



Homes & Enterprise

Supporting BME Communities  
and Multi-Cultural Neighbourhoods

# Applying for a Home



A step by step guide to  
applying for a Unity property

## Applying for a home

Unity is part of the Leeds Homes Register. This means that we share our waiting list with Leeds City Council and some other local housing associations. Unity is part of the Choice Based Lettings system run by Leeds City Council. If you want a Unity home, you have to bid for it.

## Who can apply to Unity?

We may refuse to rehouse you for the following reasons.

- You are or were a tenant with Unity, another social landlord or a private landlord and you owe rent or have broken other conditions of your tenancy.
- You, your household or your visitors are known to cause serious anti-social behaviour or criminal activity.
- Your application contains false information.
- You live in a Unity home already and have been there less than 12 months.

## 3 Steps to being rehoused

**Step 1** Register with Leeds Homes

**Step 2** Get the right priority

**Step 3** Bid for a home

## Step 1: Register with Leeds Homes

If you are already on the Leeds Homes Register, you are on our waiting list. You can bid for a new home now (see Step 3: Bid For A Home) If not, you need to apply to Leeds Homes. You can get their membership pack in the following ways:

- From our office (phone us and we'll post it)
- From your local One Stop Centre.
- From any council housing office.
- By phoning Leeds Homes on **0113 222 4413**
- Online from [www.leedshomes.org.uk](http://www.leedshomes.org.uk)

Fill the form in and return it with any information that may support your case, e.g. support letters or eviction notices. You can either return your form direct to Leeds Homes, to a council housing office or to Unity. If you return your form to the council, they usually take 4-8 weeks to process it.

If you return your form to us, we will process it and give you a membership number within 4 weeks, as long as it is complete. When you get your membership number, you can start bidding.

## Step 2: Get the right priority

When you get your Leeds Homes membership number, look at the your 'priority'. There are three 'priority bands'.

**Priority Extra** Customers who are homeless, have an urgent medical need, their home is unfit to live in or any other 'additional urgent need'

**Priority** Customers who need to move based on medical needs, live in severely overcrowded homes, living in poor conditions, or have other needs i.e. need to support a family member

**General Needs** All customers who are not in a priority band or do not have a local connection to Leeds fall into 'General Needs'

### How to get priority:

If you think that you are in priority housing need, you have to be assessed. Unity can't award you priority - the council does this. As soon as you get your membership number, contact your local council housing office or call Leeds Homes on **0113 222 4413**. You may lose your priority rating if:

- you have been 'priority' for over 3 months
- you fail to bid
- you refuse a reasonable offer of housing.

If you disagree with the priority you have been given, you have the 'right to review'. Contact Leeds Homes on **0113 222 4413**.

### Step 3: Bid for a home

Unity is part of the Choice Based Lettings system run by Leeds City Council. If you want a Unity home, you have to bid for it.

We advertise all our available empty homes in the Leeds Homes magazine, which comes out every Wednesday. You can get a copy from our office, council housing offices or your local library.

You can also search for our properties (as well as other housing association and council ones) on the Leeds Homes website at [www.leedshomes.org.uk](http://www.leedshomes.org.uk).

#### How to bid:

You can bid for up to 3 properties a week (including council ones). You will need your membership number and the property reference number. Bidding closes at 1pm each Monday (5pm for phone bids).



[www.leedshomes.org.uk](http://www.leedshomes.org.uk)



**0113 222 4413** (8.30am - 5pm Wed - Mon)



By text (see [www.leedshomes.org.uk](http://www.leedshomes.org.uk))

- By minicom on **0113 222 4410**

If we shortlist you for a property, we will contact you within 3 weeks to arrange an assessment. We will ask for references and may carry out a police check. Once we have assessed all the shortlisted applicants, we decide who to offer the home to and let you know.

### Frequently Asked Questions

#### Do I have to bid for three properties every week?

No. You should only bid for properties that suit your needs, if there are no suitable properties then you should not bid.

#### Problems understanding?

If you need any of our information translating or if you need an interpreter, please contact us. We can also provide this information in large print or on CD if you need us to.

#### What is a valid bid?

You should only bid for homes if you fit the criteria for that property.

When you register with Leeds Homes they will write to you and tell you the priority band you have been given. They will also tell you the size of the property that is suitable for you, bidding for properties bigger or smaller than your needs will make your bid an unsuccessful one. Don't waste time bidding on homes that don't meet your needs!

#### My bids keep being unsuccessful, is there any point in me carrying on?

Yes. Becoming a successful bidder depends on who else bids for the property, what priority band they're in and how long they have had their priority.

The lower your housing need band the longer it may take you to be housed. The more flexible you are about the area you wish to live in and the more properties you bid for, the more likely you are to be successful.

#### How will I know if I have been successful?

Successful bidders will be contacted by Unity, to confirm that they are still interested in the property and to arrange a viewing.

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web: [www.unityha.co.uk](http://www.unityha.co.uk)



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