

# ALVECHURCH ALMSHOUSE CHARITY



Reg. Charity 214948

## POLICY FOR ALLOCATION OF RESIDENCES

Please find enclosed application form which **must be completed in full**.

There are 10 almshouses consisting of 8 on the ground floor and 2 on the first floor (accessible by stairs). The accommodation consists of a sitting room, a bedroom, kitchen and a shower room. There is also a hall cupboard and store room. The main rooms each have gas central heating and there is an electric fire in the lounge. Each property has a small garden, which is the responsibility of the resident.

A wireless careline system with pendant is provided for use in emergencies.

The properties are suited only to applicants who are capable of living independently.

Vacant dwellings will be allocated after consideration of the following points:

1. The applicant(s) must have been a past or is now a resident of Alvechurch Parish for at least 1 year and be a minimum age of 60, unless there are special circumstances. (The Alvechurch Parish comprises the wards of Alvechurch, Bordesley, Hopwood and Rowney Green).
2. The applicant(s) must demonstrate that their present accommodation does not meet their needs and/or be able to demonstrate that their overall well-being is adversely affected by living in their present accommodation **and** that they would benefit from living in an almshouse. Consent to contact your doctor may be required and in certain circumstances a supporting letter from the GP may also be required.
3. The applicant(s) is/are in difficult financial circumstances. The Charity's Application Form **must be completed in full** and all income, assets and liabilities must be disclosed. Failure to do so may result in the application not being considered or it may lead to the allocation being set aside.  
**Please note:** At interview, Trustees may ask to see supporting documentation, e.g., bank accounts, pension, mortgage statements etc.
4. Dogs and cats are not allowed but at the discretion of the Trustees smaller pets or cage birds may be considered.
5. When a vacancy occurs, all applications will be considered and, a short list of applicants will be selected for interview, these applicants will be interviewed by 2 Trustees of the Almshouse Trust.
6. Selection of the successful applicant will be made by a quorate meeting of Trustees and the Trust's decision will be final. **No discussion or correspondence will be entered into.**
7. A copy of the Rules and Policies associated with the almshouses and relevant to occupancy will be included in the Alvechurch Almshouses Handbook, a copy of which will be given to the successful applicant(s) prior to occupation.

**Should you have any questions or require any assistance in completing the application form, please contact the Clerk to the Trustees.**