

OUR MANAGEMENT OFFICES ARE LOCATED:

SOUTH AREA OFFICE

23 Tollgate Road
Stone, Dartford
Kent
DA2 6BS

NORTH AREA OFFICE

33-35 Chorley New Road
Bolton
BL1 4QR

WE ALSO HAVE SUB-OFFICES:

WESTERN OFFICE

Office 2, Charnwood Court
Newport Street
Swindon
SN1 3DX

MIDLANDS OFFICE

Jarodale House
7 Gregory Boulevard
Nottingham
NG7 6LD

If you would like to speak to someone further about applying for accommodation, please phone our Customer Services Team on the number below. We will be pleased to assist you.

**Salvation Army Housing Association
Customer Services Centre**

33/35 Chorley New Road, Bolton, BL1 4QR

Phone: 0845 300 0008

Fax: 01204 375768

Email: service.centre@saha.org.uk

Registered Offices: Barber Surgeons Hall, 1A Monkwell Square, London, EC2Y 5BL

APPLYING FOR A PROPERTY



*How the waiting
list works*

LOOKING TO MOVE

Our principal aim is to provide affordable quality homes to rent for those in greatest need. We operate an equal and fair allocations policy, regardless of the applicant's sex, race, religion and disabilities. We cannot help all those who apply and therefore, each application is looked at carefully.

1. CAN EVERYONE APPLY FOR ACCOMMODATION?

All applicants must be in housing need and at least eighteen years old, or for most sheltered accommodation fifty-five years old. In the case of couples for sheltered accommodation, only one partner is required to be of that age.

2. HOW DO I APPLY?

Fill out the application form and return it to the Customer Service Centre, address details are on the back of this leaflet. Your application will be processed.

3. WHO WILL BE ACCEPTED ONTO THE WAITING LIST?

Properties are offered to applicants considered to be in greatest housing need. To help with this decision, a points system is used.

4. HOW DOES THE POINTS SYSTEM WORK ?

The Association has limited accommodation to house those in need and therefore, we operate a points system to decide whom we should house. All applicants are considered according to the following criteria:

1. Security of Tenure
2. Living Conditions

3. Property Conditions

4. Medical Needs

5. Social Needs

We award points on the information you give on the application form. A member of the Association will conduct a home visit prior to an offer of accommodation.

5. HOW WILL I KNOW IF I HAVE ENOUGH POINTS FOR REHOUSING ?

Once your application has been assessed in relation to the points system, you will be informed by letter.

6. WHAT HAPPENS WHEN THERE IS A VACANCY?

The Housing Officer will carry out Home Visits to the applicants who have the highest number of points. Details are checked and any changes in circumstances are noted. An offer will be made to the person in most need and the others will remain on the waiting list.

7. HOW MANY WAITING LISTS ARE THERE ?

The Association maintains a waiting list for some of its schemes. For the remaining schemes a referral system is in operation where no waiting list is kept but you can apply to the local authority to be nominated.

8. WILL MY NAME REMAIN ON THE LIST ?

You must re-register every two months and we will inform you when you must do so. If you do not respond to the review letter then your name will be removed from the list.