

Your guide to...

what happens once you've registered for rehousing



Information
for customers of
Parkway Green
Housing Trust



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Parkway Green Housing Trust is a member of the Manchester Housing Register (MHR).

Now you have applied for rehousing and your application has been assessed and entered on to the Register; you will now be considered for properties by all the housing partners who are part of MHR.

We have included your application number, your queue date and which band you have been placed in, in the summary letter sent out with this leaflet. There is a page at the back of this leaflet where you can write down your details so they are to hand whenever you need them.

To help you find out your prospects for rehousing and how long you are likely to wait for a home in the area of your choice you can use the Prospects Calculator that will be available at www.manchesterhomefinder.co.uk from summer 2010. The calculator looks at your individual needs and allows you to get a realistic waiting time for a property with us and other Housing Partners.

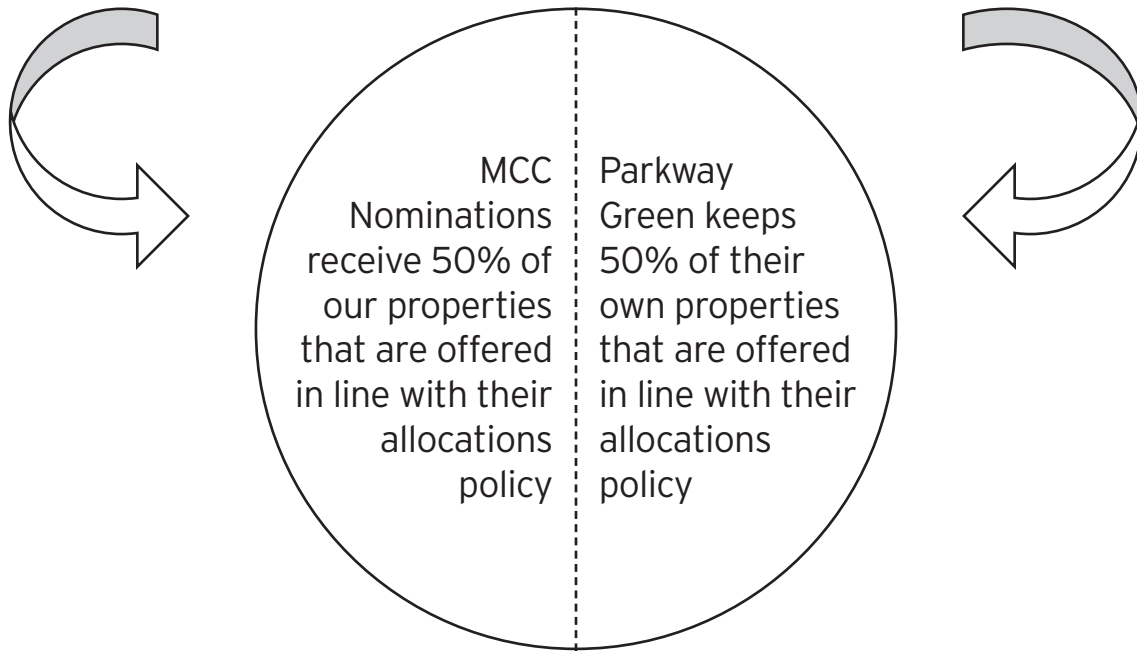
Before summer 2010, or if you can't get to the internet, the table overleaf shows you the average waiting times for properties in the Parkway Green area.

Areas	2 bed house	3 bed house	1 bed cottage flat	2 bed cottage flat	1, 2 & 3 bed walk up flat	Bungalow	Multi-storey
Newall Green	24 months	32 months	18 - 24 months	18 - 24 months	20 - 22 months	12 - 22 months	N/A
Baguley	36 months	28 months	18 - 24 months	18 months	18 months	12 - 22 months	18 - 24 months
Brooklands	36 - 42 months	48 - 60 months	18 - 24 months	18 - 24 months	18 - 24 months	12 - 22 months	N/A
Northern Moor	22 - 26 months	34 - 40 months	20 - 24 months	20 - 24 months	14 - 20 months	12 - 22 months	N/A
Northenden	36 - 38 months	48 - 60 months	28 - 36 months	28 - 36 months	28 - 36 months	12 - 22 months	20 - 26 months
Royal Oak	16 - 20 months	28 - 34 months	40 - 44 months	40 - 44 months	26 - 32 months	12 - 22 months	N/A

Please note that the above table shows our average waiting times and does not give a guarantee of how long you may have to wait. This will depend on your circumstances and the area and type of property you want.

How we allocate homes

Available properties within the Parkway Green areas which are ready to rent to applicants on the waiting list are allocated in the following ways.



The properties allocated by Parkway Green are advertised on Homefinder which is the choice based lettings system used by members of the Manchester Housing Register.

Homefinder means you can choose which properties to bid for, in areas of your choice that match your rehousing need.

How can I bid for a property advertised by Parkway Green?

You can use Homefinder to register your interest in a Parkway Green property. You will need both your date of birth and application number - which you can find on the summary letter previously sent to you.

You can place bids on Homefinder from your own home by visiting www.manchsterhomefinder.co.uk if you have access to the website or you can use one of these other options:

1. Visit a drop in session at Parkway Green House, 460 Palatine Road, Northenden from 10.00am - 12.00pm every Tuesday. A member of staff will be able to support you in making a bid
2. Call us on 0300 111 0000 and a housing options advisor will help you place your bid
3. Call into any of our Neighbourhood Surgeries where a member of staff will be available to offer advice and help you place bids on Homefinder
4. Visit Parkway Green House or our Bowland Road office any day and use our free internet kiosks which can be used to place bids.

Who nominates people for Parkway Green properties?

Parkway Green has an agreement with Manchester City Council, that the council will nominate applicants from the MHR to 50% of our vacant properties. All applicants nominated to Parkway Green properties from the council will be done so in line with the council's allocations policy, in priority order. Once an applicant reaches the top of the council's queue the council will notify them and advise them of the property they have been nominated for.

What do I do if I am already a Parkway Green tenant and want to move?

You can register your details on www.homeswapper.co.uk, here you can also browse the website for people who might like to exchange home with you. Parkway Green subscribes to Homeswapper and this service is free for our tenants.

Or

Call 0300 111 0000 to make an appointment for your Neighbourhood Officer to visit you at home.

Your Neighbourhood Officer will discuss your application; we will also carry out an inspection to check the condition of your property.

If you have not looked after your home, owe us money or if you are subject to any legal action we may not consider rehousing you until you have put things right.

What other housing options do I have?

As an alternative to waiting on the housing register you may wish to seek accommodation by other sources. For more information on what is available to rent in the area you require, you can visit the following website.

www.manchester.gov.uk
www.rightmove.co.uk

Frequently Asked Questions

Q. How long will I wait for a Parkway Green property?

A. How long you will wait will depend on your housing need and your queue date. You can look at the prospects calculator for information or look at the average waiting times table.

Q. What areas does Parkway Green have properties in?

A. Parkway Green has properties in Newall Green, Baguley, Royal Oak, Brooklands, Northern Moor and Northenden.

Q. Do I need to register for each housing provider separately?

A. If the housing provider is a partner of the Manchester Housing Register, you only need to register with one partner to be considered for a property by all partners of the Register. If you wish to register with a housing provider that is not a partner of the Register, you will need to contact them directly.

Q. What priority band I am currently in?

A. Details of the priority band your application has been placed in can be found on your summary letter. Your application has been assessed on the information you have provided and this has been used to allocate you a priority band. If your circumstances change let us know as soon as possible.

Q. Am I awarded the same priority with all partners of the Manchester Housing Register?

A. Not necessarily. All partners have their own allocations policy and use different rules to assess applications.

Q. When are properties advertised on Homefinder?

A. Properties are advertised on Homefinder on a Thursday and the cycle finishes the following Wednesday at 5.00pm. You can place bids on properties at any time during this cycle.

Q. When are the properties from Homefinder offered?

A. All properties advertised on Homefinder will be offered within 24 hours of the bidding cycle closing. Applicants will be notified in writing if they have been successful.

If you have any changes in your circumstances, including contact details please notify Parkway Green immediately so we can update your rehousing application.

You can call us on 0300 111 0000

Email us at
www.info@parkwaygreen.co.uk

Call in to either of our offices -
460 Palatine Road, Northenden or
137 Bowland Road, Baguley

Visit any of our Neighbourhood
surgeries (list enclosed)

You can use this page to keep a record of your reference number and priority code and to make a note of anything else to do with your application.

Application number:

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Queue date:

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Band:

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Notes:

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To get this leaflet in Braille, large print or on tape:

Phone: 0300 111 0000 Email: info@parkwaygreen.co.uk

Textphone: 0161 945 5730

للحصول على هذه المعلومات بأي لغة أو بالبرايل أو بالحروف الكبيرة أو على شريط الرجاء الإتصال برقم الهاتف الموجود أسفله.

Arabic

如欲索取這資料以任何語言或盲人用點字、大字印刷編制的版本或錄音帶，請致電下列號碼。

Chinese

لطفا برای دریافت این اطلاعات به زبان های دیگر، به خط بریل (خط ویژه افراد نابینا)، چاپ درشت و یا بر روی نوار با شماره تلفن زیر تماس بگیرید.

Farsi

Pour recevoir ces informations dans d'autres langues, en Braille, en gros caractères, ou sur bande sonore, prière d'appeler le numéro de téléphone ci-dessous.

French

यदि आप यह जानकारी किसी दूसरी भाषा, ब्रैल, बड़े प्रिन्ट या टेप में चाहते हैं तो कृपया नीचे दिये गये नम्बर पर फोन कीजिए।

Hindi

بۆ بەدەست هێنانی ئەم زانیاریانە بە هەر زمانێک یان بە بریال، پێنی گەورە یان لەسەر شریت، ئەوا تکایە تەلەفۆن بکە بۆ ئەم ژمارەیی خوارەوه.

Kurdish

Si aad u hesho macluumaadkaani oo ku qoran luqad kasta, tan indhoolaha, daabacaad balaaran ama cajal ku duuban fadlan telefoonka hoos ku qoran:

Somali

یہ معلومات کسی بھی زبان، بریل، بڑے حروف یا ٹیپ پر حاصل کرنے کے لئے براہ کرم ذیل کے نمبر پر فون کیجئے۔

Urdu

Nếu cần bản tin này bằng ngôn ngữ khác, bằng chữ nổi cho người mù, chữ in lớn hay băng ghi âm, xin vui lòng gọi điện thoại số dưới đây:

Vietnamese

0300 111 0000

Contact us

By phone

0300 111 0000

Phone this number for any Parkway Green service or to arrange an appointment for us to visit you, 8am - 5.30pm, Monday to Friday.

By email

info@parkwaygreen.co.uk

By post

Parkway Green Housing Trust
Parkway Green House
460 Palatine Road
Northenden
M22 4DJ

In person

Visit our local offices:

Parkway Green House
460 Palatine Road, Northenden,
M22 4DJ

or

137 Bowland Road,
Baguley, M23 1LE

Our offices are accessible to disabled people

