RENTPLUS HOMES ALLOCATIONS POLICY

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1. Policy Statement

Rentplus homes are aimed at people in housing need who aspire to homeownership. Rentplus Homes Limited ("**Rentplus**") ("**The Landlord**") will identify prospective tenants and allocate properties in a fair and transparent manner consistent with that aim.

This document is provided for information purposes only and does not create any legal rights or obligations.

2. Policy Objectives

2.1 The landlord will ensure that:

- Properties are allocated to applicants who are in housing need, aspire to homeownership and have a reasonable prospect of owning their home

- Tenancies will be assigned on either an Affordable Rent or Intermediate Rent depending on the tenure agreed with the local authority in the local lettings plan.
- Tenants will be granted the longest tenancy possible, normally a five-year Fixed Term Tenancy
- Tenants are assigned the appropriate Agreed Period at which to exercise their option to buy their home according to their personal circumstances and realistic ability to purchase their home
- Priority for homes will go to those applicants with the highest housing need at the time of initial allocation and who meet the Rentplus criteria
- Properties are allocated in accordance with each scheme's agreed sales distribution
- Summary information about tenants' personal data is securely provided to Rentplus UK Ltd in accordance with the data sharing protocol and GDPR

3. Policy

3.1 Advertising properties

- Rentplus properties will be advertised using the normal Choice Based Lettings system or other arrangements for specific developments in negotiation with the relevant local authority.

3.2 Identifying suitable applicants

- Each applicant who applies for a Rentplus property will be assessed by Rentplus. The purpose of the assessment is for Rentplus to assess whether the applicant is suitable for the Rentplus model, to consider whether they have a realistic prospect of purchasing their property and when that might be.
- Rentplus will interview all prospective applicants for a Rentplus property. The interview will review their application to verify their assessment, their credit history, their motivation for buying their own home and any other relevant factors.
- Rentplus verification process will include the following checks as a minimum; however, these are not exhaustive, and Rentplus will undertake all reasonable verification checks before allocating a property:
    - Family size
    - Current family income and future prospects
    - Household expenditure compared to income
    - Level of indebtedness
    - References from previous landlords

- Credit checks using professional companies such as Experian
- Entitlement and leave to remain in the UK

Applicants may be rejected where:

a) The applicant's income is insufficient to be able to afford the rent
b) The applicant has debts or other circumstances that indicate that they are not able to save for a deposit within a reasonable period
c) The applicant would be unable to obtain a mortgage at the end of the Agreed Period
d) The applicant has a history of rent or mortgage arrears
e) The applicant has a history of Antisocial Behaviour
f) The property is unsuitable for the applicant
g) Rentplus were unable to obtain a satisfactory Landlord reference
h) The applicant failed to submit information requested by Rentplus
i) The applicant does not meet the local connection criteria
j) This would not be the applicant's primary home, or they have a legal or financial interest in another property
k) This list is not exhaustive, and Rentplus have the right to refuse an applicant who does not meet the Rentplus criteria.

- If an applicant is unhappy with the decision to reject their application, they can access Rentplus' complaints policy.

- Rentplus will use the verification process to confirm successful applicants and determine the appropriate Agreed Period (5, 10, 15 or 20 years) for each individual applicant and the allocation of the four Groups of Rentplus properties (see Maximum time set for Rentplus properties (Agreed Period) below).

3.3 **Maximum time set for Rentplus properties (Agreed Period)**

- Rentplus Homes will identify 4 Groups of properties, as set out in the Rentplus Tenancy Policy and in accordance with the sales distribution agreed with Rentplus for each scheme.
- Each group will be allocated a maximum time as Rentplus properties (Agreed Period) on the Rentplus scheme of between 5 and 20 years, as follows:

- **Group 1** Will have a maximum time (Agreed Period) as Rentplus properties of 20 years.
- **Group 2** Will have a maximum time (Agreed Period) as Rentplus properties of 15 years.
- **Group 3** Will have a maximum time (Agreed Period) as Rentplus properties of 10 years.
- **Group 4** Will have a maximum time (Agreed Period) as Rentplus properties of 5 years.
- The term of a Fixed Term Tenancy will normally be for 5 years except as set out in the Rentplus Tenancy Policy.

3.4 Allocating Properties

- Applicants will be allocated properties based on their priority under the local authority choice based letting scheme or any other arrangements that have been agreed upon for each Rentplus development. For each applicant, Rentplus will agree with the applicant the appropriate Agreed Period based on their circumstances and the available properties.
- The applicant may request to be placed in a higher Group so that their home reaches the maximum time (Agreed Period) as a Rentplus property sooner. Rentplus will consider such requests and review their decision based on the outcome of the verification process and the distribution of the Rentplus properties across the four Groups. The applicant will be informed whether their request to bring forward their Agreed Period has been successful or not.
- All applicants will be told at the outset what the maximum time (Agreed Period) is for their home as a Rentplus property and how that decision was made.
- If an applicant is unhappy with the Agreed Period that has been allocated they can access Rentplus' complaints policy.
- Rentplus Homes will prepare summary information for Rentplus UK Ltd about all successful applicants which will assure the sustainability of the tenancies, compliance with the local authority or other allocation requirements and prospects for future purchase in accordance with the data sharing protocol and GDPR

3.5 At the end of the maximum time as a Rentplus property

- Where a property has reached the end of its maximum time (Agreed Period) as a Rentplus property the Sales and Handback Policies will be followed.

4.0 Risk Management

Potential risk	Mitigating action
The landlord is challenged over the refusal of families because of their circumstances.	Rentplus Homes will assess each applicant and where the applicant is rejected will provide the reasons for this rejection. Rentplus Homes' allocations process will be fair and transparent and prospective applicants will be advised of the allocation and verification criteria.
The landlord is challenged over the allocation of the maximum term for a property.	The maximum term (Agreed Period) for a property will be based on an agreement between Rentplus Homes and the applicant, taking into account the properties available and the applicant's realistic prospects of purchasing the property. There is a provision for Rentplus Homes to consider requests to review their decision on Agreed Periods.
Properties will be relet with a Fixed Term shorter than 2 years	Rentplus does not allow Fixed Term Tenancies shorter than 2 years. The purpose of the Rentplus Tenancy Policy is to manage this risk

5.0 Relevant Legislation, Policies & Guidance

- Data Protection Act 2018
- Tenancy Standard (Regulator of Social Housing 2015)
- Localism Act 2011
- Rentplus Tenant's Pack
- Rentplus Tenancy Policy
- Rentplus Sales Policy
- Rentplus Handback Standards Policy
- Rentplus Data Sharing Protocol

6.0 Equality and Diversity

6.1 Rentplus is committed to equality of access to its housing. Therefore, priority will be given based on the housing need of the applicant as given by the relevant local authority lettings scheme, where their personal circumstances otherwise meet the Rentplus allocations criteria including Rentplus Homes's verification checks.

7.0 Monitoring & Review

This policy will be reviewed every three years or where:

- There are significant changes to legislation or guidance
- There are found to be deficiencies or failures in this policy, because of complaints or findings from any independent organisations