



PERMISSION TO RESIDE POLICY

Review/Approved by Committee: 18th June 2013

Date Due for Review: June 2018

1. Definition

Ruchazie Housing Association requires that anyone wishing to take up residence within an Association property must apply in writing for Permission to Reside using the standard Permission to Reside Application Form (**Appendix 1**)

2. Qualification

Whilst each individual case is considered on its merits, Permission to Reside is likely to be granted in the following circumstances.

- a. A couple setting up home together
- b. Someone wishing to move in to give or receive care
- c. A family member who had previously been in residence and wishes to return

All of the above will be considered on the basis that they have given or intend to give up any tenancy of their own and that overcrowding would not result from permission being granted.

3. Refusal

Permission to Reside is unlikely to be granted in the following circumstances,

- 3.1 Overcrowding would result
- 3.2 The Applicant absconded from, or gave up a previous tenancy leaving Arrears of rent or other charges.
- 3.3 The applicant was evicted from a previous tenancy
- 3.4 The applicant has a record of anti social behaviour

The above list contains some examples only of where requests for Permission to Reside would be considered to be reasonable or unreasonable. This list is not exhaustive.

It should be noted that in certain circumstances we may acknowledge that a person is residing at an Association property without permission e.g. in family emergency situations, however these persons will not be considered part of the household nor will they be considered for rehousing by the Association from the property

4. Implementation

In practice, people who move in with Association tenants seldom apply for Permission to Reside. When a situation of this nature is brought to our attention we will encourage tenants to apply for permission and explain the reasons why this is important, e.g benefit entitlement, and succession.

The granting of Permission to Reside may be taken into account when considering a subsequent application for Succession to Tenancy, but it in no way guarantees approval for Succession to tenancy which will depend on the applicant's status as a qualifying person'.

Any request will be treated in the same way as anyone applying for a tenancy from the Association, with former tenant references, and home visits carried out where appropriate.

5. Monitoring

To ensure that the highest standards are maintained, Housing Management staff will present reports for presentation to the Management Committee on any requests for permission to reside which do not fall into a standard procedure.

6. Review

The committee will review this policy every five years to ensure its effectiveness.

RUCHAZIE HOUSING ASSOCIATION
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APPLICATION FOR PERMISSION TO RESIDE

The issue of this form does not necessarily mean the applicant qualifies for or will be granted permission to reside.

ANY FALSE OR MISLEADING STATEMENT WILL DISQUALIFY THE APPLICANT.

Name of Tenant (s):

Address:

Telephone:

Details of all Persons Currently Residing at Above Address

Name	Date of Birth	Relationship to Applicant

Details of Person Applying for Residence

Name: Date of Birth:

Address: Tel. No:

Date Of entry to this property

Status at this address (Tenant, Owner, Lodger, Living with parents)

Landlord Details

..... Tel No.....

Details of Prev. Addresses	From - To	Were you the Tenant?

Have you ever owed rent arrears for any address? YES / NO

If YES, please give details.

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