

Next steps...

From January 2012, Ashfield District Council, Mansfield District Council and local Housing Associations will change the way they let their properties. Homefinder will replace Ashfield Homes' current points based letting scheme and Mansfield District Council's Moveahead scheme.

Your social housing application

Homefinder launches on 4 January 2012.

If you are on the housing waiting list with Ashfield Homes or Moveahead you will need to complete a new social housing application - your current housing application will not be automatically transferred to Homefinder.

You need to complete an application as soon as possible so that we have enough time to assess your application before the Homefinder scheme launches.

If you do not complete a new application by **16 December 2011**, we will assume that you are no longer looking for social housing and you will be taken off the housing waiting list.

You only need to complete one social housing application to be able to bid for properties in the Ashfield and Mansfield districts.

You can complete your application online at **www.amhomefinder.co.uk**

If you don't have access to the internet, you can request a paper copy of the application by calling **01623 608 999** (Ashfield Homes) or **01623 463 402** (Moveahead).

If you do not complete a Homefinder application by 16 December 2011 you will be taken off the housing waiting list.

Completing an online application is quick and easy.

 **Go to**

www.amhomefinder.co.uk

 **Click**

Login/My Account

 **Enter**

your unique number and memorable date
(please see the attached letter for details)

 **Select**

complete a new social housing application

 **Complete**

the questions and submit your application

Assessing your application

Once we have received your Homefinder application, we will assess your current housing needs.

You will be placed in one of five new housing needs bands. These bands will reflect how urgently you need to move.

If you have an urgent need to move, such as being homeless, you may be placed in band one. If you have little or no housing needs you may be placed in band five.

If we need more information to complete your assessment, we may need to contact you or refer to your original housing application with Ashfield Homes or Moveahead.

Your current housing registration date (effective date) will stay the same, unless we identify a substantial change in your circumstances when we assess your new application.

Your housing needs band

Once we have completed your assessment, we will write to you to tell you what housing needs band you have been placed in and why.

We will also send you a copy of our Scheme Guide which explains how Homefinder will work and how to search and bid for empty properties.

If you do not agree with your banding assessment, you may ask for the decision to be reviewed.

If you do not complete a Homefinder application by 16 December 2011 you will be taken off the housing waiting list.

Need more help?

If you need help completing a new social housing application, or have any queries about Homefinder, please contact:

 **01623 608 999** (Ashfield Homes)

 **01623 463 402** (Moveahead)

If you need Homefinder information in an alternative format, such as large print, audio tape or CD, please contact us.

