

Affordable Private Rent – Nominations and Allocations Plan

Below shows the nominations and allocations recommended actions for Affordable Private Rent (APR) properties. This is separated into what the Build to Rent operator and Bristol City Council Housing & Landlord Services are strongly advised to do. Further information on the delivery of Affordable Private Rent in Bristol can be found [here](#).

	Build to Rent (BtR) operator recommended to	Housing & Landlords Service (H&LS) will
1. Prior to advertising properties	- Expected to notify H&LS 6 months prior to completion of the scheme to promote the affordable housing through HomeChoice or any other suitable means available to the Council. - Enter into an information sharing agreement with the Council. - A sustainable lettings plan should be agreed by H&LS & Strategy & Enabling Team prior to advertising units.	- Note when the properties are likely to be advertised so there is capacity in the team to assist. - Provide information sharing agreement form. - Advise of advert price (£40 for each advert for first lets). - Agree (with Strategy & Enabling) the sustainable lettings plan.
2. Advertising properties	- Should provide an advert for H&LS which has information on unit size, rents, service charges (separating out 'lifestyle costs'), floorplans and general clarity on the product offered. - Strongly advised to include the website for the scheme so applicants can do their own research.	- Put the advert onto HomeChoice for potential applicants to register interest, making it clear in the advert their details will be passed to the BtR operator.
3. Interested applicants	- Sift through and complete due diligence on applicants to make sure they are eligible. - This will include checking local connection which is set out in the Council's HomeChoice allocations policy, Right to Rent checks etc.	- Send a list of interested applicants to the BtR operator. - Strongly recommend that the shortlist data is valid for one month only. After this a new shortlist can be provided.
4. Allocating properties	- Once completed BtR operator to allocate, notifying the successful applicants. - Once offer accepted by HomeChoice applicant, BtR operators to confirm allocations outcomes to H&LS.	- H&LS update HomeChoice Register to reflect successful allocation.
5. Unable to allocate	- If HomeChoice are not able to provide eligible applicants within 4 months of active marketing then the provider can use their own	- H&LS to note that the BtR operator will allocate through their own channels if unable to allocate

	marketing channels to allocate, in accordance with occupancy criteria in the s106. - Eligibility should be determined with regard to local household income levels, related to local rent levels. - Outcomes of let reported to H&LS.	through HomeChoice after 4 months of active marketing.
6. On allocation of all APR units	- Outcome of all lets communicated to BCC Strategy & Enabling team & H&LS.	- H&LS made aware of all allocations.
7. Relets	- Process repeats for each relet / periodically to collate a waiting list of interested HomeChoice applicants when needed. - Annual update to H&LS and S&E of all letting activity information. - Record any refusal reasons for Council referrals as summary data in the annual statement.	- Let BtR operator know of £40 charge for each relet advert placed, which is charged to the H&LS department. - For re-lets there can't be multiple properties on the same advert.

For further information please contact strategyandenabling@bristol.gov.uk.