



## **RACING HOMES - LETTINGS POLICY**



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## 1.0 AIMS OF THE LETTINGS POLICY

- 1.1 Racing Homes' main objective is to provide good quality, rental accommodation for young people working in and older people retired from the Thoroughbred racing and breeding industry (The Racing Industry), at an affordable rent. We aim to allocate houses to people who have a genuine housing need.
- 1.2 The Lettings Policy consists of an Application Process and an Allocation Process. Once applicants have completed the Application Process, providing they meet the necessary criteria, they will be placed on the relevant Housing Register. When accommodation becomes available, it will be offered to applicants on the relevant Housing Register, according to the Allocation Policy.
- 1.3 The Application and Allocation Policies detailed below are designed to identify applicants for each Housing Type and allocate available properties in a fair and transparent way.

## 2.0 HOUSING TYPES

Racing Homes' property portfolio can be divided into four main Housing Types as listed below. Applicants will be allocated to the Housing Register for the Housing Type which is most suited to their needs.

- **Type 1 – Young Peoples Accommodation.**  
This Housing Type is designed for people working in the industry between the ages of 18 and 24.
- **Type 2 – Older People Accommodation**  
This Housing Type is designed principally for people aged 55 years and over. Only applications from people aged 50 years and over who have worked in the industry for 15 years or more, or is the widow or widower of someone who fills these criteria, will be processed.
- **Type 3 – General Needs Adapted Accommodation**  
This Housing Type is designed for people of any age who have disabilities and/or health needs.

Note: With the agreement of the Director of Welfare and Property Manager, Racing Homes reserves the rights to directly let its properties to any applicants who meet the eligibility criteria.

## 3.0 APPLICATION PROCESS

- 3.1 Racing Homes assesses all applications we receive. The information given on the forms is the basis of the assessment and applicants are categorised and placed in the appropriate Group on the Housing Register.
- 3.2 Application forms can be requested from the Racing Welfare Support Line on 0800 6300 443 or alternatively on email via [info@racingwelfare.co.uk](mailto:info@racingwelfare.co.uk).
- 3.3 Applications should be returned to:

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Racing Homes  
20b Park Lane  
Newmarket  
Suffolk  
CB8 8QD.

- 3.4 Racing Homes will aim to process applications within 28 days of being received. If additional information is required to process an application, Racing Homes will write to the applicant giving 28 days for the applicant to provide the relevant information to evidence their application.

### 4.0 GUIDE TO HOUSE SIZE

- 4.1 The table below is a guide to the size of property which may be offered to applicants of varying household size.

- 4.2 Household Sizes House Size / Bedspaces:

Household Size	No of Bedrooms
Single Person	<ul style="list-style-type: none"><li>• Bedsit</li><li>• 1 Bedroom Flat or House</li></ul>
Couple	<ul style="list-style-type: none"><li>• 1 Bedroom Flat or House</li><li>• 2 Bedroom Flat or House</li></ul>
Family	<ul style="list-style-type: none"><li>• Size of Property determined by age and sex of dependents</li></ul>

- 4.3 Please note Racing Homes has one and two bedroom properties only. Anyone with a need for a larger property should contact the Welfare Team at Racing Welfare on 0800 6300 443.

- 4.4 Racing Homes will not allocate a property which is too small for a household.

- 4.5 Should circumstances change, i.e. children becoming adults, Racing Homes reserves the right to review any tenancy granted.

### 5.0 ALLOCATION POLICY

- 5.1 Racing Homes employs a points system to prioritise the allocation of properties to applicants because we think this is the best way to allocate available accommodation in a fair manner.

- 5.2 The points system scores applicants on the basis of their circumstances and needs. Applicants with the greatest number of points (ie.highest ranked) will be prioritised when accommodation of a suitable property type becomes available.

- 5.3 Circumstances and needs taken into account to rank applicants for each property type are as follows;

#### **Young People's Accommodation**

Age, current housing circumstances, personal circumstances, health, financial and social.

Full details of the Scoring System are shown at Appendix A.

**Older People’s Accommodation**

Current housing circumstances, length of service to the Racing Industry, health, financial and social.

*Please note that applications will not be accepted from under the age of 50.*

Full details of the Scoring System are shown at Appendix B.

**General Needs Adapted Accommodation**

Current housing circumstances, length of service to the Racing Industry, health, financial and social.

Full details of the Scoring System are shown at Appendix C.

- 5.4 Each year applicants on the Housing Register will be required to complete a Revision Form to record any changes in their circumstances and needs. Failure to return a Revision Form within 21 days will result in the applicant automatically being removed from the Housing Register, (unless exceptional circumstances apply).

**6.0 ALLOCATION PROCESS**

- 6.1 When a property becomes available, Racing Homes will offer the property to the highest ranked applicant on the Housing Register for the relevant Housing Type. Prior to being offered a property the applicant will be asked to confirm that their circumstances have not changed since their application or the most recent Revision. (If the applicant’s circumstances have changed the property could be offered to the next highest ranked applicant.)
- 6.2 Following a viewing, the applicant will be offered a tenancy in writing. If the applicant fails to accept the offer (verbally or in writing) within 48 hours of receipt of the offer this will be taken as rejecting the offer. In that case the property will be offered to the next highest ranked applicant on the Housing Register.
- 6.3 When the applicant has confirmed they wish to take a tenancy of the property Racing Homes will confirm the offer writing, and provide further information, such as the date of a Sign Up appointment.

## **7.0 EXCEPTIONS**

7.1 Racing Homes reserves the right to offer direct lets (ie to offer tenancies to applicants not on a Waiting List) in exceptional circumstances. Direct lets will be offered only with the agreement of both the Director of Welfare and the Residential Property Manager.

## **8.0 EXCLUSIONS**

8.1 Racing Homes has a responsibility to its employees, tenants and to local communities. To meet this responsibility, Racing Homes will ask applicants for personal information to evidence their application for housing.

8.2 Racing Homes will not house people for the following reasons:

- Anti-social behaviour caused by the applicant or a member of their household which has resulted in formal action to address anti-social behaviour. This may include commencement of possession proceedings including the serving of a notice seeking possession; a possession order; an injunction; an anti-social behaviour order and/or a conviction relating to anti-social behaviour.
- Ongoing anti-social behaviour which is being investigated by Racing Homes or another organisation.
- Serious arrears which, if they had been a Racing Homes tenant(s), would have resulted in the courts granting an Order for Possession, and any subsequent failure to clear/reduce the debt by agreed instalments.
- Any other significant breach of tenancy which, had they been a Racing Homes tenant(s), would have resulted in the courts granting a summons for possession.
- Unpaid rent arrears or other debts owed to Racing Homes or another social landlord.
- Damage caused deliberately or through neglect to a property, requiring extensive repair.
- Acts of physical violence or verbal abuse to staff or other residents.
- The applicant is on the Sex Offender Register.
- The application or Revision is fraudulent or dishonest.
- The applicant is found to own another property.
- A criminal conviction that incurred a prison sentence of two years or more within the last five years and where there would still be significant risk to other residents.
- Where an applicant has been offered a property and refused it without (in the opinion of Racing Homes) a valid reason they will not be offered another property for a period of 12 months. Three refusals will result in permanent removal from the Housing Register.

8.3 A record of refused applicants will be maintained which will include:

- Applicant details
- Reason for refusal
- Period of exclusion

8.4 The above information will be stored securely and will not be used for any other purposes in compliance with Racing Homes/Racing Welfare's GDPR Policy.

**9.0 ANNUAL REVIEW OF APPLICANTS AND TENANTS**

- 9.1 Annually, all applicants on Housing Registers and Racing Homes tenants will be requested to complete Revision Form, notifying Racing Homes of any relevant changes to their circumstances.
- 9.2 For applicants on the Housing Register, failure to complete and return the revision form within 21 days will automatically result in removal from any waiting list except in exceptional circumstances.
- 9.3 For Racing Homes tenants a material change in circumstances may result in the provision of accommodation being reviewed in order for accommodation to be provided for those with a greater need.

**10.0 RIGHT OF APPEAL**

- 10.1 Applicants who are dissatisfied with the way their application has been dealt with can make an appeal in writing to the Property Manager.

**APPENDIX A – SCORING SYSTEM FOR YOUNG PEOPLE’S ACCOMMODATION**

**A. Applicants With No Security of Tenure**

Individuals living in non-secure accommodation who have been issued with a Notice to Quit.  
Occupiers subject to a repossession order and have less than 2 months to remain in their home. 30 Points  
Those completing a course with a recognised training provider.

Individuals threatened with homelessness. 15 Points  
“ **homelessness** means not having a home. You are **homeless** if you have nowhere to stay and are living on the streets, but you can be **homeless** even if you have a roof over your head. You count as **homeless** if you are: staying with friends or family. staying in a hostel, night shelter or B&B”

Individuals living in non-secure accommodation but under no immediate threat of homelessness. 5 Points

**B. Age**

Applicants aged 18 to 21 15 Points

Applicants aged 21 to 24 5 Points

**C. Care Leavers**

Individuals who are leaving the care system and entering the Racing Industry. 30 Points

**D. Medical Priority**

Applicants who indicate they have a medical need for housing will have their medical history confirmed by a GP. Points are awarded dependent upon the extent to which a medical problem can be resolved or improved by a change in the housing situation of the applicant:

High Medical Priority 30 Points

Medium Medical Priority 15 Points

Low Medical Priority 5 Points

**E. Financial Needs**

Income and expenditure forms will be completed on application and assessments based on the Joseph Rowntree Minimum Income Calculator.

Applicants with less than £10 per week to live on after bills 30 Points

Applicants with less than £40 per week to live on after bills 15 Points

Applicants with less than £80 per week to live on after the bills 5 Points



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### F. Other

Individuals who have not lived in independent accommodation previously.	30 Points
Individuals wishing to move nearer work where on average it takes more than 30 minutes to commute to work	15 Points
Individuals who are living in remote places with a lack of own or public transport	5 Points

## APPENDIX B – SCORING SYSTEM FOR OLDER PEOPLE’S ACCOMMODATION

### A. Applicants With No Security of Tenure

Households living in non-secure accommodation who have been issued with a Notice to Quit. Occupiers subject to a repossession order and have less than 2 months to remain in their home 30 Points

Households threatened with homelessness 15 Points  
*“ homelessness means not having a home. You are homeless if you have nowhere to stay and are living on the streets, but you can be homeless even if you have a roof over your head. You count as homeless if you are: staying with friends or family. staying in a hostel, night shelter or B&B”*

Households living in non-secure accommodation but under no immediate threat of homelessness 5 Points

### B. Financial Needs

Income and expenditure forms will be completed on application and assessments based on the Joseph Rowntree Minimum Income Calculator:

Households with less than £10 per week to live on after bills 30 Points  
15 Points

Households with less than £40 per week to live on after bills 5 Points

Households with less than £80 per week to live on after the bills

### C. Length Of Service In The Racing Industry

1 Point will be awarded for every year served over 15 years of service in the Racing Industry. 1 Point pa

### D. Medical Priority Points

Applicants who indicate they have a medical need for rehousing will have their Application assessed by the NHS Medical Advisory Service. Points are awarded dependent upon the extent to which a medical problem can be resolved or improved by a change in the housing situation of the applicant.

High Medical Priority 30 Points

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Medium Medical Priority 15 Points

Low Medical Priority 5 Points

### **E. Other**

Households in lodgings, homeless people's accommodation or houses in multiple occupancy and sharing kitchen and/or bathing facilities with another household or households 30 Points

Households wishing to move nearer to family due to social isolation or requiring care 15 Points

Households who are living in remote places with a lack of transport 5 Points

## **APPENDIX C – SCORING SYSTEM FOR GENERAL NEEDS ADAPTED ACCOMMODATION**

### **A. Medical Priority Points**

Applicants who indicate they have a medical need for rehousing will have their Application assessed by the NHS Medical Advisory Service. Points are awarded dependent upon the extent to which a medical problem can be resolved or improved by a change in the housing situation of the applicant:

High Medical Priority. 120 Points 120 Points

Medium Medical Priority. 60 Points 60 Points

Low Medical Priority. 20 Points 20 Points

### **B. Financial Needs**

Income and expenditure forms will be completed on application and assessments based on the Joseph Rowntree Minimum estimates of the cost of living.

Households with less than £10 per week to live on after bills 20 Points

Households with less than £40 per week to live on after bills 10 Points

Households with less than £80 per week to live on after the bills 5 Points

### **C. Applicants With Insecure Tenancies**

Households living in insecure accommodation who have been issued with a Notice to Quit. Occupiers subject to a repossession order and have less than 2 months to remain in their home 40 Points

Households threatened with homelessness 10 Points

### **D. Other**

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Households in lodgings, homeless people's accommodation or houses in multiple occupancy and sharing kitchen and/or bathing facilities with another household or households	30 Points
Households wishing to move nearer to families due to social isolation or requiring care	20 Points
Households who are living in remote places with a lack of transport	10 Points
Households living in insecure accommodation but under no immediate threat of homelessness	5 Points
<b>E. Length Of Service in The Racing Industry</b>	1 Point
1 Point will be awarded for every year served over 15 years of service.	per 15 yrs