination rights to the main element properties. To be eligible applicants must meet the following criteria:

1. Arrived in UK via one of the above-mentioned schemes.

2. Must have been living in B&NES for the last 6 out of 12 months or 3 out of the last 5 years.
3. Be at least 18 years of age.
4. Not be intentionally homeless i.e. a person becomes homeless intentionally if they deliberately do or fail to do anything in consequence of which they cease to occupy accommodation which is available for their occupation and which it would have been reasonable for them to continue to occupy [Housing Act 1996, Section 191 – Legislation.gov.uk](#)
5. The household size must be suitable for bedroom size of the property and not result in the property being over or under occupied. It is based on how many bedrooms the household can claim benefits for and the local housing allowance guidance for households who privately rent [Guidance for private rental properties](#)
6. The tenancy must be affordable for the household i.e. the monthly income (after all **essential** expenditure) exceeds the thresholds shown below (agreed with Welfare Support and St Johns)
 - £250 for a single person/couple
 - £275 for a household with one or two children
 - £300 for a household with three or more children
7. If they are a family, or a couple, must have a gross income of below £45,000 a year or single people (without dependent children) a gross income of below £32,000. This includes all income, apart from Child Benefit and child maintenance payments. Those with incomes above this are considered able to compete on the open market for housing

Priority

The Council's Housing and Resettlement Team will consider all households eligible for the property and take into account the following factors when deciding which one is nominated for it:

- Priority will be given to households owed a prevention duty i.e. threatened with homelessness (TWH) within 56 days, a relief duty i.e. already homeless or a main duty
- Where the need for temporary accommodation can be avoided. This has a negative impact on the family and also incurs a cost to the Council of providing emergency accommodation
- Households not able to access private rented accommodation on the open market (e.g. Family visa scheme households who are not eligible for the BANES H4U housing subsidy)
- Any additional relevant information at the time of the application

Advertising & Application

The properties may be advertised through the H4U Newsletter, emails to H4U guests and hosts, some local interest groups and social media. Potential applicants for main element properties will contact H4U@bathnes.gov.uk in the first instance to express an interest.

Reviews & Appeals

Households can request a review of a decision within 14 days of receiving the decision of not being nominated. The review will be completed within 14 days by a manager not involved in the original decision.

If the review is successful, the next suitable LAHF property may be offered to the household or alternatively support to secure Private Rented Accommodation.

Disability & Adaptations

In certain situations, LAHF properties may need to be adapted before a disabled applicant, or a member of their household, can move into the property. In these situations, while confirming a household's initial eligibility, Housing Services will:

- investigate what adaptations would be required for an applicant to access the property
- investigate the feasibility of said adaptations – this will include considering any building warranties, rights of way etc.

These cases will be treated on a case-by-case basis. Housing Services will however not permit any adaptations to proceed until a tenancy agreement has been signed between the parties.

Discretionary Decisions

All applications will be considered on their own merit. In exceptional circumstances, and where there is a good reason, discretion from this policy can be applied. It would need to be agreed by the Housing Options & Homeless Manager in consultation with the Inclusive Communities Manager.

Refusals

If a suitable property is refused under a prevention or relief duty, then the duty can be discharged. The main housing duty will not apply if the offer was made under a relief duty as a final offer or a Part 6 offer. Should an applicant who was owed a prevention duty subsequently become homeless then a relief duty may apply.

If a suitable property is offered whilst under a main housing duty and declined by the applicant, then the homeless duty can be discharged.

An applicant should consider their decision to refuse a property because it cannot later be revoked. When a duty is discharged, temporary accommodation may be withdrawn, and

another offer of accommodation may not be made, therefore this decision should be given careful consideration.

Equalities

We will comply with the Equality Act 2010 and ensure that every application is assessed equitably and in a lawful and non-discriminatory manner. We will:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who don't
- Foster good relations between people who share a protected characteristic and those who don't.

We will regularly monitor applications and nominations, and the evaluation of this will feed into service development.

Date: 5th June 2024

Appendix 2: Main Element Process Chart

Stage	Step
Property advertised	1. Advertise property. 2. Establish which households are eligible and being considered
Pre-Housing Interview Document Collection	3. Contact eligible applicants and confirm that they have been shortlisted for a B&NES LAHF property. Where a 'suggested match' is envisioned, confirm the costs the household would be required to pay at the available property/s and any anticipated price rises. Request copies of the applying household's: bank statements, income, benefit entitlement letters/screenshots, existing rental agreements etc. The Resettlement Team should confirm who would be listed as tenants (and the implications of this) and request the households' last three months of bank statements (including for savings accounts). 4. Prior to viewing a property, Housing Team will require applicants to sign and return a confirmation slip to say they want to progress their application.
Housing Interview	5. The Resettlement Team to interview prospective tenants to determine their support needs and any risks. Applicants must provide identification and can ask further questions about the available properties.
Viewing	6. Allow the prospective tenant(s) to visit their allocated property.
Property Offer	7. Housing and the Resettlement Team to allocate property to applicant deemed to be priority.
Final Checks	8. Any final documentation that is required to confirm an applicant's eligibility should be requested at this stage (this could include ID for household members, to prevent tenancy fraud).
Funding	9. Arrange deposit (as a loan if required) by the applicant and Rent in Advance (as a gift via H4U funding) via Great Western Credit Union (GWCU).
Sign Up	10. Agree a move-in date and complete the sign up.