



**Sadeh Lok**  
**(Part of the Incommunities Group)**

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## **THANK YOU FOR YOUR INTEREST IN SADEH LOK HOUSING**

### **THIS BOOKLET CONTAINS THE FOLLOWING INFORMATION:**

What You Need To Know	Page	2
Choosing size of property	Page	5
Where we have homes in Kirklees	Pages	7, 8, & 9
Where we have homes in Wakefield	Page	10

**PLEASE MAKE SURE YOU READ THIS BOOKLET BEFORE YOU COMPLETE YOUR APPLICATION FORM.**

**Please ask at Customer Services if:**

- **You would like help filling in the form**
- **You would like the form in large print**

### **Do I have to fill in an application?**

Yes. We cannot consider anyone for a property unless they complete an application form.

You need to fill in all sections of the form as fully as possible. If a section is not applicable please write not applicable in the box.

Please provide supporting evidence to help us ensure that we make the right decision about your case.

### **Can anyone apply for a home?**

Yes. However, we do not accept all applicants onto our waiting list. We sometimes do not accept people in the following circumstances:

- If they have given us false information;
- If they owe money to Sadeh Lok or another landlord, we would expect them to clear the debt or show evidence of a repayment schedule with the landlord;
- If they have a history of anti-social behaviour;
- If we do not have any suitable accommodation in the areas where they want to live;
- If they qualify for a low number of points as this would mean that we would be unlikely to be able to help them;
- A person who is subject to the Immigration Control within the meaning of the Immigration Act 1999. This includes:
  - Asylum seekers
  - Illegal entrants
  - Certain people who are in the UK under sponsorship arrangements
  - Most people who are not habitually resident in the UK
  - EU Nationals who are required to leave the UK
- A person who is excluded from entitlement to Housing Benefit by Section 115 of the Immigration and Asylum Act 1999

### **What happens after I send in my application form**

#### **Stage 1**

If you have not completed fully all sections of the form we will return the form to you for further completion.

We will carry out any checks we need to confirm the details you have given on your application form.

We may ask you to provide us with more information and supporting evidence or arrange for us to visit you at home to confirm the information you have provided to us.

We will ask for references from your current and any previous landlords.

## **Stage 2**

We will either:

- Accept you onto our waiting list; or
- Reject your application

In either case, we will write to you to tell you our decision.

If you are accepted onto our waiting list, we will use the information you have given us to award you points. We cannot give you points without evidence of your situation. This means, for example, that if you are applying for a house on medical grounds, you would need to give evidence of your medical problems like a letter of support from your GP or consultant, or if your property is in poor condition a letter from the Local Authority Private Sector Housing Department that they have inspected your property and served a notice on your landlord that repairs are required.

The higher the points you have, the more likely it is that we may be able to offer you a home.

### **How long will it be until I hear whether or not I have been accepted onto the waiting list?**

If we have enough information to make a decision about your application straight away, we will aim to write to you within 21 working days of receiving your application.

If we need to do more checks, ask you for more information or visit you at home, it will take us longer to make a decision. The quicker you are able to provide us with the information we need, the quicker we will be able to make a decision about your application. If we are unable to make a decision straight away we will aim to write and tell you within 21 working days of receiving your application.

### **How long will I have to wait for a property?**

How long you will have to wait depends on 3 things:

- How many points you have;
- What size of property you need; and
- Which areas you have chosen

If you are very specific about the areas you want to live, you may have to wait a long time for a home. You may be able to increase your chances of getting a home by choosing more areas. A list of where we have properties can be found at the end of this booklet.

### **What can I do if I don't agree with the decision made about my case?**

Firstly, you can ask us for an explanation of how we reached our decision. If you are still not satisfied, you can make a formal appeal. We will acknowledge your appeal within 3 working days. A Senior Officer will then look into your case and let you know our final decision within 28 days.

## **What happens when a house becomes available?**

When one of our homes becomes available, we prepare a “shortlist” of applicants who have the highest number of points for that size house in that area. If you are shortlisted, we will write to you, asking you to contact us to arrange for us to visit you at home to carry out a short interview. We will do the same to all the other applicants who have been shortlisted. When each applicant has been interviewed, we will decide who to offer the property to. Because we aim to build communities, we will consider the suitability of an applicant for a particular property when we are making an offer of accommodation. If you are unsuccessful and the property is offered to someone else, your name will be put back on to the waiting list.

## **What happens if I refuse a property I am offered?**

If you refuse 2 offers of accommodation in the areas you have chosen, we will cancel your application and remove your name from our waiting list.

## **I am already a Sadeh Lok tenant, does this make any difference?**

If you are already one of our tenants, you still need to fill in our application form if you want to transfer to another property. As with other applicants, you will be awarded points and placed on our transfer waiting list. In general, we will make every attempt to help you if you want to move from one property to another. However, we may consider rejecting a transfer request if you are in rent arrears. In these circumstances, we may insist that the money you owe is paid, in part or in full, before we will consider your transfer request.

## **What else can I do to increase my chances of finding a new home?**

We strongly recommend that you consider applying to both the Council and to other housing organisations. We aim to let half of all our empty homes to people from the Council's register, by requesting “nominations” from them. This means that if you are on the Council's housing register, you may be offered a housing association property.

If you need help or advice with your housing situation, we also suggest that you contact your local Citizens Advice Bureau or Fusion Housing; you will find your local office in the phone book or please ask a member of staff.

If you are already the tenant of a Council or housing association, you also have the right to do a mutual exchange with a Sadeh Lok tenant. To do this you must find your own swap partner and must ask permission from both landlords before going ahead. Sadeh Lok does maintain a list of people who are looking to carry out a mutual exchange and we are able to check through this list to see if anyone would be interested in doing a swap with you. Sadeh Lok also works with the council and other housing associations to see if we are able to assist tenants who are looking to carry out a mutual exchange.

## **What else do I need to know?**

### ***If your situation changes***

If your situation changes in any way, you must let us know straight away. If you fail to do so we may cancel your application. If your situation changes we may ask you to provide us with evidence or ask you to complete a new application form. It is also likely that your points will change.

### ***Yearly Reviews***

We will write to you each year asking you to complete a review form to confirm that your circumstances are still the same. If you do not return the review form we will remove your name from our waiting list.

## ***Making a complaint***

If at any stage you are unhappy with our service or the way we have dealt with your application, you can make a complaint. This can be done in person, in writing, on the phone or by e-mail. Our leaflet on making a complaint is called “Customer Feedback – Complaints, Comments and Compliments”; please ask a member of staff for a copy.

## ***Confidentiality***

The information you provide on your application will be treated in strictest confidence.

## ***Equal Opportunities***

We will ensure that no housing applicant or tenant receives less favourable treatment than another on grounds of their religion, gender, sexual orientation, ethnic or national origin, disability, appearance, age or marital status.

## ***Choosing size of property***

Based on the information you give us about your household we will calculate the size of house that you need. .

Accommodation will only be offered according to an applicant’s needs and in line with Welfare Reform. Below is a guide to the size of properties that can be considered:

A.	Single Person	Bedsit/1 bed house/flat
B.	Couple	1 bed house/flat
C.	2 Adults	1/2 bed house/flat
D.	Couple or single parent with one child	2 bed house
E.	Couple or single parent with two children under the age of 10	2 bed house
F.	Couple or single parent with two children same gender over the age of 10	2 bed house
G.	Couple or single parent with two children different gender over the age of 10	3 bed house
H.	Couple or single parent with three children	3 bed house
I.	Couple or single parent with four children	3/4 bed house
J.	Couple or single parent with five children	4 bed house
K.	Couple or single parent with six plus children	5 bed house

## ***Choosing where you want to live?***

Lists of our homes are on pages 7, 8 & 9 of this booklet. Use the chart to first work out how many bedrooms you will be entitled to. Find the relevant section on the chart and then look down the list to see where we have homes that are the size you need. If you are willing to consider a “street property” these are listed at the end of the chart. A “street property” means an older house on an ordinary street rather than one on a newly built scheme. The more areas you choose, the more likely it is that we will be able to help you.

## Choosing type of housing

There are two decisions that you need to make about the kind of housing you would like. Firstly you need to decide whether you would like general needs housing, or a home with support (for example for older people):

- **General needs housing** – is housing which is designed for use by people who do not have any specific housing requirements in terms of support or design of the house. We can, however, make sure that if you need aids and adaptations you are offered a house which already has appropriate aids and adaptations, or is suitable for installing these. The vast majority of housing association properties are general needs properties.
- **Housing for the over 55s** – is housing with a slightly higher level of support. Schemes generally have an emergency alarm system, and/or a warden who provides specialist support to all tenants.
- **Wheelchair accessible housing** – some properties have been designed specifically for people who need housing which is suitable for someone using a wheelchair. Only referrals from Social Services/Accessible Homes Team will be considered.

You also need to think about the property types which you would consider:

- **House** – it is worth remembering that demand is particularly high for houses
- **Flat** – Ground or first floor with private or communal access

## How We Work Out Your Points

Our points system operates on the basis of housing need and applicants are awarded points according to their current housing circumstances and the urgency of their need to find alternative accommodation.

Where two or more applicants have the same points then priority will be given to the applicant who has been on the waiting list the longest.

All applicants will have to get a minimum number of points for a scheme in order to be on the waiting list.

It is Sadeh Lok's policy to give priority to existing Sadeh Lok tenants who are either under occupying or are overcrowded. Therefore, while our points system states that we will award 20 points for each extra bedroom where an applicant is either under occupying or overcrowded, we will, at our discretion, regardless of the total maximum points but in an open and transparent manner, prioritise the allocation of available housing to existing Sadeh Lok tenants to ensure that the best most efficient use is made of our housing stock.

## Property List

### 1 Bedroom Flats

#### HUDDERSFIELD

Chalwood (Deighton) HD2 1LD  
 Leonard Street (Fartown) HD2 1AB  
 Red Doles Road (Fartown) HD2 1BG  
 Shearing Cross Gardens (Fartown) HD1 6JZ  
 Riley Street (Newsome) HD4 6AB  
 Spire Court (Marsh) HD1 4NW  
 The Cobbles (Meltham) HD9 5QG  
 Southgate (Town Centre) HD1 1QX  
 Woodfield Court (Edgerton) HD2 2AR

#### DEWSBURY

Hunza Court (Hope Street) WF13 2BT

#### HECKMONDWIKE

Indus Close, WF16 0DN

### 1 Bedroom Flats For Age 55 +

#### HUDDERSFIELD

Shearing Cross Gardens (Fartown) HD1 6JZ

### 2 Bedroom Flats

#### HUDDERSFIELD

Woodfield Court\* (Edgerton) HD2 2AR

### 2 Bedroom Flats For Age 55 +

#### HUDDERSFIELD

Shearing Cross Gardens\* (Fartown) HD1 6JZ

\*properties not suitable for children  
 under the age of 13

### 1 Bedroom Houses

#### HUDDERSFIELD

26 Ballroyd Road (Fartown) HD2 1AN 5  
 5 Spire Court (Marsh) HD1 4NW 8  
 29 Southgate (Town Centre) HD1 1QX 5

#### BATLEY

28 Oaklands Drive (Soothill) WF17 6RD 2  
 8

### 2 Bedroom Houses

#### HUDDERSFIELD

28 Ballroyd Road (Fartown) HD2 1AN 4  
 Leonard Street (Fartown) HD2 1AB 7  
 Red Doles Road (Fartown) HD2 1BG 41  
 Sapphire Close (Fartown) HD2 1ZJ 7  
 12 Sycamore Croft (Skelmanthorpe) HD8 9UX 3  
 Littlewood Croft (Newsome) HD4 6ED 6  
 White Hart Drive (Newsome) HD4 6JD 5  
 6 Wood Terrace (Primrose Hill) HD4 6AU 6  
 Spire Court (Marsh) HD1 4NW 7  
 Southgate\* (Town Centre) HD1 1QX 1  
 Bulay Road (Thornton Lodge) HD1 3NH 3

#### BATLEY

Benny Parr Close (Soothill) WF17 0PW 8  
 Laithe Croft (Soothill) WF17 6RF 3  
 Oaklands Drive (Soothill) WF17 6RD 9  
 9 Hamza Street (Mount Pleasant) WF17 5TG 4  
 Alpine Close (Mount Pleasant) WF17 7PN 5  
 Browns Place (Mount Pleasant) WF17 5RS 2

#### DEWSBURY

Victoria Drive (Thornhill Lees) WF12 9DY 6  
 The Sidings (Savile Town) WF12 9QU 3

#### RAVENSTHORPE

Raven Street, WF13 3JD 8  
 Sackville Street, WF13 3BX 5

#### HECKMONDWIKE

Lewes Fold, WF16 9PN 1  
 Hove Court, WF16 9BW 1  
 Brighton Street, WF16 9PN 1  
 Fairmoor Way, WF16 9RH 12  
 Indus Close, WF16 0DN 6  
 Weavers Court, WF16 0NZ 2

**3 Bedroom Houses****HUDDERSFIELD**

Ballroyd Road (Fartown) HD2 1AN	
Red Doles Road (Fartown) HD2 1BG	
Sapphire Close (Fartown) HD2 1ZJ	
Sycamore Croft (Skelmanthorpe) HD8 9UX	
Shepherds Grove (Deighton) HD2 1JY	
Spire Court (Marsh) HD1 4NW	
St James Way (Rawthorpe) HD5 9NG	
White Hart Drive (Newsome) HD4 6JD	
Littlewood Croft (Newsome) HD4 6ED	
Wood Terrace (Primrose Hill) HD4 6AU	
Rashcliffe Hill Road (Thornton Lodge) HD1 3NA	
Bulay Road (Thornton Lodge) HD1 3NP	

**BATLEY**

Benny Parr Close (Soothill) WF17 0PW	
Oaklands Drive (Soothill) WF17 6RD	
Hamza Street (Mount Pleasant) WF17 5TG	
Wellington Street (Mount Pleasant) WF17 5TH	
Browns Place (Mount Pleasant) WF17 5RS	
Alpine Close (Mount Pleasant) WF17 7PN	
Pine Grove (Staincliffe)	

**DEWSBURY**

Hunza Court (Hope Street) WF13 2BT	
Victoria Drive (Thornhill Lees) WF12 9DY	
Dale Street (Thornhill Lees) WF12 9HT	
Park House Drive (Thornhill Lees) WF12 0DQ	
The Sidings (Savile Town) WF12 9QU	

**RAVENSTHORPE**

Commercial Street, WF13 3FW	
Raven Street, WF13 3JD	
Sackville Street, WF13 3BX & WF13 3DA	

**HECKMONDWIKE**

Battye Street, WF16 9ES	
Lewes Fold, WF16 9PN	
Hove Court, WF16 9BW	
Weavers Court, WF16 0NZ	

**4 Bedroom Houses****HUDDERSFIELD**

4	Ballroyd Road (Fartown) HD2 1AN	2
39	Red Doles Road (Fartown) HD2 1BG	8
5	Shepherds Grove (Deighton) HD2 1JY	6
6	St James Way (Rawthorpe) HD5 9NG	9
19	White Hart Drive (Newsome) HD4 6JD	1
4	Littlewood Croft (Newsome) HD4 6ED	8
6	Wood Terrace (Primrose Hill) HD4 6AU	6
4	Rashcliffe Hill Road (Thornton Lodge) HD1 3NA	10
6	Bulay Road (Thornton Lodge) HD1 3NP	3
7	Blacker Road (Birkby) HD1 5HT	4
26	Coppice Drive (Netherton) HD4 7WT	2

**BATLEY**

	Benny Parr Close (Soothill) WF17 0PW	21
4	Laithe Croft (Soothill) WF17 6RF	8
12	Oaklands Drive (Soothill) WF17 6RD	4
2	Hamza Street (Mount Pleasant) WF17 5TG	6
3	Wellington Street (Mount Pleasant) WF17 5TH	4
1	Browns Place (Mount Pleasant) WF17 5RS	8
12	Alpine Close (Mount Pleasant) WF17 7PN	8
1	Fox Street, WF17 5QA	1
	Taylor Street, WF17 5AY	1

**DEWSBURY**

4	Victoria Drive (Thornhill Lees) WF12 9DY	4
6	Victoria Road (Thornhill Lees) WF12 9DE	8
2	Park House Drive (Thornhill Lees) WF12 0DQ	4
4	The Sidings (Savile Town) WF12 9QU	5
4	Crow Nest View (Dewsbury Moor) WF13 3NZ	4

**RAVENSTHORPE**

2	Commercial Street, WF13 3FW	3
1	Raven Street, WF13 3JD	3
12	Sackville Street, WF13 3DA	4
	Queen Street, WF13 3BT	3
1	Spen Valley Road, WF13 3HA	3
3	Dearnley Street, WF13 3AE	5
3	Huddersfield Road, WF13 3EP	2

**HECKMONDWIKE**

	Upper Battye Street, WF16 9BL	1
	Lewes Fold, WF16 9PN	3
	Hove Court, WF16 9BW	4
	Fairmoor Way, WF16 9RH	2
	Lobley Street, WF16 0DJ	3
	Weavers Court, WF16 0NZ	2



## 5 Bedroom Houses

### HUDDERSFIELD

Rashcliffe Hill Road (Thornton Lodge) HD1 3NA	15
Bulay Road (Thornton Lodge) HD1 3NP	4

### BATLEY

Hamza Street (Mount Pleasant) WF17 5TG	2
Taylor Street, WF17 5AY	10

## 5 Bedroom Houses

### DEWSBURY

Hunza Court (Hope Street) WF13 2BT	8
Dale Street (Thornhill Lees) WF12 9HT	6
The Sidings (Savile Town) WF12 9QU	2

### RAVENSTHORPE

Raven Street, WF13 3JD	1
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Street Properties	1 bed	2 bed	3 bed	4 bed
<b>HUDDERSFIELD</b>				
Fartown, HD2	4	12	2	
Marsh, HD3	1	1		
Thornton Lodge HD1		4		1
Lockwood, HD1		5	2	
Crosland Moor, HD4	3	4	1	
<b>BATLEY, WF17</b>		1		
<b>DEWSBURY, WF13</b>	1		1	
<b>RAVENSTHORPE, WF13</b>	7	8	5	

## 2 Bedroom Houses

### WAKEFIELD

St Clair Green (Alverthorpe) WF2 0UY 2

## 2 Bedroom Apartments

### WAKEFIELD

Mayfair Court\* (Thornes Park) WF2 8TW 7

\*properties not suitable for children  
under the age of 13

## 3 Bedroom Houses

### WAKEFIELD

Brunswick Close, WF1 4PX 3

Esther Grove (Lupset) WF2 8EY 6

St James Park (Eastmoor) WF1 4EU 13

St Clair Green (Alverthorpe) WF2 0UY 4

## 4 Bedroom Houses

### WAKEFIELD

Saville Street, WF1 3LL 5

St Clair Green (Alverthorpe ) WF2 0UY 2

## 5 Bedroom Houses

### WAKEFIELD

Brunswick Close, WF1 4PX 7

Esther Grove (Lupset) WF2 8EY 2

## Street Properties

### 2 bed

### 3 bed

### 4 bed

### WAKEFIELD

Agbrigg, WF1 & WF2 20 4 1

Crigglestone, WF4 3HQ 2

Portobello, WF1 2 1

Hall Green, WF4 1 1

Sandal, WF1 1

Eastmoor, WF1 6 4

Belle Vue, WF1 1

Borough Corner, WF2 1 1

Flanshaw, WF2 1

Lupset, WF2 1 3

Westgate Common, WF2 1

Wakefield (no area), WF2 2 1