

### Step 3: Bid for a home

Unity has a *Choice Based Lettings* system run by Leeds City Council. **If you want a Unity home, you have to bid for it.**

We advertise all our available empty homes in the weekly *Leeds Homes* magazine, which comes out every Wednesday. Copies are available from:

- Unity's office - call in or phone us;
- One Stop Centres;
- Council housing offices; and
- [www.leedshomes.org.uk](http://www.leedshomes.org.uk)

The bidding process is easy. All you need is your *Leeds Homes* membership number and the property reference number. You can bid for up to 3 properties a week (including council ones). Bidding closes at 1pm each Tuesday and there are lots of ways to do it.

- Online at [www.leedshomes.org.uk](http://www.leedshomes.org.uk)
- By phone on 247 6313
- By email to [leeds.homes@leeds.gov.uk](mailto:leeds.homes@leeds.gov.uk)
- By calling into any council housing office or Unity's office

If your bid is unsuccessful, you will not hear from us. We wish you luck for next time.

If we short-list you for a property, we will contact you within 3 weeks to arrange an assessment. We will ask for references and may carry out a police check.

When we have assessed all the short-listed applicants, we will tell you if your bid has been successful. If it has, we will ask you to view the property, arrange a date for you to sign up for it and tell you when you can move in.

### Can we help you?

আপনি যদি এই তথ্যটি বাংলায় চান, তাহলে নিচের নম্বরে টেলিফোন করুন :

اگر شما این اطلاعات را به زبان فارسی میخواهید، لطفاً با شماره زیر تماس حاصل نمائید:

જો તમને આ માહિતી ગુજરાતીમાં જોઈતી હોય તો, મહેરબાની કરીને નીચેના નંબર પર ફોન કરો:

यदि आप यह जानकारी हिन्दी में चाहते हैं तो, कृपया नीचे दिए नम्बर पर फोन करें :

گەر ئه‌م زانیاریه به کوردی سه‌واری ده‌خوازیت تکایه ته‌له‌فون بکه به زماره:

ਜੇਕਰ ਤੁਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਪੰਜਾਬੀ ਵਿਚ ਲੈਣਾ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਇਸ ਨੰਬਰ ਤੇ ਫੋਨ ਕਰੋ:

اگر آپ کو یہ معلومات اردو میں چاہیے، تو براہ کرم اس نمبر پر فون کریں!

Nếu bạn cần thông tin này bằng tiếng Việt, xin gọi cho số điện thoại sau :

如若您希望得到本資訊之繁體中文版，請撥以下電話：

**Si vous désirez recevoir ces informations en français, téléphonez au numéro ci-dessous:**

**Se desejar abter esta informação em Português, por favor ligue para o telefone abaixo indicado:**

If you want this information in large print, please call:

**(0113) 200 7700**

Unity Housing Association Ltd  
113-117 Chapeltown Road, Leeds LS7 3HY  
Tel: (0113) 200 7700 Fax: (0113) 200 7701  
[www.unityha.co.uk](http://www.unityha.co.uk) email: [info@unityha.co.uk](mailto:info@unityha.co.uk)

## Applying for housing



How to apply for a Unity home

**Unity**  
Housing

Version 3 - May 2007

## About Unity

Unity is a Black and Minority Ethnic housing association based in Chapeltown. We have around 1,000 properties across Leeds.

Most of our properties are flats or family homes, with some schemes for the elderly. We also manage 'shared ownership' homes.

Our tenants say that our strengths are our modern, good quality homes and our diverse, multi-cultural estates.

Unity is part of the *Leeds Homes Register*. This means that we share our waiting list with Leeds City Council and some other local housing associations.

Unity has a *Choice Based Lettings* system run by Leeds City Council. **If you want a Unity home, you have to bid for it.**

## Who can apply to Unity?

Although we were set up to serve the needs of ethnic minority communities in Leeds, **anyone can apply for a Unity home**. We treat all sections of the community equally.

We may refuse to rehouse you for the following reasons.

- You are or were a tenant with Unity, another social landlord or a private landlord and you owe rent or have broken other conditions of your tenancy.
- You, your household or your visitors are known to cause serious anti-social behaviour or criminal activity.
- Your application form contains false information.
- You live in a Unity home already and have been there less than 12 months.

## The 3 steps to being rehoused...

1. Register with *Leeds Homes*
2. Get the right priority
3. Bid for a home

### Step 1: Register with Leeds Homes

**If you are already on the *Leeds Homes Register*, you are on our waiting list. You can bid for a new home now.**

If not, you need to register with *Leeds Homes*. You can get a *Leeds Homes* membership pack in the following ways.

- From our office or ask us for one by phone
- From your local One Stop Centre
- From any council housing office
- Phone *Leeds Homes* on **247 6313**
- Download a form from the council's website at [www.leadshomes.org.uk](http://www.leadshomes.org.uk)

Fill the form in and return it with any information that may support your case, such as letters of support or eviction notices. You can either return your form direct to *Leeds Homes*, to a council housing office or to Unity.

If you return your form to the council, they usually take 4-8 weeks to process it.

If you return your form to us, we will process it and give you a membership number within 4 weeks, as long as it is complete. When you get your membership number, start bidding.

### Homelessness

If you are homeless, go to the **Housing Advice Centre** in Leeds city centre. They will assess you and advise you on emergency accommodation.

## Step 2: Get the right priority

When you get your *Leeds Homes* membership number, look at the your 'priority'. There are four 'priority bands'.

- **General needs** (lowest priority)
- **Priority** (you have medical needs, are severely overcrowded, are living in poor conditions, or have 'urgent need')
- **Priority extra** (you are homeless, have urgent medical need, your home is unfit to live in or have 'additional urgent need')
- **Priority extra plus** (highest priority - a combination of serious problems)

If you think that you are in priority housing need, you have to be assessed. **Unity can't award you priority - the council does it.**

To arrange a **priority assessment**, as soon as you get your membership number, contact your local council housing office or call the *Housing Advice Centre* on **247 6919**.

If you have a 'priority' rating, you may be reclassified as 'general needs' if you:

- have been 'priority' for over 3 months; or
- refuse a reasonable offer of housing.

If you disagree with the priority you have been awarded, you have the 'right to review'. Contact *Leeds Homes* on **247 6313**.

## How long will it take to be rehoused?

We cannot tell you how long you will wait. There are far more people applying for our homes than there are homes available.

You will be rehoused quicker if you are higher priority and consider a wide choice of areas.