



# KINGDOM

Housing Association

## INFORMATION TO HELP YOU COMPLETE YOUR APPLICATION FORM

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IN PEOPLE



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## **Introduction**

Kingdom Housing Association has been managing and developing properties since 1986 and has rented accommodation in most parts of Fife as well as Perth, Kinross, Milnathort, Crieff, Falkirk, Tullibody, Tillicoultry and Alloa.

This guidance has been produced to help you complete your application but if you have any further queries, please contact our Customer Contact Team on 01592 630922. If you would like any information on our Allocation Policy, please visit our website or request a copy from our Customer Contact Team.

## **Can I apply for housing?**

Under the Housing (Scotland) Act 2001, anyone aged 16 or over will be accepted onto our housing list by completing and signing an application form.

You can apply for housing with us irrespective of:

- Your age (provided you are 16 or over);
- Your income;
- Whether you own your own home;
- Any housing debt that you may have;
- Whether you are single, married or in a civil partnership;
- Your race or ethnic origin;
- Your gender;
- Your sexual orientation;
- Any disability or particular need;
- Your religion or beliefs;

## **Where do I get an application form?**

Our Customer Contact Team can send you an application to complete or you can complete an application online via our website [www.kingdomhousing.org.uk](http://www.kingdomhousing.org.uk).

## Can I choose where I want to live?

Yes, you can choose as many areas as you like from the list below.

ALLOA		
<b>Redwell Place</b>		
4 apt 5 person	Detached Cottage	1
CRIEFF		
<b>East High Street</b>		
3 apt 3 person	Flats	1
3 apt 4 person	Flats	7
<b>Ramsay Street</b>		
2 apt 2 person	Flats	3
3 apt 4 person	Flats	3
FALKIRK		
<b>Allison Crescent</b>		
3 apt 4 person	Flats	16
3 apt 4 person	Houses	19
3 apt 4 person	Wheelchair Cottages	1
4 apt 5 person	Houses	4
<b>Castings Avenue</b>		
3 apt 4 person	Houses	4
<b>Grahams Road (Near Town Centre)</b>		
2 apt 2 person	Flats	5
3 apt 3 person	Flats	12
3 apt 4 person	Flats	5
KINROSS		
<b>Sandport</b>		
3 apt 4 person	Houses	5
4 apt 5 person	Houses	5
MILNATHORT (Near Kinross)		
<b>New Road / Backloan (Main Street)</b>		
2 apt 2 person	Flat	1
3 apt 3 person	Flats	2
PERTH		
<b>St Catherines Road</b>		
3 apt 4 person	Flats	29

<b>TILLICOULTRY</b>		
<b>James Pollock Court</b>		
3 apt 3 person	Cottage Flats	2
3 apt 4 person	Cottage Flats	2
<b>TULLIBODY</b>		
<b>The Tannery</b>		
2 apt 2 person	Cottage Flats	6
3 apt 3 person	Cottage Flats	8
3 apt 4 person	Houses	3
<b>Delph Road</b>		
3 apt 4 person	Houses	6
4 apt 5 person	Houses	4
<b>Acer Crescent</b>		
3 apt 4 person	Houses	4
3 apt 5 person	Houses	2
4 apt 4 person	Houses	18
4 apt 5 person	Houses	3

**Property size breakdown:**

2 apt 1 person	1 single bedroom
2 apt 2 person	1 double bedroom
3 apt 3 person	1 single & 1 double bedroom
3 apt 4 person	2 double bedrooms
4 apt 4 person	1 double & 2 single bedrooms
4 apt 5 person	2 double bedrooms & 1 single bedroom

## **What happens to my application after it is returned to Kingdom?**

Based on the information in your application form and your housing need, you may be awarded points under the appropriate allocation category.

If your application form is incomplete, we will contact you to request any further information be submitted to us within 28 days. If we do not receive the required information within this timescale, your application will be cancelled and destroyed after the 28 days.

We aim to process your application within 20 days from the date we have all relevant information. Once your application is assessed, you will receive a letter confirming your unique application number, your chosen developments and points. Please try to send us all the information we need to make sure we can assess your application as quickly as possible as you will not be considered for any accommodation until your application is live on our system.

## **How long will I have to wait to get a property?**

The length of time you may wait for an offer of housing can depend on a number of things:

- The number of points you have;
- How your application is categorised;
- Which areas and type of property you ask for;
- How many suitable properties become available;
- The availability of the size and of property you need.

We cannot guarantee that you will be offered a property or tell you how long you may need to wait for an offer. Your position on the list will change as people are housed and new people apply. The best advice is to keep your application up to date and respond promptly to any letters we send you.

## **Change in circumstances**

If your housing circumstances or contact details change in any way please notify us immediately as this may affect your application. If you fail to keep us informed, you may receive offers of unsuitable accommodation or your application may be cancelled because we cannot get in touch with you.

