

Existing tenants may be able to exchange with another public sector tenant. For:

<b>Aberdeen</b> <b>Aberdeenshire</b> <b>Dundee</b>	Register with <a href="http://www.houseexchange.org">www.houseexchange.org</a>
<b>Angus</b> <b>Edinburgh</b> <b>East Dunbartonshire</b> <b>Glasgow</b> <b>Inverclyde</b> <b>North Lanarkshire</b> <b>Renfrewshire</b> <b>South Lanarkshire</b>	Register with <a href="http://www.homeswapper.co.uk">www.homeswapper.co.uk</a>

You need our permission before a swap (or mutual exchange) can take place.

Our decision will take into account many factors including any rent arrears and the condition of your property.

If your application is rejected, we will explain why.

You can also ask your local office for a transfer form or contact our Customer Service Centre to find out more information about mutual exchanges and transfer applications.

**Contact us:**

**0800 131 3348 (landline) 0300 123 3511 (mobile)**

**[contactus@sanctuary-housing.co.uk](mailto:contactus@sanctuary-housing.co.uk)**

**[www.sanctuary-scotland.co.uk](http://www.sanctuary-scotland.co.uk)**

**You can also visit your local office:**

**Aberdeen:** 2 Donside Village Square, AB24 2PL

**Dundee:** 185 Turnberry Avenue, DD2 3YN

**Cumbernauld:** Fleming House, 2 Tryst Road, G67 1JW

**Glasgow:** 7 Freeland Drive, G53 6PG

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This leaflet can be translated into other languages, large print and Braille or recorded on to an audio CD. Please contact us for details.

If you need to speak to a Sanctuary member of staff in your own language, please contact your local office and they will arrange an interpreter for you.

# How to apply for housing



Anyone aged 16 or over can apply to rent a Sanctuary Scotland property. We manage more than 6,500 general needs and sheltered homes.

#### For a home in:

<b>Aberdeen and Aberdeenshire</b>	Register with HomeHunt North East at <a href="http://www.homehunt.info">www.homehunt.info</a>
<b>Arbroath (Angus)</b>	Visit <a href="http://www.angus.gov.uk">www.angus.gov.uk</a> and join the Angus common housing register.
<b>Edinburgh</b>	Apply to Edinburgh City Council directly <a href="http://www.edinburgh.gov.uk">www.edinburgh.gov.uk</a>
<b>Inverclyde</b>	Join the Inverclyde Common Housing Register <a href="http://www.inverclydechr.org.uk">www.inverclydechr.org.uk</a>
<b>North Lanarkshire</b>	Visit <a href="http://www.northlanarkshire.gov.uk">www.northlanarkshire.gov.uk</a> and join the North Lanarkshire common housing register.
<b>Dundee East Dunbartonshire Glasgow Renfrewshire South Lanarkshire</b>	Ask us for an application form.  Dundee, East Dunbartonshire and Renfrewshire residents should also apply to the local council directly.

The length of time you have to wait for a home will depend on availability and your individual circumstances. Your local office can provide more information on the allocations process.

#### What size of home can I apply for?

The number of bedrooms will depend on where you wish to live and your individual circumstances. We try to provide:

- **One bedroom for every adult couple**
- **One bedroom for any other person aged 16 or over** (14 or over with HomeHunt in Aberdeen or Aberdeenshire)
- **Children aged under eight** are normally expected to share a room
- **A boy and girl aged 8 or over** will normally get their own room
- **Children of the same sex aged 8 or over but under 16** (under 14 with HomeHunt in Aberdeen or Aberdeenshire) are normally expected to share
- **Children of the same sex with 8 or more years between them** (10 or more with HomeHunt in Aberdeen or Aberdeenshire) will normally get their own room

#### When allocating homes we aim to prioritise those with the greatest housing need, including:

- Social housing tenants whose home is too large for them.
- The homeless.
- Those living in unsatisfactory conditions.
- Overcrowded households with not enough bedrooms for a family. The appropriate number of bedrooms is calculated using the ages and gender of those sharing a bedroom (see previous page). If your home is overcrowded or your family increases you may be given priority to transfer to a larger house. Phone **0800 131 3348** for details.
- Applicants experiencing domestic abuse, serious antisocial behaviour or harassment.
- Applicants with an urgent health need or disability whose existing property is so unsuitable that re-housing would result in a significant improvement in health or wellbeing.
- Applicants living in accommodation inappropriate for them such as homes with adaptations the tenants do not need.
- Applicants in supported accommodation who no longer require this service.
- Management transfers where there are exceptional circumstances and the need for a move is urgent.
- Applicants who need to move to give or get personal or medical care.
- Where the condition of the property makes it unsafe or unfit.
- Applicants who are unintentionally homeless or threatened with homelessness by a local authority.

If your circumstances change please let us know so we can update your application and give you the correct priority.

If the number of people in your household changes, please let us know.

For more information on our allocations policy, please visit our website:

[www.sanctuary-scotland.co.uk/find-a-home](http://www.sanctuary-scotland.co.uk/find-a-home)