



Allocation and Referrals Policy and Procedure

Oakfield (Easton Maudit) Ltd

Step-by-Step Process:

1

Applicants documents sent to Registered Manager.



2

Care Assessment Completed.



3

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



4

Does the flat need to be changed?



5

Visit to the flat is arranged.

Does applicant like the flat?

Would the applicant like to live here?

Does anything need changing?



6

Checks completed to ensure flat can be offered to applicant.



7

Can the flat be offered to the applicant?



YES - Flat is offered.



NO - Applicant receives explanation why flat is not suitable.



8

Tenancy agreement is agreed and signed.



9

Move in date agreed.



10

Process is complete.

