

Allocation and Referrals Policy and Procedure Oakfield (Easton Maudit) Ltd

Step-by-Step Process:



Applicants documents sent to Registered Manager.



2

Care Assessment Completed.



Z

Details are sent to Housing Officer to see if there are any suitable flats at Oakfield.





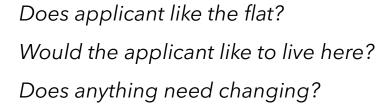
Does the flat need to be changed?







Visit to the flat is arranged.















Can the flat be offered to the applicant?



YES - Flat is offered.



NO - Applicant receives explanation why flat is not suitable.





Tenancy agreement is agreed and signed.



Move in date agreed.







Process is complete.

