

**SELECT MOVE
OPEN PROPERTY REGISTER POLICY
DRAFT AS AMENDED 11 FEB 2014**

1. Select Move is the choice based lettings system for Preston, South Ribble and Chorley. Members of the Select Move Partnership let their properties for rent through the Select Move scheme.

Aims of Policy

2. The aims of this policy are to:
 - a) ensure that partners can let properties for which there is no demand from 'non qualifying' Select Move applicants;
 - b) provide non qualifying applicants with clarity as to how properties are allocated under the Open Property Register (OPR).
3. Applicants on the OPR will be free to bid on all properties advertised on Select Move and which are designated by partners as open to OPR applicants but will only be considered if the property attracts no bids from suitable qualifying applicants and is deemed to be suitable for OPR applicants by the advertising partner.
4. The advertising partner will be responsible for agreeing with the relevant local authority those properties that shall be advertised to OPR bids and those which shall not, eg. properties subject to a s106 agreement specifying a local connection. Unless otherwise agreed with the local authority, the partner shall be free to allocate the property using whatever criteria they deem appropriate subject to:
 - a) fulfilling their own charitable objectives;
 - b) complying with relevant legislation;
 - c) including details of the property in an annual report to the Select Move Partnership and the relevant local authority detailing all properties let to OPR applicants.
5. The Partnership will also monitor the letting via the OPR through the production of quarterly monitoring reports.

Equality

6. The partners are committed to equality of opportunity and anti-discrimination and to promoting social inclusion and will endeavour to ensure that everyone has an equal opportunity to access the OPR.
7. Persons who apply to the Select Move register and who do not meet the qualifying criteria for Select Move under section 6 of the Select Move policy shall be registered on the Open Property Register (OPR) for "low demand" properties except that an applicant will not be considered if the applicant or anyone included on their application has :

- a) engaged in anti-social behaviour such that action has been or could have been taken against them, eg. injunction, ASBO, demotion order, possession order;
 - b) been convicted of a serious offence that has not been spent and is likely to pose a threat or risk to any partner of the scheme, tenants, local community or staff;
 - c) housing related debt of £1,000.01 or more such as rent arrears or sundry debts, including debts to a private landlord. However once the debt has been reduced to £1,000.00 the applicant can re-apply;
 - d) housing related debt of £1,000.00 or less and have not made and/or maintained a repayment plan for a minimum of six months;
 - e) failed the habitual residence test and has insufficient funds otherwise to maintain a tenancy;
 - f) care and support needs that, having been assessed by a partner organisation, cannot be met through the provision of sheltered or general needs accommodation;
 - g) previously been evicted by a Select Move partner and are still considered a risk to the landlord.
7. References for an OPR applicant will normally only be taken up at the point of an offer of accommodation. Acceptance onto the OPR does not mean, and shall not be taken to imply, that an applicant on the OPR shall be entitled to receive an offer of accommodation.

False Or Withheld Information

8. It is a criminal offence for any applicant to knowingly or recklessly give false information or to withhold information relevant to their application. An offence may be committed if an applicant knowingly or recklessly gives false information or withholds such information which has reasonably been requested on the housing application form or otherwise by the partner organisation. An offence is also committed if the applicant allows a third party to provide false information on his or her behalf, or at his or her instigation. In these circumstances the partner organisation may seek to repossess the property from the applicant.

Review of Policy

9. This policy shall be reviewed at least annually.