



# The Church of England Pensions Board Supported Housing Application Process



## How do I apply?

If you haven't previously visited us and you are thinking about applying for accommodation, we strongly suggest that you come for a short visit to one of our supported housing schemes. You are guaranteed a very warm welcome from staff and residents who will be happy to show you around. You can come for lunch or afternoon tea, arrange an overnight stay or indeed longer if you would like an extended holiday in one of our guest rooms.

If you decide, after visiting us, that you would like to add your name to either the Active waiting list or the Reserve list, please complete an application form and return this to the manager of your chosen scheme, or to our Housing Options Team. Your name will then be added to either our Active Waiting List, if you are committed to moving as soon as an offer of accommodation is made, or the Reserve list, if you are not looking to move yet but would like to register your interest for the future.

When you complete the application form you can state your preference for one or more of our schemes. Details on the location and amenities available at each site are available at: <https://churchofengland.org/clergy-office-holders/pensions-and-housing/housing/supported-housing/scheme-information.aspx>

Our accommodation is mostly one bedroom flats (we have only a handful of two bedroom flats) with some schemes having small and large one bedroom flats suitable for single and two person households respectively.

We offer properties to applicants on the basis of the length of time they have waited, but priority may be given to applicants who make an application on specific grounds such as homelessness or disability.

If you place your name on the Active Waiting List, we will keep in regular contact with you. Once your name reaches the top you will be advised of this, and once a vacancy arises, we will invite you to the scheme to view the accommodation on offer. We do ask that your visit is arranged within two weeks of contact.

The purpose of the visit is to help you get an idea of what it is like to live in one of our supported housing communities and to learn more about what support and other services are available to you. It is also an opportunity to discuss your needs and practical issues around planning your move and your new tenancy.

Please note that if you accept the offer, we do expect that you are in a position to start your tenancy within a month of the date you view it. You do not necessarily have to move in if you should require more time to complete your move but your charges will be payable from this date.

Please contact the Housing Options Team on 020 7898 1824, or the Manager of the scheme that you are interested in, for further information.