



Strathdearn Community Housing Allocations Policy

1. Introduction

Strathdearn Community Developments (SCD) is a Registered Private Landlord and is committed to allocating community-owned housing in a manner that is fair, transparent, and responsive to local needs. Our goal is to foster sustainable, diverse, and thriving communities by prioritising individuals and families who have a housing need along with, demonstrating a commitment to community involvement.

As part of our funding agreement with The Rural Housing Fund, SCD is required to outsource the housing allocations and management process to an independent, experienced Letting Agent registered with the Scottish Lettings Agent Register. This Agent will assess applications in accordance with SCD's Allocations Policy and verified housing needs. SCD also holds a licence as a Private Registered Landlord in Scotland.

2. Purpose

This policy is designed to:

- Ensure housing is allocated fairly, transparently, and without discrimination.
- Prioritise local individuals with housing needs, aligned with community goals and local housing strategies.
- Promote sustainable, inclusive, and supportive living environments.
- Comply with equalities legislation and best practice in housing management.

3. Legal and Regulatory Framework

This policy adheres to the following legislation and regulatory standards:

- Housing (Scotland) Act 1987 (as amended)
- Equality Act 2010
- Private Housing (Tenancies) (Scotland) Act 2016
- Data Protection Act 2018 and General Data Protection Regulation (GDPR)
- Secure Deposit Scheme requirements as set out by the Scottish Government

¹ [Registration for private landlords \(Scotland\) - GOV.UK](https://www.gov.uk/guidance/registration-for-private-landlords-scotland)

4. Key Principles

SCD believes community housing should be:

- **Accessible:** Available to all eligible individuals with genuine housing needs.
- **Fair:** Allocated based on transparent and objective criteria.
- **Inclusive:** Reflective of community diversity and responsive to varying needs.
- **Sustainable:** Designed and allocated to support long-term community stability.

5. Eligibility Criteria

Properties will be allocated by SCD's appointed Agent based on housing need and community-led principles. Applicants must meet the following criteria:

- Be aged 18 years or over and have the legal right to reside in the UK.
- Demonstrate a local connection to the IV13 postcode area (priority given).
- Be matched to a property that meets their household needs, with priority for applicants who maximise occupancy.
- Must not currently own a home.
- Use the property as their sole and permanent residence (no holiday or subletting allowed).
- Provide two references (including one from a current or recent landlord, if applicable) as well as a financial check.

6. Application and Allocation Process

Step 1: Initial Application

- Applicants must complete an application form and submit supporting documents (e.g., ID, proof of address, income) to the Letting Agent.
- SCD is not a social housing provider; our allocation process reflects our unique community-focused objectives.
- The appointed Letting Agent will conduct a needs assessment and allocate homes in line with this policy. SCD staff and board members are not involved in the selection process.
- Rent is payable direct to the Landlord and applicants receiving Universal Credit will also be asked to arrange direct rent payments to the Landlord.
- Successful applicants will be invited to view the property and receive a formal offer in writing.

- **Step 2: Offer of Tenancy**

- Tenants will be issued a Private Residential Tenancy (PRT) Agreement in accordance with the Private Housing (Tenancies) (Scotland) Act 2016. Further details are available at Scottish Government Tenancy Reform.
- Rent is payable one month in advance of the tenancy start date and monthly thereafter.
- Pets maybe allowed at the discretion of the landlord, subject to property suitability and breed considerations (excludes trained assistance/guide dogs).
- A deposit equivalent to two months' rent is required and will be lodged with Safe Deposit Scotland Scheme.

7. Equal Opportunities and Diversity

SCD is committed to ensuring equal access to housing regardless of:

- Age, gender, sexual orientation, disability, ethnicity
- Marital or civil partnership status
- Religious beliefs, pregnancy and maternity, or gender reassignment

We will make reasonable adjustments to support applicants with disabilities or those requiring additional assistance during the application process or tenancy.

8. Monitoring and Review

This policy will be fully reviewed biennially or in response to significant legislative changes. Annual monitoring will be conducted to ensure continued compliance with principles of fairness, equality, and community development.