

Applying for a house – What you need to know

How do I apply?

If you want to apply for a house in West Lothian you will be able to obtain an application form at any local Council office.

Can anyone apply?

Provided you are aged 16 years and over you can be admitted to the housing list. Once admitted to the list your housing need will be assessed and your application processed in accordance with the Council's Allocation Policy.

The right to be admitted onto the Housing List is not the same as the right to be allocated a house.

How do I get accepted on to the List?

Once you have completed the Housing Application Form, you should submit it to us. Upon receipt, your application will be checked, dated and timed. Provided that you have submitted all relevant information, you will receive a formal notification of your acceptance onto the Housing List within four working days. This notification will tell you how many points you have been awarded.

How can you help us and help yourself?

Your application may be delayed or offers withheld if you do not complete your application correctly and withhold relevant information.

You Should:-

- complete the application accurately
- provide details of any tenancies either you or any other person on your application currently hold or have held with the Council or any other landlord.

Are there any restrictions?

Communities

There is no limit to the number of communities you can choose to live in. You can also state your preference for a particular estate. Please remember, the more you limit your choice the longer you are likely to wait for housing.

Size of House.

You can choose a maximum of two house sizes to suit your family circumstances; e.g. a single person or a person applying jointly with someone will be considered for a property that has:-

- one bedroom
- two bedrooms
- one or two bedrooms

House Type and Heating

You can choose from a wide range of property and heating types. It is important to remember that certain property and heating types may not be available in your chosen communities.

Once you are on the Housing List

If you are an existing West Lothian Council tenant the Allocations Team you are also able to use the HomeSwapper service for **free** to help you find a new home. HomeSwapper is a website which helps council tenants swap houses, locally and nationally. All you need to do is register at: <http://www.homeswapper.co.uk/> then, once your registration has been approved, you will be able to access information about tenants who may wish to exchange properties with you.

Tel: 01506 280000



Email: customer.service@westlothian.gov.uk