**GLASHAN COURT, 99 CHURCH STREET, INVERNESS**

**A NEW BUILD DEVELOPMENT IN THE CITY CENTRE**

**ALLOCATION PROCESS**

In order to qualify for one of the homes, you must fulfill the following initial set of criteria;

* **Income and Employment**

You must be in employment and earn between £15,000 - £60,000 per annum. We need to assess whether you are capable of meeting the costs associated such as rent, council tax and utility bills. I**f you think that meeting the costs in the future will be difficult, then this is not the right option for you.**

* **Evidence of Financial Stability**

You will be asked to provide evidence of savings e.g., bank statements, savings accounts or other proof showing that you have the necessary deposit and initial 2 month’s rent which will need to be paid at the commencement of your tenancy. The deposit will be held by a Scottish Government approved tenancy deposit scheme provider to cover any breakages or damage to the property or landlords contents during the tenancy. You will have to demonstrate that you are not in financial difficulty, debt difficulties and keeping up to date with any payment plans.

* **Household Size**

The houses and apartments rented out by HHA are 1 bedroom properties. In order to ensure that people are allocated an appropriate size of property, we need to know about your household size, so that we allocate a property which is not too small for you.

* **Residential Status**

That you do not own a property, and that the home will be your permanent residence and you will not sublet the property.

Documentation to substantiate these 4 main categories will be asked for before you are allocated a home along with other information including landlord and employer references, although it is not required at this time. This will only be asked for if you are shortlisted.

If we have more applications which meet the set criteria (as set out above) than properties available, homes will be allocated on a priority basis to blue light, local authority and local government employees. Thereafter, the allocations will be given to those with the most as follows;

* Priority given to blue light, local authority and local government employees
* If the properties are still oversubscribed, priority will be given to those with points on the Highland Housing Register and thereafter, drawn from a ballot.
* If we do not have enough applications to meet these criteria, the homes will be advertised to all