**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 £20,000 - £60,000 per annum. For 1 bed flats this threshold may reduce to £15,000 per annum. We need to assess whether you are capable of meeting the costs associated such as rent and council tax. This initiative is essentially a means to get people into mid-market homes. 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 1 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, 2 & 3 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, nor too large for your circumstances.

* **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 3 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.

**For the first 2 months of a home within the Development being available** (including when notice has been given to HHA that an existing tenant will be terminating the lease arrangement) homes will be advertised to the employees/ employers of the Cairngorm Housing Partnership (CHP) and then allocated on a priority basis in accordance with the following;

* The target tenant group will be an employer/ employee of a business who are members of the Cairngorm Housing Partnership (CHP)
* The applicant has a letter of support from their employer who is a member of the CHP

If we have more applications which meet the set criteria than properties available, homes will be allocated on a priority basis based on the Highland Housing Register and thereafter drawn from a ballot.

If no employees/ employers of CHP apply who meet the set criteria in the first 2 months, then the homes will be advertised to all.