**INFORMATION FOR APPLICANTS**

**What is Bradford Flower Fund Homes?**

Bradford Flower Fund Homes is a registered charity founded in 1957 by the late Ernest Marriott MBE, MM, JP, a prominent Bradford businessman. The Fund’s main objective when founded was “the relief of elderly folk by the provision of homes and dwellings”. As a charity all our resources go towards providing and maintaining quality retirement homes in well cared for grounds at rents that are within the means of those living on limited incomes. The Fund takes its name from the original funding idea whereby donations could be made in lieu of funeral flowers after bereavement. The Fund still receives some of its support in this way, along with other donations, legacies and self-generated income.

**What is Bradford Flower Homes Development Ltd**

Bradford Flower Homes Development Ltd is a company limited by guarantee, opened in 2020 by Bradford Flower Fund Homes. The Development Company was opened specifically to provide social housing.

**What sort of homes are they and where are they located?**

Bradford Flower Fund have ten estates around the Bradford area which are listed below along with the type of housing they offer. All our properties have one bedroom, living room, kitchen and bathroom. Flats may be ground floor and first floor and there are stair lifts in the three Main Houses at Flower Mount, Flower Hill and Flower Garth.

**Flower Bank** **Flower Haven**

Kings Road Haworth Road

Bradford BD2 1NP Bradford BD9 6LW

14 bungalows 19 bungalows

**Flower Court**  **Flower Hill**

Leeds Road, Eccleshill Highgate, Heaton

Bradford BD2 3LD Bradford BD9 5QW

4 bungalows 37 bungalows

6 flats 14 flats

**Flower Croft Flower Mount**

Gaisby Lane Station Road, Baildon

Shipley BD18 1BB Shipley BD17 6SB

11 bungalows 23 bungalows / 8 flats

**Flower Garth Milner Court**

Harrogate Road  **(***Bradford Flower Homes Development Ltd*)

Bradford BD10 0QB Dallam Road, Shipley

19 bungalows BD18 4NG

6 flats 10 Flats (4 x 2 Bedroom)

**Flower Croft (Keighley) Highfield House**

ExleyHead Albert Street

Keighley Keighley

BD21 1RTBD21 2AT

12 flats 8 flats

**Who can apply for a tenancy?**

Tenancies are granted at the discretion of Bradford Flower Fund Homes to persons over 55 living in Bradford, or who have had Bradford associations in the past, and wish to return to their home city to be closer to relatives who can provide support.

Applications will be accepted if you are within three years of official retirement age but until it is reached a tenancy offer will not be made and, in the case of a couple, both must be non-employed. Applicants must be able to look after themselves as Bradford Flower Fund Homes does not provide any form of care or warden service nor does it allow occupancy by live in carers or anyone who is not over 55 (see important points to remember on the back page).

Bradford Flower Fund Homes has a fair housing policy, recognising equality of opportunity with access for elderly people regardless of ethnic or racial origins. Our houses are designed for couples or single people. Persons, who by the size of their household, would cause overcrowding are unlikely to be offered a tenancy.

**How do we choose our tenants?**

Accommodation is provided for those in the greatest need. We have a large register of applicants and only a few vacancies each year so there is often a long wait before being offered a tenancy.

Anyone needing accommodation urgently or by a particular date is strongly advised to consider alternative sources.

When a vacancy occurs a shortlist is prepared from all applicants on the register. This takes into account site preference, housing need, existing accommodation, financial resources and location of supporting family. We also take into consideration such factors as health, the level of self-reliance and the applicant’s ability to finance accommodation suitable to their needs from their own resources without recourse to charitable support.

Shortlisted applicants are contacted by a member of the Charity authorised to determine priorities and make the final selection. Care is also taken to select tenants who will be mutually helpful and who will take pride in their home. Applicants will be given an opportunity to inspect the vacant premises before accepting a tenancy.

If the offer of a tenancy is accepted, an Offer of Tenancy letter (under the tenants guarantee conditions incorporated in the Housing Act 1988) will be issued together with a Tenancy Agreement for signature.

**Rents and Responsibilities**

Tenancies are let on an assured tenancy basis. Full details of the conditions of tenancy are contained in the Tenancy Agreement issued to applicants prior to acceptance of the tenancy. The average weekly rent is £80.00, according to the size and location of the property, and is paid every four weeks by standing order. A standing order mandate is completed at the same time as signing the Tenancy Agreement and is then forwarded to your bank. We do not accept cash or cheque as a form of payment method as we do not have a rent collector. Payment of council tax and all utility charges become the responsibility of the tenant from the date they sign the Tenancy Agreement.

We inspect all properties on a regular basis and aim to achieve a high standard of maintenance. We take care of both external and internal repairs to the fabric and fixtures. Repairs are dealt with as promptly as possible by our appointed Property Management Agent. Internal decorations are the responsibility of the tenant. Our properties are of varying ages and we try to ensure that they meet present day needs and improvements are made as charitable funds allow.

In the interests of safety the keeping of dogs and cats is not permitted, except in the case of guide dogs for the blind.

**How to apply for a Bradford Flower Fund Home / Bradford Flower Homes Development**

An application form, to be considered for inclusion on the register of applicants, is available from the Administration Office at 4A Flower Mount, Baildon, Shipley, BD17 6SB. Alternatively, you can telephone the offices on 01274 583763 or apply via the website at bradfordflowerfundhomes.org.uk.

When completing the application form please remember that it is in your best interests to provide the information requested as fully as possible as this will be used in making the initial assessment when shortlisting applicants for offers of tenancy. Incomplete application forms will not be accepted.

It is important to remember that the register is not a waiting list. The length of time on the register will not necessarily influence the order in which offers of tenancies are made since numerous other factors are taken into consideration. The choice of tenant is entirely at the discretion of the Trustees of Bradford Flower Fund Homes.

The register is reviewed periodically to see if applicants wish to remain listed. It is your responsibility to notify us if your circumstances alter or you change address / telephone number(s). If we are unable to contact you, your application will be removed from the register.

**Important points to remember**

We have very few vacancies each year and we do not know when any of our properties will become vacant or at which site they will be. If you need to move out of your present accommodation by a certain date, perhaps because it goes with your job and you have to leave on retirement, or you need alternative accommodation urgently, we would strongly advise you to approach other housing associations in addition to ourselves. The fact that you accept this alternative accommodation need not necessarily prejudice your application for a Bradford Flower Fund Home/Bradford Flower Fund Home Development ltd.

We must also emphasise that Bradford Flower Fund Homes does not provide sheltered housing and has no warden or other care services. Our tenants must therefore be self-reliant. Only those persons listed on the Tenancy Agreement are allowed to reside in our properties and we do not allow occupancy by “live in” carers or anyone who is not over 55 years of age. We try to select tenants who will be good neighbours but it is the responsibility of the resident’s family and friends to maintain regular contact and ensure their personal well-being.

For more information or specific guidance on any of the points addressed in this information guide please telephone our Administration Office on 01274 583763 or visit our website at bradfordflowerfundhomes.org.uk.