

# HOUSING MOVES

## HOW TO REGISTER

To register, you need to complete the online application form. You can find this on our website home page [www.housingmoves.org](http://www.housingmoves.org)

Click on the 'Register' button and follow the instructions on screen. If you need to check if you're eligible, please see the Scheme Guide. This is on the home page in the Quick Links section.

You'll need the National Insurance numbers of all adults you want to include on the application. If anyone is employed, you should also give full details of the employer including the address and telephone number. If you can't complete your application you can click on the Finish Later button. This will generate a temporary password so you can return to your application later.

You'll be asked a series of questions to confirm your eligibility. If you are eligible, you can move on to the rest of the application form. If you're not eligible to apply, your application will be ended at this point and a reason for this will be given.

Please note that you can only include others on your application if they're already living with you in your current home.

If the system detects that you have an existing application or anyone else on your application is already included on another Housing Moves application, the application will be ended.

Alongside a number of the questions on the form, you'll see that there is a small blue circle with a question mark inside. If you click on this circle, you'll see information on what is required for that question displayed. Some of the questions are mandatory. If you fail to answer one of these, the system won't let you move onto the next page until the question is answered. A message will appear alongside any missed questions where an answer is required.

You can go back to any point during the application process to check on or change previous answers if you wish.

Once the online form's been completed, you'll be given a reference number, your provisional banding and bedroom entitlement on the Finish page. The information is sent to your landlord who will be able to access your application the next day. They then need to check and activate the application so you can start bidding. At this stage, they might contact you to ask for more information, such as payslips, proof of carer's allowance etc. Once your landlord has checked and confirmed the information you've given, you'll be emailed to confirm whether or not you've been accepted for the scheme.

If you're eligible, you are registered on the scheme. We work out how much priority you have and place you into one of five bands. Band 1 applicants have the highest priority, and band 5 applicants the least. The bands are as follows:

### **Band 1**

You must be under-occupying your current home and willing to downsize. You'll receive additional priority if you give up more than one bedroom.

### **Band 2**

One or more members of your household must be either

- in employment, for at least 16 hours a week and continuously (although not necessarily in the same job) for the last six months
- in training that leads directly to employment (for example, an apprenticeship).

### **Band 3**

You must be overcrowded in your current home. You will be considered as overcrowded if the number of bedrooms you are eligible to bid for through the Housing Moves scheme is greater than the number you currently have.

### **Band 4**

One or more members of your household must be providing unpaid care or support to a family member or friend.

If you don't meet any of the criteria in other bands, you'll be a **band 5** applicant.

Next, we work out how many bedrooms your household needs. This will determine which properties you can move to through the Housing Moves scheme. To work out how many bedrooms you need, we use the government's 'bedroom standard'. A separate bedroom is allocated to

- each married or cohabiting couple
- any person over the age of 21
- each pair of adolescents aged 10-20 of the same sex
- each pair of children under ten.

Anyone between 10 -20 can be paired with another household member of the same sex who is ten years of age or under. If anyone cannot be paired then they will be eligible for a separate bedroom.

**HousingMoves**

**MAYOR OF LONDON**