



Your guide to retirement housing

This booklet gives an overview of our shared ownership, rental and supported housing for people who have served or worked for the church.



How we help retiring clergy with housing

We understand that retirement poses significant housing challenges for our clergy- above and beyond those that other pensioners may experience. To help with this, we offer modest, affordable, retirement housing to those who need our help, through the Church's Housing Assistance for the Retired Ministry (CHARM) schemes.

We offer more than just 'bricks and mortar'; we provide a range of support to our customers to ensure a smooth and easy transition from active ministry to retirement.

We offer customers:

- > the opportunity to start planning their retirement housing up to five years before their retirement,
- > a choice of retirement housing and support so that they can find a property that meets their needs and circumstances, within reasonable expectations,
- > clear, timely and accessible information and guidance to enable them to make informed decisions,
- > support in accessing any additional financial support that they may be entitled to,
- > a single point of contact regarding their property,
- > support if their housing needs change during their retirement- for both existing and new customers.

Who we help

Our customers are:

- > retired clergy,
- > deaconesses,
- > licensed lay and church workers,
- > Church Army officers,
- > spouses/civil partners, widows and widowers of beneficiaries,
- > those with non-stipendiary ministry service,*
- > Brothers and Sisters from other religious orders,*
- > non-clergy who receive a pension from the us (lay pensioners),*

*Supported housing only.

We build relationships with our customers and tailor our support to their needs.



Our housing types

We offer three types of housing:

- > **Shared ownership properties**- for those who cannot afford to buy on the open market but have enough savings to buy a 25% share of a property, with us purchasing the remaining share.
- > **Rental properties**- for those who don't have enough savings to buy a property through shared-ownership.
- > **Supported housing**- for those looking to live semi-independently.

Each option has its own eligibility criteria, including minimum type and length of service requirements, detailed in the following pages.

How the process works

If you are thinking of applying for help from us, the first step is to contact our Housing Team (using the details below) who manage our housing schemes.

They will ask you for some initial information so they can confirm your eligibility.

Once you have got in touch, we may be able to recommend one of our housing types, based on your personal circumstances including finances, health and any considerations about family circumstances.

More information can be found on our web site: www.churchofengland.org/housing

How to contact us

Telephone: 0207 898 1824
E-mail: housingservices@churchofengland.org
Postal address: Housing Department
Church of England Pensions Board,
PO Box 2026 , PERSHORE, WR10 9BW



Shared ownership properties (CHARM shared ownership)

Our shared ownership scheme offers you the opportunity to buy at least a 25% share of a home, with us buying the remaining percentage, up to £150,000. You would pay us a service charge and a monthly rent. Your rent would be based on the interest rate we are paying on the mortgage for our share. You can find details of the current interest rates, on our website.



Eligibility criteria

To be eligible you must:

- > be (or have previously been) living in a 'tied' house;
- > have at least 5 years stipendiary service by the time you retire;
- > have enough savings to buy a minimum of a 25% share of a property;
- > have enough savings to cover the legal fees for a purchase; approximately £4000;
- > be able to pay for any building work the property may need before you move in; and
- > be able to afford to live in your home long-term.

How the shared ownership scheme works

Once you have got in touch with us and we have confirmed you are eligible, we would meet with you to talk you through how the scheme works.

If you feel the scheme is for you, you would start searching for a suitable house or flat using estate agents, 12 months before your planned retirement date.

We can only consider properties that are well built and maintained and that will be suitable throughout your retirement. Properties can have up to two reception rooms and three bedrooms and there are some overall size limits. More details on the types of properties we will consider under shared ownership can be found in *Your Guide to Shared Ownership*.

Once you find a suitable house or flat you would send the details to the Housing Team, who would negotiate the price and make an offer to the seller. If the offer is accepted we would then manage the purchase through our solicitors. You would appoint your own solicitor to manage your side of the purchase. The buying process is not always straightforward but a member of the team would be on hand to support you through it.

Rent and other expenses

You would pay a monthly rent for the share we own, the buildings insurance and an administration fee, which are reviewed annually. If your home is a flat, you may also need to pay an additional monthly service charge which we pass to your managing agent. You would also need to pay for contents insurance, full maintenance costs and all utility and council tax bills.



Rental properties (CHARM rental housing)

If you can't afford to buy a share of a home, CHARM rental housing offers you the opportunity to rent a modest, unfurnished home *that we already own*, under a tenancy agreement. This would mean you could stay in our property as long as you were able to- this is known as an Assured Tenancy.



Eligibility criteria

To be eligible for one of our rental properties you must:

- > be (or have previously been) living in a 'tied' house;
- > be in need of affordable retirement housing i.e. are not able to buy a home of your own or a share of a home under our shared ownership scheme; and
- > have the minimum length of stipendiary service by the time you retire, as shown in the table below.

Year retiring	2015	2016	2017	2018	2019 onwards
Minimum length of pensionable service needed for CHARM rental.	11 years	12 years	13 years	14 years	15 years

If you have served under 'house for duty' arrangements, your total years of service must meet the minimum levels shown in the table above *and* at least five of those years must have been stipendiary service.

How the rental scheme works

Once you have got in touch with us and we have confirmed you are eligible, we would meet or call you to talk you through how the scheme works.

During this meeting or call we would help you to identify what's important to you for your home during retirement. We would also help you to consider what you might need in the future, in order to be able to continue to live in your home throughout your retirement.

Our properties

Our properties are modest and sizes vary depending on location, with inner city properties (particularly London and areas near the M25) being considerably smaller than rural areas.

You would be asked to consider more than one area to move to, in order to increase your chances of finding a suitable property in time for your retirement.



You would need permission from your bishop or archdeacon if you wanted to include your parish as one of your areas.

Our portfolio of properties changes frequently. We will continue to increase the number of properties we own in boroughs and counties where our customers say they want to live. We would not be able to guarantee, however, that we would have a particular type of property in a specific area. The more flexible you could be on location, the more choice you would have.



If after talking with us you decide the scheme is for you, we will send you details of potential properties in England and Wales, every month.

You would be able to choose any that interest you and ask for a viewing. If after a viewing you think you have found your home, you would be able to reserve that property. You can reserve your home (rent free) for up to 5 years, to move into as soon as you retire.

Should more than one customer want to see the same property, the customer with the most urgent circumstances will view the property first.

Getting the property ready

We bring customers' chosen homes up to a good standard before they move in. Where needed we will decorate, upgrade kitchens and bathrooms and provide adaptations. You would be able to choose from a selection of kitchen and bathroom styles. All properties are unfurnished.

Rent and other expenses

You would pay a monthly rent for your home. Rents are based on the value of the property and are subsidised so that they are more affordable than market rents. Rents are reviewed annually. You would need to pay for moving costs, furnishings and white goods, contents insurance and on-going utility and council tax bills.

Repairs and Maintenance

As the landlord, we undertake repairs and maintenance of customers' homes apart from cleaning, gardening and internal decorations. You would find full details of our obligations as a landlord in your tenancy agreement and residents handbook.

Next steps

If you would like to see if you are eligible for shared ownership or rental housing or to find out more about how we support our customers with retirement housing please call 0207 898 1824.



Supported housing

Our supported housing is available to both new and existing customers, at any stage of their retirement. Unlike our other schemes, these services are available to people other than clergy.

We can help:

- > those with stipendiary service,
- > those with non-stipendiary ministry service,
- > Brothers and Sisters from other religious orders,
- > Church Army officers,
- > non-clergy who receive a pension from the us (lay pensioners), and
- > their spouses and civil partners.

Eligibility criteria

To be eligible for one of our supported schemes you (or your spouse/partner) must have at least 5 years service.

Rent and service charges

If you have savings of £16K or above, you will be expected to cover the full costs of the service; if not, you may be eligible for housing benefit.

If you are a member of the clergy and have at least 5 years stipendiary service, you may be eligible for subsidised support costs.

Our supported housing

We offer 7 supported housing schemes around the country.



Next Steps

Potential customers, their carers and families can call 0207 898 1824 or visit our website <https://www.churchofengland.org/more/clergy-resources/retirement-housing> to get more information on our supported housing schemes and the application process for these.



PENSIONS
BOARD

Registered charity No: 236627