



## **GUIDE TO GETTING A YMCA FLAT**

- Applicant can collect an application from the YMCA reception helpdesk they can also be sent via post or email
- Once the applicant has filled the application in they will need to send it back to the YMCA
- The Housing Department will assess the application which can take up to 28days
- Housing Department will inform the applicant in writing or verbally over the phone of the decision
- If the applicant is offered a flat. They will then be asked to pay a deposit of £120 and they will also be required to pay 1 weeks rent or 1 months rent in advance depending on frequency of payment from the applicants job or benefits
- A flat will be allocated and a move in date will be agreed with applicant. Dependant upon the property being ready will depend on their move in date
- An inventory will have been completed by the facilities manager prior to the move in
- Day of move in - the applicant will have a meeting with a support worker who will fill in their tenancy agreement with them and if they are entitled an HB application will be completed, meter readings are done for the utilities and the utility companies will be informed of the new tenants details
- The tenant will also do an inventory to check they are happy with the original inventory
- Keys are given to tenant and the tenant is free to move in.