

Kingston Churches Housing Association

Lettings Policy

- 1 Kingston Churches Housing Association (KCHA) is a locally based housing association operating mainly in the Royal Borough of Kingston upon Thames, but with additional properties in Elmbridge Borough Council, and the London Borough of Merton
- 2 We own and manage 272 units of housing. This is made up of a mix of general needs housing (for single people, couples, single parents and families), sheltered housing for the elderly, and 12 units let at intermediate (i.e. sub-market) rents.
- 3 The distribution of our housing units by local authority area is as follows:

Kingston – 198 units	Elmbridge – 12 units
Merton – 62 units	
- 4 We aim to provide affordable housing to rent for people in the greatest housing need and least able to solve their own housing problems, working in partnership with the local authorities in whose areas we operate.
- 5 We operate an Equality and Diversity Policy to ensure that our housing and services are available to all who need them irrespective of: race, colour, ethnic origin or nationality; gender; illness or disability, whether mental or physical; religious, cultural or other beliefs or lack of beliefs; marital or family status; sexuality or sexual preference; age, physical appearance or other characteristic.
- 6 In the Royal Borough of Kingston upon Thames (RBK) we are members of the Kingston Housing Partnership, comprising the local authority and eight other local housing associations. The Partnership operates the Kingston Housing Register to make sure that everyone who applies for housing is considered for all properties available. Full details of the scheme are available on request.
- 7 A similar partnership arrangement operates in Elmbridge Borough Council (EBC) and the London borough of Merton (LBM).
- 8 For this reason, all of our general needs housing and some of our sheltered housing for the elderly in these three areas is allocated through the common housing registers, or occasionally to priority internal transfers. We do not therefore maintain our own open waiting list.

- 9 In all three areas, however, we do have a number of sheltered housing units for the elderly that are more difficult to let. We do maintain our own open waiting lists for these properties, and further details and an application form are available on request.
- 10 We let the intermediate rent units through a partner lettings agent to applicants in priority need living or/or working in RBK and with a household income above an agreed minimum and below an agreed maximum level.