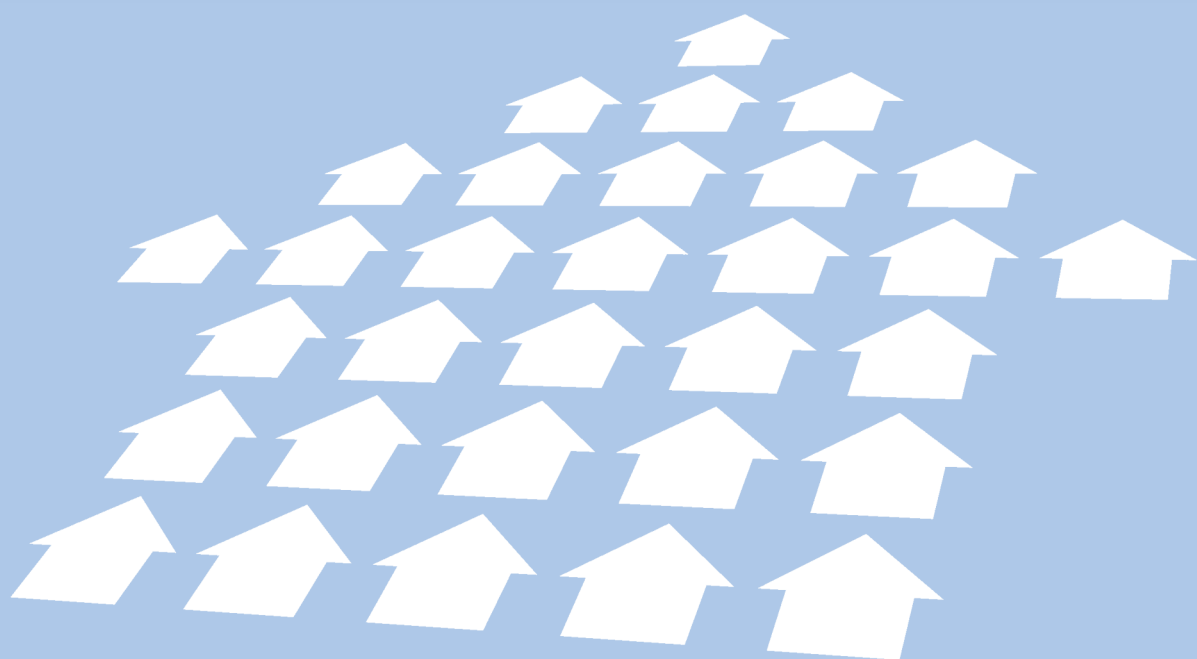




homemove

choice based lettings in Sussex

www.homemove.org.uk



scheme user guide



Welcome to homemove

Homemove is the lettings scheme for Adur, Arun, Brighton & Hove, Chichester, Hastings, Lewes, Rother and Wealden. Other areas of Sussex may join in the future.

Homemove gives you more choice about where you want to live. Instead of your local council or housing association deciding where and when you move, you now have the chance to choose.

You can use homemove to find a new home if you are an existing council or housing association tenant wanting a transfer within your area or if you are a homeseeker applying in the area where you are registered for the first time. The scheme advertises all the available council and housing association homes, both general needs and sheltered housing.

You are a homeseeker if you are renting privately, living with family or friends, living outside the area you are applying to, living in temporary accommodation, or applying for housing for the first time. To bid you must be a member of homemove, which means you must have registered on the transfer or housing register in your area. To get further information on how to do this you can call your local council (see contact details on page 3) or see the details on the homemove website.

Each fortnight we advertise all the available properties at www.homemove.org.uk and in the homemove magazine. You can look at the adverts and decide whether you want to be considered for any of the properties. You can tell us which properties you are interested in by making a 'bid'. You can usually only bid for properties in the area you are registered in. However, sometimes authorities in other areas will open up some properties to bids from people in

other parts of Sussex; these properties appear in the magazine's Cross Boundary section, and you can bid on them if they match your assessed need. If you are bidding on the website they will just appear in the list of properties you are eligible for.

You can make your bids over the internet, by phone, by special coupon, or by text message. For more information about the properties you can bid for and how to make your bids turn to 'Bidding' and 'Which Properties Can I Bid For?' at the back of this scheme user guide.

Remember you will have to bid for properties you are interested in to find a new home. With the exception of a few emergency priority cases, the councils and housing association partners in the scheme will no longer directly allocate empty properties to people on the register.

Homemove gives you more choice about where you want to live and a better idea about the number and type of properties that become available in your area and the demand for them.

In each edition of the homemove magazine there is a section for your council area and at the end of each section there is a feedback report. This shows you how the properties advertised in previous editions of homemove were let. It shows what level of priority the successful bidder had and how long they waited for a new home. At the back of each magazine there is a Cross Boundary section with properties available in other parts of Sussex. Tenants and homeseekers registered with any homemove partner can bid for these properties.

For more information about homemove or how to bid for a new home, go to www.homemove.org.uk or contact your local council or housing association (see contact details on page 3).

Partners

Adur District Council – Tel: 01273 263 316 and 01273 263 317

✉ Civic Centre, Ham Road, Shoreham-by-Sea, BN43 6PR
Email: choicebasedlettings@adur.gov.uk

Arun District Council – Tel: 01903 737 500

✉ Church Street, Littlehampton, West Sussex, BN17 5EP
Email: housing.allocations@arun.gov.uk Minicom: 01903 732 765

Brighton & Hove City Council

✉ Bartholomew House, Bartholomew Square, Brighton, BN1 1JP

All Homeseekers, new enquiries & Housing Association transfers

Tel: 01273 293130

Council Tenants contact your local office

Oxford Street Tel: 01273 293230

Lavender Street

Tel: 01273 293260

Selsield Drive Tel: 01273 293171

Manor Place

Tel: 01273 293200

Victoria Road Tel: 01273 293377

Chichester District Council – Tel: 01243 534 734 Email: contact@chichester.gov.uk

✉ East Pallant House, 1 East Pallant, Chichester, West Sussex, PO19 1TY

Hastings Borough Council – Tel: 0845 274 1100 Email: homemoveteam@hastings.gov.uk

✉ Housing Services, Renaissance House, The Old Christchurch School, London Road, St Leonards-on-Sea, TN37 6AN

Lewes District Council – 01273 471 600 Email: homemove@lewes.gov.uk

Homeseekers: ✉ Housing Needs, 4 Fisher Street, Lewes, BN7 2DG

Transfer applicants: ✉ Housing Services, 20 Fort Road, Newhaven, BN9 9QF

Martlet Homes – Tel: 0800 085 4195 Email: info@martlet-homes.org.uk

✉ Martlet House, Southern Gate, Terminus Road, Chichester, West Sussex, PO19 8SG

Rother District Council – Tel: 01424 787 020 Email: homemove@rother.gov.uk

✉ Housing Services, Community Help Point, Amherst Road, Bexhill-on-Sea, TN39 3JX

Rother Homes – Tel: 0845 355 0999 Email: information@rotherhomes.org.uk

✉ The Watch Oak, Battle, East Sussex, TN33 0YA

Wealden District Council – Tel: 01323 443 380 Email: choicebasedlettings@wealden.gov.uk

✉ Council Offices, Vicarage Lane, Hailsham, BN27 2AX

1066 Housing Association – Tel: 01424 728 000 Email: all@1066lettings@amicus-group.co.uk

✉ Queensberry House, Havelock Road, Hastings, TN34 1BP

Housing associations

These are the major housing associations in the region participating in the Homemove Scheme.

Hyde Housing	www.hyde-housing.co.uk - 0845 600 1595
Downland Housing Association	www.downland.org.uk - 0845 688 7717
Home Group	www.homegroup.org.uk - 0208 868 9000
A2Dominion	www.a2dominion.co.uk - 0845 408 6666
Moat Homes Ltd	www.moat.co.uk - 0845 600 1006
Orbit South Housing Association	www.orbit.org.uk - 0800 678 1221
Places For People	www.placesforpeople.co.uk - 0800 432 0002
Sanctuary Hereward	www.sanctuary-housing.co.uk - 0800 781 4755
Servite Houses	www.servitehouses.org.uk - 01903 734 339
Southern Horizon	www.southernhorizon.org.uk - 08450 700 961
Southern Housing Group (including James Butcher HA)	www.shgroup.org.uk - 08456 066 366
The Guinness Trust	www.guinnesspartnership.com - 01273 738 620

How the homemove scheme works

With the homemove scheme instead of your council allocating you a home, you look for your own home using the Homemove magazine.

There are five steps for you to follow in choosing your new home:



Step 1 Membership



To become a member of Homemove you must register as a homeseeker or transfer applicant at one of the participating councils or housing associations (listed on page 3).

Once you are a member, you will be given a Homemove number so you can make bids on

properties in the Homemove magazine, in the section for the area you are registered in.

You may not be eligible to be on the housing register. Your local council can give you more advice on this.

Step 2 Registration



When your council or housing association has accepted you onto their register, Homemove will write to you to give you your Homemove number. The letter will also tell you which **band** you are in (band A, B, C or D), your **priority date** (the date you were placed in your band) and the **number of bedrooms** you are eligible for.

See pages 6/7 for details on how the priority band and date system works.

You must **keep your local council or housing association informed about any changes in your circumstances** – this means address and phone number, medical conditions, household size or anything else that affects your housing situation. This is very important as it could result in changing your band or your eligibility for certain properties. If you don't inform them of changes then this could put you in a position where an offer of accommodation is made and then withdrawn.

Step 3 Choosing



All the available properties are advertised each fortnight on the website www.homemove.org.uk and in a magazine called Homemove. Places where you can pick up a free copy of the magazine are listed on pages 13-15.

The adverts give you information about each property to help you decide which is suitable for you. Remember you are only eligible to bid for properties in the area you are

registered in, unless they are advertised in the Cross Boundary Section, at the back of both magazines.

Properties will be advertised every other Friday and your bids must reach us by 2pm the following Wednesday. This is the **bidding cycle**. You can bid on a maximum of **three** properties in each bidding cycle.

You can bid using any one of these four ways:

- **By coupon** - we send blank coupons direct to you with your registration pack. Each bid coupon will have your name and homemove number printed on it. This is your individual number so do not give your coupon to anyone else. (see page 8 for instructions on how to complete your coupon). You can request more coupons by ticking the request box on the coupon when you need to, or by going to www.homemove.org.uk
- **On the internet** - go to www.homemove.org.uk and log on with your homemove number and date of birth.

- **By telephone** - call 0906 294 2036 and follow the instructions (see page 10 for instructions on making your bids by telephone).
- **By text** – send a text message to 07781 472726 (see page 9 for instructions on making your bids by text).

Homemove will be available every other Friday. Your bids must reach us by 2pm the following Wednesday.

Step 4 Offer



When bidding closes Homemove puts the bids for each property in order - by band, local connection and priority date – to make a **shortlist** of eligible applicants for each property.

If you come top of a shortlist you will usually be contacted within a week of bidding closing.

Your council or housing association will allocate from the list after doing further eligibility checks. If your name is at the top of the shortlist you will normally be invited to view the property. If you refuse this property, the next person on the shortlist will be invited to view it.

You do not automatically get penalised for refusing a property you have bid for. However,

your priority may be reviewed if you refuse several properties and you are in a high priority band (band A). Some types of applicants – for example homeless applicants – have a limited time to bid; but you will be informed when you register if this applies to you.

Some landlords invite more than one applicant to view a property at the same time, which helps to speed up the lettings process. The property is still always offered to the applicant with the highest priority who attends the viewing.

If you are made an offer you will not be shortlisted for another property until you have made a decision to refuse the other offer.

Step 5 Feedback



Every property appears in the **feedback section** at the end of your council's part of the magazine once it has been let (see example below). The same information appears on the website.

If you are unsuccessful with a bid, you can use the feedback to help you understand why (but you'll need to remember the three-digit advert reference number). It tells you how many people bid for the property, as well as the band and priority date of the successful bidder. The priority date shows you how long the successful bidder has been waiting.

You may wish to use the feedback information to help you decide how to bid in future. For example, you could bid for properties of different types, in areas that attract fewer bidders, or in areas where people in lower bands have been housed. You will see that in some cases band C and D applicants are almost never offered some property types in certain areas. If you are in one of these bands you may wish to consider other housing options.

Example:

Magazine Issue Date	Advert Reference	Property Type	Location	Bids *	Who the property was let to		
					Priority Band	Priority Date	List (Member)
Example Feedback							
07 Dec 2007	412	1 bed Flat	Jordan Court, Ingram Crescent West, Hove	258	A	21 Jun 2007	Transfer
08 Feb 2008	922	studio Flat	Jubilee Court, The Crescent, South Moulsecomb, Brighton	12	B	02 Oct 2007	Homeseeker

Priority Bands

When you register for a transfer or for housing as a homeseeker, your application will be assessed by your landlord or council. You will be placed in one of the priority bands described below.

If you disagree with your priority band, you can ask the council or housing association, which holds your registration details, to review the banding decision. To do this, please put your reasons for a band review in writing to your council or housing association.

When bids are considered for advertised properties, priority will be given to eligible bids from people in the highest priority band. If people from the same priority band bid for the same property, we will consider first those with a local connection and the earliest priority date. Some applicants in bands A and B have a limited time for bidding. We will tell you if this applies when you register.

If your priority band is increased at any stage, your priority date will be the date you went into the higher priority band. If you move back to a lower band, your priority date will usually revert to your original registration date in that lower band.

Band A emergency, urgent priority

- You are homeless, the Council has accepted a duty to re-house you, and you are staying in bed and breakfast accommodation or other short term temporary accommodation and your needs can only be met in permanent accommodation.
- You are homeless, in priority need and in longer term temporary accommodation and the landlord wants the property back, or the accommodation is not suitable for you and it is not possible to find you suitable further temporary accommodation.
- You are homeless, the Council has accepted a duty to re-house you, and you are staying with family or friends or your family is split because of a lack of housing, and your needs can only be met in permanent accommodation.
- You have a life threatening medical condition, which is seriously affected by your current housing or some other emergency need to move.
- Housing have agreed to a recommendation by social services that you need to be provided with permanent accommodation.
- You are a transfer applicant currently under-occupying family sized accommodation and you qualify for a downsizing scheme (if one operates in your area).
- You are occupying a property which is subject to a compulsory purchase order and/or where the Council has a Statutory Duty to move you.
- You are a council or housing association tenant in a fully wheelchair-adapted property you no longer need but which could be used by someone else.
- You need to move on from care or supported housing and re-housing has been agreed as part of a special quota scheme.
- You need to move urgently because there is a serious imminent personal risk if you remain (Please note this applies to Council/Housing Association Tenants only).
- You are in very high need of housing, where exceptional circumstances warrant emergency priority (to be agreed by a housing manager).
- Your needs, when considered together, are so severe that you need to be placed in a higher priority band (to be agreed by a housing manager).
- You are an ex-service tenant whom the Council or Housing Association has a contractual obligation to re-house.
- You are a successor to a council tenancy (or an approved non-statutory successor) approved for a move to smaller or more suitable accommodation.

Band B

- You have been assessed as needing two more bedrooms than you currently have.
- You have an urgent need to move because of harassment or threat of violence (please note that this applies to Council/Housing Association tenants only).
- You have a high need to move because of a medical condition, and your current housing is having a significant adverse effect on the medical condition.
- You are a former tenant with an undertaking by the council to re-house.
- You have dependent children **and** are living in insecure accommodation with no bedroom **and** lacking or sharing amenities.
- Housing have agreed to a recommendation by social services that you need to be provided with permanent accommodation to ensure fostering or adoption.
- You are occupying a property which has been assessed by Environmental Health as posing a high health and safety risk to you and your family.
- You are registered as regularly rough sleeping with appropriate agency and/or charity (not all local authorities run this scheme).
- You have three or more needs from Band C.

Band C

- You have been assessed as needing one more bedroom than you currently have.
- You are a transfer applicant currently under-occupying family sized accommodation but you don't qualify for a Transfer Incentive Scheme to downsize (if this scheme operates in your area).
- You are homeless (or in certain circumstances threatened with homelessness) in priority need and in longer term temporary accommodation until such time as the landlord wants the property back, or the accommodation is not suitable for you and it is not possible to find you suitable further temporary accommodation.
- You need to move for low or medium priority medical reasons as assessed by your local authority.
- You need to move because of unsatisfactory housing conditions such as overcrowding or unsanitary conditions, as approved by your local authority.
- You are an elderly person moving to sheltered housing with no higher needs to take into account.
- You have a need to move for social reasons, for example to give support to, or receive support from, a family member.

Band D

- All other transfer tenants and homeseekers with no identified housing need and not included in the above bands A, B or C.

This is a summary of the bands. Please note this is only a general guide, as not every band reason applies in every local council area. If you have a specific query about a band reason you should contact your local council for a copy of their Allocations Policy.

How to bid

Making your bids by coupon

- Your coupon has your name and homemove number printed on it – please check that these are correct
- You can bid for up to three properties for each edition of the freesheet
- Each property will have a three digit reference number, shown in the property advert in the homemove freesheet
- For example, if you want to apply for properties with the reference numbers 654, 791 and 555, you should mark the coupon as shown
- For the first bid (654 in this example), you should put an X in the first column against the relevant first digit of the number in the 'Bid 1' box (6 in this example)
- You should put an X in the second column against the relevant second digit of the number in the 'Bid 1' box (5 in this example)
- You should put an X in the third column against the relevant third digit of the number in the 'Bid 1' box (4 in this example)
- Do the same for your second and third bid as shown
- Enter the date shown on the front of the homemove freesheet from which you are bidding
- Please return your coupon by post. The address is already printed on the front of the coupon, but you will need to put a stamp on it

Ordering more coupons

If you are running low on coupons, there are three ways for you to order more:


- tick the box on the back of the bidding coupon when you next bid
- send a text (SMS) with your homemove number and the word 'coupon' to the text bidding number (07781 472276)
- log-in to the bidding section to order more coupons online

Mr AB Sample

Enter Freesheet Date

2	7	0	5	0	5
D	D	M	M	Y	Y

Tick this box if you need more coupons sent to you



homemove Bid Coupon

BRH1234 5

Bid 1

1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Bid 2

1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bid 3

1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Example
homemove
Bid Coupon

 8 homemove scheme user guide

Making your bids by text message



Most mobile phone companies will charge you around 10p to send an SMS text message

Action	Example
1 To begin making your bids	Open a new text message
2 Enter in your homemove number via the keys	ABC12345
3 Then followed immediately by the hash mark	ABC12345#
4 You should now enter the advert reference number of your first bid followed immediately by the hash mark	ABC12345#654#

If you have finished bidding then send. If not, keep following the instructions below.

5 You should now enter the advert reference number of your second bid followed immediately by the hash mark	ABC12345#654#791#
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If you have finished bidding then send. If not, keep following the instructions below.

6 You should now enter the advert reference number of your third bid followed immediately by the hash mark	ABC12345#654#791#555#
--	-----------------------

7 When you have entered all your bids, send your text message bid	"Send"
---	--------

8 The number to send your bid to is	07781 472 726
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- Most mobile phone companies charge SMS text messages at around 10p per text
- To add numbers to the message keep pressing the keys until you get to the digit and select
- On most mobile phones, to find the hash mark, first press the star key then select the hash mark
- You can enter your bids in both upper and lower case.
- Check your homemove number and bids are correct before sending.

Ordering more bid coupons by text message

You can also order more coupons by sending a text message to the same text number but the message needs to be your **homemove number**, immediately followed by the **hash mark** and then the word **'coupon'**

ABC12345#coupon

You can also bid on our website: www.homemove.org.uk



Making your bids by telephone



**Calls cost 25p per minute from a landline, and calls usually take one minute.
The cost of mobile calls varies according to the network you use.**

Action	Example
1 To begin making your bids dial	0906 294 2036
2 You will hear	"Welcome to the homemove property line. Press 01 for Adur Press 02 for Brighton & Hove Press 03 for Chichester Press 04 for Arun Press 05 for Hastings Press 06 for Wealden Press 07 for Rother Press 08 for Lewes"
3 You will hear	"Thank you. Please enter the number section of your reference number."
4 You should now enter the numerical part of your homemove number only. Once you have entered the correct number you will hear	"Thank you. Please enter the day number of your birth date."
5 You should now enter the day number of your date of birth. Please remember to put the leading zero (0) in if it is a single number. For example, if your date of birth is 16/04/1970 type in 16, if your date of birth is 08/01/1958 type in 08. Once you have entered the correct number, you will hear	"Thank you. Please enter the property reference number for your first bid."
6 Enter the three digits of the property reference number. Once you have entered the correct number you will hear	"Thank you. If you would like to add an additional bid, press one, or press two to complete your bids."
7 If you have pressed one you will hear	"Thank you. Please enter the property reference number for your second bid, or press the star key to complete your bidding."
8 Enter the three digits of the second property reference number. Once you have entered the correct number you will hear	"Thank you. If you would like to add an additional bid, press one, or press two to complete your bids."
9 If you have pressed one you will hear	"Thank you. Please enter the property reference number for your third bid, or press the star key to complete your bidding."
10 Enter the three digits of the third property reference number. Once you have entered the correct number or if you pressed the star key previously, you will hear	"Thank you for bidding."
If you made errors with your homemove number you may hear some of the instructions below:	
11 If you have made an error with your homemove number, you will hear	"I'm sorry, the reference number you have entered is not recognised. Please try again."
12 Enter your homemove number again, making sure that you are only entering the number part of your reference number. If you get your homemove number wrong a second time you will hear	"I'm sorry, the reference number you have entered is not found. Please check with your council or housing association and call again."

Things to consider before bidding

When choosing a property to bid for, you need to consider a number of things.

Do I live in the right area to bid for a property?

Properties are advertised by council area in the magazine. To bid for a property in a specific area you must be registered as a homeseeker or transfer applicant on that council's housing register.

Can I bid for properties in different areas?

Yes, sometimes. If a council opens up a property to bids from people registered in other areas, they will advertise it as a 'cross boundary property'. In the magazine these properties will appear in a separate Cross Boundary Section at the back. You can bid on these properties in the normal way if they match your assessed need. On the website they will just appear in the list of properties you are eligible for, and you can bid on them in the same way.

Is the property available to homeseekers, transfers, or both?

Most properties will be available for both homeseekers and transfer applicants, and the adverts will display the 'H/T' icon. But if you do see an advert with a 'H' or a 'T' icon, this means only homeseekers ('H') or transfer applicants ('T') can bid. Your bid will not count, for example, if you are a homeseeker and you bid on a property advertised only for transfer applicants.

Is there an age restriction on some properties?

Yes. Some properties have a minimum age requirement, for example in some schemes for older people. If an age restriction icon appears on the advert (see page 12) you can only bid on these properties if you are in that age range.

Some properties have a mobility group

This is intended to provide a guide to people who have different levels of mobility need. Priority will usually be given to those who have a need for this type of property. The mobility groups are explained on page 12.

Pets

Some landlords will not allow you to keep a cat or a dog unless the property has its own garden. If you have a pet, please check with the landlord.

Before you bid for a property:

Check out the location of the property on a map to make sure it's really a place you would consider moving to, and make sure you meet the criteria stated in the advert.

Circumstances where you may not be invited to view a property:

- you are in rent arrears
- you have been involved in anti-social behaviour
- in exceptional circumstances eg: where the offer would conflict with the council's objectives to ensure offers are sensitively made and that properties are let quickly

You can ask at your housing office if any of these circumstances apply to you. You can also ask your council to review the decision to exclude you from the scheme at any time.

What sort of tenancy will I be granted?

If you are homeseeker being offered a council property, your council may offer you a secure tenancy straight away, or they may offer you an introductory tenancy to start with.

An introductory tenancy is a 12-month trial period during which your council or housing association will make sure that new tenants act responsibly and follow the conditions of the tenancy agreement. If there are no problems during the trial period, the introductory tenancy automatically becomes a secure tenancy. Introductory tenants who transfer within the introductory period will remain introductory tenants for the remainder of the 12 months. (Contact your council to find out what sort of tenancy they would offer you).

Everyone being offered a housing association property, whether homeseeker or transfer applicant, will normally be offered an assured tenancy with the association.

You can ask your local council or your landlord if any of these circumstances apply to you.

Key to advert symbols

Our adverts are ordered by the type of property, and contain symbols for an at-a-glance guide to the details and who can bid for it. These symbols are explained below.

Some housing association properties are advertised with priority given to applicants from their own list. Where this applies it will say so in the text of the advert.



Available for homeseekers only



Available for transferring tenants only



Available for homeseekers and transferring tenants



Number of bedrooms in the property



Minimum and maximum number of people who can live in the property



Floor level of property, if flat or maisonette



Property designed for people of this age or above



Mobility Group One - Typically suitable for a person who uses a wheelchair full time, indoors and outdoors. The property will provide full wheelchair access throughout.



Mobility Group Two Typically suitable for a person with restricted walking ability and for those that may need to use a wheelchair some of the time. The property will have internal and external level or ramped access, but some parts of the property may not be fully wheelchair accessible.



Mobility Group Three - Typically suitable for a person able to manage two or three steps, but unable to manage steep gradients. The property may have adaptations to assist people with limited mobility.

Accompanying photographs in the adverts only show typical properties in the advertised block or street. Please do not contact any occupants in these buildings.

Copies of homemove are published every other Friday and are available free from the following places:

Adur



Adur District Council Civic Centre, Ham Road, Shoreham-by-Sea, BN43 6PR
 Lancing Local Housing Office 101 North Road, Lancing, BN15 9BB
 Lancing Local Library, Penstone Park, Lancing, BN15 9DL
 Social Services Department Glebelands, Middle Road, Shoreham-by-Sea, BN43 6GA
 Southwick Local Housing Office 21 Southwick Street, Southwick, BN42 4AD

Arun



Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
 Arun District Council, Church Street, Littlehampton, BN17 5EP
 Bognor Regis Jobcentre Plus, Gloucester House, High Street, Bognor Regis, PO21 1HH
 Bognor Regis Library, London Road, Bognor Regis, PO21 1DE
 Bognor Regis Town Hall, Bognor Regis, PO21 1LD
 Littlehampton Jobcentre Plus, Crown Building, 33 Church Street, Littlehampton, BN17 5ER
 Littlehampton Library, Maltravers Road, Littlehampton, BN17 5NA
 The Wickbourne Centre, Clun Road, Wick, Littlehampton, BN17 7DZ

Brighton & Hove



City Direct Brighton Bartholomew House, Bartholomew Sq, Brighton BN1 1JP
 City Direct Hove Hove Town Hall, Norton Road, Hove BN3 3BQ
 Hollingbury Library Carden Hill, Hollingbury BN1 8DA
 Jubilee Library Jubilee Street, Brighton BN1 1GE
 Lavender Street Housing Office Kemp Town BN2 1JU
 Manor Place Housing Office Whitehawk BN2 5GG
 New Larchwood, Waldron Avenue, Coldean, Brighton, BN1 9EZ.
 Oxford Street Housing Office Brighton BN1 4LA
 Patcham Library Ladies Mile Road, Patcham BN1 8TA
 Rottingdean Library The Grange, Rottingdean BN2 7HA
 Saltdean Library Saltdean Lido, Saltdean BN2 8SP
 Selsfield Drive Housing Office Moulsecoomb BN2 4HA
 Victoria Road Housing Office Portslade BN41 1YF
 Westdene Library Bankside, Westdene BN1 5GN
 Woodingdean Library Warren Road, Woodingdean BN2 6BA

Chichester



Bourne Leisure Centre Park Road, Southbourne, Emsworth, Hampshire, PO10 8PG
 Chichester District Council East Pallant House, 1 East Pallant, Chichester, PO19 1TY
 Chichester City Council Assembly Rooms, North Street, Chichester, West Sussex, PO19 1LQ
 Chichester District Council Midhurst Area Office, North Street, Midhurst, West Sussex, GU29 9DW
 Chichester District Council Petworth Area Office, The Old bakery, Golden Square, Petworth, GU28 0AP
 Chichester District Council Selsey Area Office, 53 High Street, Selsey, West Sussex, PO20 0RB
 Chichester Library Tower Street, Chichester, West Sussex, PO19 1QJ
 Martlet Homes Martlet House, Southern Gate, Terminus Road, Chichester, West Sussex, PO19 1QJ
 Westgate Leisure Centre Via Ravenna, Chichester, West Sussex, PO19 1RJ
 Witterings Library, Oakfield Avenue, East Wittering, Chichester, PO20 8BT

Hastings



1066 Housing Association, Queensbury House, Havelock Road, Hastings, TN34 1BP
 1066 HA Neighbourhood Office, 45-51 Chiltern Drive, Hastings, TN34 3PY
 1066 HA Neighbourhood Office, 5 Kennedy Court, Stonehouse Drive, St Leonards-on-Sea, TN38 9DH
 Hastings Borough Council, Hastings Information Centre, Queens Square, Hastings, TN34 1TL
 Hastings Borough Council, Renaissance House, The Old Christchurch School, London Road, St Leonards-on-Sea, TN37 6AN
 Hastings Library, Brassey Institute, 13 Claremont, Hastings, TN34 1HE
 Orbit Housing Association, 1-3 The Oaks, Little Ridge Avenue, St Leonards-on-Sea, TN37 7UW
 The Bridge Centre, 361 Priory Road, Hastings, TN34 3NW
 The Greater Hollington Partnership, 35/37 Blackman Avenue, St Leonards-on-Sea, TN38 9EA

Lewes



Community House, Meridian Centre, Meridian Way, Peacehaven, BN10 8BB
 Council Offices, 20 Fort Road, Newhaven, BN9 9QF
 Lewes Council Offices, 4 Fisher Street, Lewes, BN7 2DG
 Lewes Library, New Library Building, Styles Field, Lewes, BN7 2LZ
 Newick Health Centre, Marbles Road, Newick, BN8 4LR
 Seaford Library, 17 Sutton Park Road, Seaford, BN25 1QX

Rother



Battle Library, Market Square, Battle, TN33 0XA
 Community Help Point, Amherst Road, Bexhill-on-Sea, TN39 3JX
 Community Help Point, Cinque Ports Street, Rye, TN31 7AD
 Community Help Point, 6 Market Square, Battle, TN33 0XB
 Rother Homes, Sussex House, Ninfield Road, Bexhill-on-Sea, TN39 5AE
 Rother Homes, The Watch Oak, Battle, TN33 0YA
 Rye Library, Lion Street, Rye, TN31 7LB
 The Café, Newington Court, Pickforde Lane, Ticehurst, TN5 7DJ

Wealden



Council Offices, Pine Grove, Crowborough, TN6 1DH

Council Offices, Vicarage Lane, Hailsham, BN27 2AX

Heathfield Library, 21 High Street, Heathfield, TN21 8LU

Pevensey Bay Library, Wallsend House, Richmond Road, Pevensey Bay, BN24 6AU

Polegate Library, Windsor Way, Polegate, BN26 7QF

The Community Centre, Hartfield Road, Forest Row, RH18 5DZ

Uckfield Library, Library Way, High Street, Uckfield, TN22 1AR

Wadhurst Library, The Institute, High Street, Wadhurst, TN5 6AP

You can pay to have homemove sent to you by post. For details see the Subscription section on the back cover.

A version of this scheme user guide is available on request in other formats, including audio, Braille and large print. Interpreters or translations can be arranged.

Translation? Tick this box and take to any council office.

ترجمة؟ ضع علامة في المربع وخذها إلى مكتب البلدية. Arabic

অনুবাদ? বক্সে টিক চিহ্ন দিয়ে কাউন্সিল অফিসে নিয়ে যান। Bengali

需要翻譯? 請在這方格內加剔, 並送回任何市議會的辦事處。 Cantonese

ترجمه؟ لطفاً این مربع را علامتگذاری نموده و آن را به هر یک از دفاتر شهرداری ارائه نمایید. Farsi

Traduction? Veuillez cocher la case et apporter au council. French

需要翻译? 请在这方格内划勾, 并送回任何市议会的办事处。 Mandarin

Tradução? Coloque um visto na quadrícula e leve a uma qualquer repartição de poder local (council office). Portuguese

other (please state)

General information



Bid deadline

All bids for properties must be made by 2pm on the closing date shown on the front of each edition of the homemove magazine. Bids received after this time will not be considered eligible.

Need help bidding?

You can contact your local council, or your landlord, who will be able to help and advise you on how to make your bids and talk you through the bidding process (see contact details on page 3). A version of this scheme user guide is available on request in other formats, or translated into the main community languages. Your landlord or local council can also arrange an appointment with an interpreter if you need one.

www.homemove.org.uk

You can make your bids on the website at the above address. Please ensure you enter your homemove number and bids correctly.

Subscriptions

For a small subscription fee of £8.70, homemove magazine can be posted directly to you for six months. Please make your cheques/postal orders payable to 'Locata (Housing Services) Ltd' and send, together with your homemove number and mailing address to:

Homemove
PO Box 340
Ruislip
HA4 4AR

Please notify homemove of any change to your mailing address.

Bidding telephone number

☎ 0906 294 2036

To make bids by telephone use the above number and follow the instructions given over the line or as shown in this scheme user guide on page 10.

Ordering more coupons

If you are running low on coupons, there are three ways for you to order more:

- tick the box on the back of the bidding coupon when you next bid
- send a text (SMS) with your homemove number and the word 'coupon' to the text bidding number given below
- log in to the homemove website and order more coupons online

Bidding by text message

☎ 07781 472726

To make your bids by text (SMS), follow the instructions shown in the Scheme User Guide. The bidding deadline will always be 2pm on a Wednesday.