



VERSION 16
01.01.2010

Scheme

User Guide

www.locata.org



Please ensure coupons are posted in time to meet the bidding deadline date as any received after 2pm on the bidding date WILL NOT BE ACCEPTED!

BRENT

EALING

HAMMERSMITH
& FULHAM

HARROW

HILLINGDON

HOUNSLOW

INQUILAB HA

A2 DOMINION

CCHA

NOTTING HILL HOUSING

OCTAVIA HOUSING

PCHA

PARADIGM

SHEPHERDS BUSH HA

SIR OSWALD STOLL

STADIUM HA

THAMES VALLEY HA

WESTWAY HOUSING



We let you choose

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Locata General Information

WELCOME TO THE LOCATA

Scheme User Guide

helping you find a home in West London

Locata gives more choice about where you want to live. In the past your Council decided where and when you would be offered a home. Now you will have the chance to choose.

Existing Council and Housing Association tenants who would like to transfer to a home can use Locata to find one. This also includes homeseekers (people who are on the housing register or who are homeless).

Every fortnight Locata produce a free magazine, Locata HOME which advertises virtually all the available Council and Housing Association homes. You can look at the adverts and decide whether you want to be considered for any of the properties. You express your interest in properties by making a bid for them.

A summary of who can bid for properties and how to bid can be found in this Scheme User Guide.

To get a new home you will have to bid for a property in Locata HOME. The Councils and Housing Associations in the Locata scheme no longer allocate empty properties to people who haven't bid through the Locata scheme.

Locata gives you more choice about where you want to live.

It also gives you a better idea of what is available in your area.

In each edition you can see how homes in the previous editions were let by turning to the feedback page. You can also see what level of priority the successful bidder had and how long they waited for a new home.

If you would like to find out more about Locata, or how to use Locata HOME to bid for a home you should contact your existing landlord or housing department.

Contact details are available in this Scheme User Guide, Locata HOME and also at www.locata.org

Locata Housing Services Limited

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How the Locata

With the Locata scheme, it will not be the Council or Housing Association who will find and allocate you a home; instead you look for your own home using the Locata HOME magazine.

There are five steps for you to follow in choosing your new home:

Step 1 – Membership

You are automatically a member of Locata if you are an existing tenant of any of the participating Councils or Housing Associations (listed on page 18 & 19) and have registered for a transfer or if you are a homeseeker.

This includes homeless people and others on the Housing Register of participating Councils and Housing Associations.

You may not be eligible to be on the housing register; your council can give you further advice on this.

Step 2 – Registration

Once your Council or Housing Association has accepted you onto their register, Locata will write to you to give you a Locata Identification Number (LIN number) and will tell you which band (A, B, C or D) you have been placed in and your priority date. (See page 6 for details of how the priority band and date system works).

You must keep your Housing Department informed of any changes to your household, medical condition or housing situation.

This is very important as it could result in changing your band, or your eligibility for certain homes. (See page 6 for details of how the priority band and date system works).

Step 3 – Choosing

Available properties are advertised in a freesheet called 'Locata HOME'.

The adverts give you information about each property available for letting.

You can pick up a free copy of Locata HOME from various places, including civic centres, housing offices and public libraries. Locata HOME is also available on the Locata website; go to **www.locata.org**

Once you have your copy of Locata HOME you will be able to 'bid' for a maximum of 3 properties in each edition.

You can bid in any 4 ways:

By coupon We send blank coupons direct to you with your registration pack. Each bid coupon will have your name and LIN number printed on

it. This is your individual number so do not give your coupons to anyone else. (See page 12 for instructions on how to complete your coupon)

You can request more coupons by telephoning 0906 294 2013, or go to the Locata website.

On the web Go to www.locata.org and logon with your LIN number and birth date.

By telephone Call 0906 294 2012 and follow the instructions. (See page 13 for instructions on making your bids by telephone).

By text Call **07781 472726** (see page 11 for instructions on making your bids by text).

Locata HOME is usually published every other Friday. Your bids must reach us by 2pm the following Wednesday.

scheme works

Step 4 – Offer

Locata puts the bids received, for each property advertised, in priority order to produce a list of eligible members for each property.

The landlord of each property allocates from the list after doing further eligibility checks. If your name is at the top of the priority list, you will normally be invited to view the property.

If you refuse this property, the next person on the 'priority list' will be invited to view the property. You do not automatically get penalised for refusing properties you have chosen, although measures might be taken if you refuse several properties, especially if you are in a high 'priority band' and need to move urgently.

Many landlords invite more than one member to view their properties at the same time, although the property is always offered first to the member with the highest priority who attends the viewing.

If you are at the top of more than one list, the landlord will decide which property to offer you and the other properties will be offered elsewhere.

Any offer is subject to your application being verified. If you are not verified the offer may be made to another applicant.

If you receive an offer to view, if you do NOT intend to turn up you must contact the landlord.

Step 5 – Feedback

All properties are listed on the "Feedback" page of Locata HOME once they have been let.

The feedback tells you how many people bid for each property, as well as the band and registration date of the successful bidder.

This helps you to see how long the successful bidders have been waiting.

It is not possible to notify you individually when your bids have been unsuccessful.

People who have come top of a shortlist are usually contacted within a week of the bid closing. However, a lot of properties are advertised some time before they are ready for occupation.

If a person who was top of the list refuses, the next person who was on the list may be invited to view some weeks after the closing date.

If you are offered you will not be short-listed for other properties until a decision is made on the shortlist, which includes whether you decide to accept or refuse the offer.

If you have questions about how the scheme applies to you or about bidding for properties, there are fully trained housing staff available to support you in your Housing Department (see Council and RSL's addresses and telephone numbers on page 18 & 19).



Priority Bands

When you register for a transfer or for re-housing as a home seeker, your application will be assessed by your landlord or Council.

You will be placed in one of the priority bands described below.

If you disagree with your priority band you can ask the council or housing association, which holds your registration details, to review your banding.

When bids are considered for advertised properties, priority will be given to bids from people in the highest priority band. If people from the same priority band bid for the same property the person with the earliest priority date will be considered first.

If your priority band is increased at any stage, your priority date will be the date you went onto the higher priority band. If you move back to a lower band, your priority date will revert to the date that applied when you were previously in that lower band or any earlier date when you were in a higher band (usually your original registration date).

Below is a general guide to the Priority Bands. However, this does not represent a definitive list of categories and you should speak to your housing department or Housing Association with whom you have registered if you would like precise information about how the scheme applies to you.

Band A – (Emergency/Top Priority)

- You have a life-threatening medical condition, which is seriously affected by your current housing, or some other emergency need to move.
- You are homeless, in priority need and in temporary accommodation and the landlord wants the property back, or that the temporary accommodation is not suitable for you and it is not possible to find you suitable further temporary accommodation.
- Housing have agreed to a recommendation by Social Services that you need to be provided with permanent accommodation to ensure fostering or adoption.
- You are a council or housing association tenant whose life is threatened if you remain in your home, because of violence. (Please note that this applies to Council/Housing Association tenants only)
- You are an ex-service tenant whom the council has a contractual obligation to re-house.
- You are a council or housing association tenant who needs to move because your home is about to be demolished or redeveloped.
- You are a council or housing association tenant who needs to move to an adapted property and it is in the landlord's interest for you to move.
- You are a council or housing association tenant in an adapted property you no longer need but which could be used by someone else.
- You are a council or housing association tenant of a property with two or more bedrooms and you are willing to move to a one-bedroom home or give up two bedrooms.
- You are a successor to a Council tenancy and approved for a move to a studio or one bed or you are giving up 2 or more bedrooms.
- You are occupying a property, which is subject to a compulsory purchase order and/or where the Council has a Statutory Duty to move you.

Band B – (Urgent Need to Move)

- You have an urgent need to move for medical or social reasons, as approved by your landlord.
- You have an urgent need to move because of harassment or threat of violence. (Please note that this applies to Council/Housing Association tenants only).
- You are homeless, the Council has accepted a duty to rehouse you, and you are staying in bed & breakfast or a hostel or temporarily with family or friends.
- You have dependant children and are living in insecure accommodation with no bedroom and lacking or sharing amenities.
- You need to move on from care or supported housing and rehousing has been agreed under a special quota scheme.
- You are a council or housing association tenant occupying larger accommodation, but are willing to give up a surplus bedroom, but still need two or more bedrooms.
- You are a council or housing association tenant and your home is to be demolished or redeveloped, or you are statutorily overcrowded or it has been agreed that you need to move for other management reasons.
- You are a successor to a council tenancy and approved for a move to smaller accommodation comprising 2 or more bedrooms.
- You are an ex-tenant whom the Council, at the time you relinquished a former tenancy, undertook to re-house at a future date.

Band C – (Identified Housing Need)

- You need to move for medical reasons, or because of unsatisfactory housing conditions, such as overcrowding or unsanitary conditions, as approved by your registering partner.
- Your need to move has been identified in a Social Services care plan or has been agreed with Social Services as a means of relieving social hardship.
- You are an elderly person moving to sheltered housing.
- You are homeless but do not qualify for Band A or B.

Band D

- All other Transfer Tenants and Home Seekers not in the above priority bands A, B or C.



The Adverts

1 bed flat

H/T AGE 50+ 1-3 1 1

RefNo. 949

Location Carlton Road, Chiswick
Borough Ealing
Landlord London Borough of Ealing
Rent £68.18
Features Gas central heating

1 bed flat

H/T AGE 50+ 1-3 1 1

RefNo. 949

Location Carlton Road, Chiswick
Borough Ealing
Landlord London Borough of Ealing
Rent £68.18
Features Gas central heating

1 bed flat

H/T AGE 50+ 1-3 1 1

RefNo. 949

Location Carlton Road, Chiswick
Borough Ealing
Landlord London Borough of Ealing
Rent £68.18
Features Gas central heating

1 bed flat

H/T AGE 50+ 1-3 1 1

RefNo. 949

Location Carlton Road, Chiswick
Borough Ealing
Landlord London Borough of Ealing
Rent £68.18
Features Gas central heating

Key to advert symbols

- Available for homeseekers only
- Available for transferring tenants only
- Available for homeseekers and transferring tenants

- This shows the property has a lift
- This shows the property has no lift

Number of bedrooms and property type

Sheltered housing, you must have been assessed for sheltered housing (Defined by white background)

-
- Property designed for people this age or above

-
- Minimum and maximum number of people who can live in property

-
- Floor level of property, if flat or maisonette

-
- Number of bedrooms in the property

Mobility Group 1 - Suitable for wheelchair user indoors and outdoors (defined by symbol and white bar)

Mobility Group 2 - Suitable for people who cannot manage steps or stairs and may use a wheelchair some of the day (defined by symbol and white bar)

Mobility Group 3 - Suitable for people only able to manage 1 or 2 steps or stairs (defined by symbol and white bar)

This property is advertised in both the council's and the housing association landlord's section of this magazine. The landlord housing association's transfer applicants will have priority over other transfer applicants within each priority band.

Accompanying photographs only show typical properties in the advertised block or street.
Please do not contact any occupants in these buildings.

Copies of Locata HOME are published every other Friday and are available free from the following places

Acton

- **Change Base** 100 Bollo Bridge Road, Acton
- **Acton Housing Services** 113 Uxbridge Road, Ealing

Brent

- **Brent House One Stop Shop** 349-357 High Road, Wembley
- **Willesden One Stop Shop** Willesden Green Library Centre, 95 High Road, Willesden
- **Harlesden One Stop Shop** Challenge House, 1-2 Bank Buildings, High Street, Harlesden
- **Brent Town Hall One Stop Shop** Brent Town Hall, Forty Lane, Wembley
- **South Kilburn Area Housing Office** Community Resource Centre, Albert Road, Kilburn
- **Housing Resource Centre** Mahatma Gandhi House, 34 Wembley Hill Road, Wembley
- **South Area Housing Office** 1b Dyne Road, Kilburn, Kilburn
- **Kilburn Library 42** Salusbury Road, Queens Park Area, Kilburn
- **Neasden Library** 277 Neasden Lane, Neasden
- **Preston Road Library** Carlton Avenue East, Wembley
- **Tokyngton Library** Monks Park, Wembley
- **Kingsbury Library** Stag Lane, Kingsbury
- **Kensal Rise Library** Bathurst Gardens, Kensal Rise
- **Cricklewood Library** 152 Olive Road, Cricklewood
- **Barham Park Library** Harrow Road, Wembley
- **Ealing Road Library** Coronet Parade, Wembley
- **Harlesden Library** Craven Park Road, London
- **Willesden Green Library** 95 High Road, Willesden
- **Town Hall Library** Forty Lane, Wembley
- **Kilburn One Stop Shop** 1b Dyne Road, Kilburn
- **Depaul Trust** Willesden Hostel, 247 Willesden Lane
- **Brent Private Tenant Rights Group** 43 Willesden Lane, Willesden
- **Queens Park Library** 666 Harrow Road

Ealing

- **Housing Resource Centre** Town Hall Annexe, New Broadway, Ealing
- **Ealing Central Area Housing Team** Eastern Area Housing, 16-18 New Broadway, Ealing
- **Acton Area Housing Team** Acton Town Hall, Winchester Street, Ealing
- **Housing Social Team** 301 Ruislip Road, Greenford
- **Southall Area Housing Team** 301 Ruislip Road, Greenford
- **Acton Library** High Street, Acton
- **Greenford Library** Oldfield Lane South, Greenford
- **Hanwell Library** Cherington Road, Hanwell
- **Jubilee Gardens Library** Jubilee Gardens, Southall
- **Northfields Library** Northfield Avenue, Ealing
- **Northolt Library** Church Road, Northolt
- **Perivale Library** Horsenden Lane, South Green Lane, Perivale
- **Pitshanger Library** 143/145 Pitshanger Lane, Ealing
- **West Ealing Library** Melbourne Avenue, Ealing
- **Wood End Library** Whitton Ave West, Greenford
- **Ealing Central Library** 103 Ealing Broadway Centre, The Broadway, Ealing
- **Southall Library** Osterley Park Road, Southall
- **Southall Day Centre** Shackleton Road, Southall
- **Community Golf Links** Fleming Road, Southall
- **Havelock Community Shop** 37 Hunt Road, Southall
- **Havelock Family Centre** Aleka Centre, 10b Havelock Road, Southall
- **Sure Start Acton** 1A King Street, Acton
- **Southall Day Centre** 20 Western Road, Southall
- **South Acton Childrens Centre** Castle Close, Acton
- **Southall Community Alliance** 10 High Street, Southall

CCHA

- **Catalyst Communities Housing Association** Catalyst Housing Group, Ealing Gateway, 26-30 Uxbridge Road

Hammersmith & Fulham

- **Community Support Centre** 145 King Street, Hammersmith
- **Askew Road Library** 87-91 Askew Road, Shepherds Bush
- **Fulham Library** 598 Fulham Road, Fulham
- **Barons Court Library** North End Crescent, West Kensington
- **Hammersmith Central Library** Shepherds Bush Road, Hammersmith
- **Sands End Library** The Community Centre, 59-61 Broughton Road London
- **Shepherds Bush Library** 7 Uxbridge Road, Shepherds Bush
- **Hammersmith North Area Office** New Zealand Way, White City Estate, London
- **Hammersmith & Fulham Homes** Ground Floor, Riverview House, Beaver Lane, King Street
- **Fulham North Area Office** Clem Atlee Estate, Lillie Road, London
- **Fulham Central Area Office** Fulham Town Hall, Fulham Broadway
- **London Borough of Hammersmith & Fulham** 1st Floor, 77 Glenlithorne Road, Hammersmith
- **Threshold Housing Advice Service** 126 Uxbridge Road
- **Age Concern** 105 Greyhound Road, London

Harrow

- **Harrow Housing Services Dept** Harrow Civic Centre, Civic 2 Building Station Road, Harrow
- **Hatch End Library** Uxbridge Road, Hatch End
- **Kenton Library** Kenton Lane, Kenton
- **North Harrow Library** 429-433 Pinner Road, North Harrow
- **Pinner Library** Marsh Road, Pinner
- **Rayners Lane Library** 226 Imperial Drive, Harrow
- **Roxeth Library** Northolt Road, South Harrow
- **Stanmore Library** 8 Stanmore Hill, Stanmore
- **Wealdstone Library** The Wealdstone Centre, Ground Floor, High Street
- **Bob Lawrence Library** 6-8 North Parade, Mollison Way, Edgware
- **Gayton Library**, Gayton Road, Harrow
- **Civic Centre Library** Civic Centre, Station Road, Harrow
- **Community Mental Health Team** (South & West), Atkins House Marshall Close, Harrow
- **Community Mental Health Team** (East), Honey Pot Lane Centre 839 Honey Pot Lane, Stanmore
- **The Bridge Day Centre** Christchurch Avenue, Opp Harrow Leisure Centre, Harrow
- **Harrow Civic Centre** Main Reception, Station Road, Harrow

You can pay to have Locata HOME sent through the post. Contact Locata, PO Box 294, Ruislip HA4 8WX

Copies of Locata HOME are published every other Friday and are available free from the following places (cont.)

Hillingdon

- **Hayes One-Stop Shop** 49-51 Station Road, Hayes
- **Housing Department** London Borough of Hillingdon, Housing Services, Civic Centre, High Street, Uxbridge
- **Ruislip Area Housing Office** 130 High Street, Ruislip
- **Uxbridge Area Housing Office** 163 High Street, Yiewsley
- **Hayes Area Housing Office** 1390, Uxbridge Road, Hillingdon
- **Yiewsley Area Housing Office** 163 High Street, Yiewsley
- **Hayes Library** Golden Crescent, Hayes
- **Eastcote Library** Field End Road, Eastcote
- **Harefield Library** Park Lane, Harefield
- **Harlington Library** Pinkwell Lane, Hayes
- **Hayes End Library** 1346 Uxbridge Road, Hayes End
- **Ickenham Library** Long Lane, Ickenham
- **Kingshill Library** Bury Avenue, Hayes
- **Oak Farm Library** Sutton Court Rd, Hillingdon
- **Northwood Hills Library** Potter Street, Northwood
- **Oaklands Gate Library** Green Lane, Northwood
- **Ruislip Manor Library** Linden Avenue, Ruislip Manor
- **South Ruislip Library** Victoria Road, South Ruislip
- **West Drayton Library** Station Road, West Drayton
- **Yiewsley Library** 192 High Street, Yiewsley
- **Central Library** High Street, Uxbridge
- **West Drayton Advice and Information Centre** Bell Farm Church, South Road West Drayton
- **Violet Avenue Tenants & Residents Association** 8 Bramble Close, Hillingdon
- **The Chimes Shopping Centre** Uxbridge, Middlesex
- **Yeading Library** Yeading Lane, Hayes
- **Ruislip Library** Manor Farm, Bury Street, Ruislip

Hounslow

- **Chiswick & Brentford Social Services Area Office** Ashburnham House, Horticultural Place, Chiswick
- **Feltham Bedfont & Hanworth Social Services Area Office** 13 Hanworth Road, Feltham
- **Adult Social Care** Heston Local Office, 41 New Heston Road, Heston
- **Brentford Neighbourhood Housing Office** 58-59 Brentford High Street, Brentford
- **Bedfont & Feltham District Housing Offices** St Catherine's House, Hanworth Road, Feltham
- **Rehousing Unit, London Borough of Hounslow** Reception/Housing Department, Civic Centre, Lampton Road, Hounslow
- **Chiswick District Housing Office** Chiswick Town Hall, Heathfield Terrace, Chiswick
- **Action for Employments** Suite D, Banklabs House, 31-41 Cross Lances Road, Hounslow
- **Bedfont Library** Staines Road, Bedfont
- **Brentford Library** Boston Manor Road, Brentford
- **Hanworth Library** 2-12 Hampton Road West, Hanworth
- **Osterley Library** St Mary's Crescent, Osterley
- **Chiswick Library** Duke's Avenue, Chiswick
- **Cranford Library** Bath Road, Cranford, Hounslow
- **Feltham Library** 210 The Centre, High Street, Feltham
- **Heston Library** New Heston Road, Heston
- **Adult Library Service** Treaty Centre, High Street, Hounslow
- **Isleworth Library** Twickenham Road, Isleworth
- **Hounslow Library** High Street, Hounslow
- **North British Housing Ltd** Hounslow Area Office (Beaver Estate), 1 Chinchilla Drive, Hounslow
- **Beavers Library** The Hub, 103 Salisbury Road, Hounslow
- **The Langdale Centre** 240 Summerwood Road, Isleworth, Middlesex

Inquilab

- **Inquilab Housing Association** Grove House, 77 North Road, Southall

Notting Hill Housing

- **Kensington Central Library** Phillimore Walk
- **Chelsea Library** Chelsea Old Town Hall, Kings Road
- **North Kensington Library** 108 Ladbroke Grove, North Kensington
- **Brompton Library** 210 Old Brompton Road
- **Kensal Library** 20 Goldborne Road
- **Notting Hill Gate Library** 1 Pembridge Square, Notting Hill
- **Notting Hill Housing** 1 Butterwick, Rear of Metro building, Hammersmith

Octavia Housing

- **Octavia Housing and Care** Emily House, 202-208 Kensal Road, London
- **Octavia Housing and Care** Cicely Davies Office, 16 Ashmill Street, London

PCHA

- **PCHA** South Region Office 324 Harrow Road, Paddington
- **PCHA** North Region Office 192 Willesden High Road, Willesden
- **PCHA** Oaklands House, Old Oak Common Lane, Willesden
- **PCHA - Head Office** 5th floor, Capitol House, 25 Chapel Street

SBHA

- **Shepherds Bush Housing Association** Tenant Services, Craft Court, 55 Glenthorne Road
- **Shepherds Bush Housing Association** 1 Essex Place Square, Chiswick, London
- **Shepherds Bush Housing Association** Healthy Living Centre, White City Health Centre, Australia Road

Stadium Housing

- **Stadium Housing Association** Electric House, 296 Willesden Lane, London

TVHA

- **Thames Valley Housing Association** Premier House, 52 London Road, Twickenham

Westway Housing Association

- **Westway Housing Association** 1st Floor, Ladbroke Hall, 79 Barlby Road

You can pay to have Locata HOME sent through the post. Contact Locata, PO Box 294, Ruislip HA4 8WX

Bidding

Making your bids by Text Message

Action

Example

1 To begin making your bids:

Open a new text message

2 Enter in your LIN number via the keys:

BRE12345

3 Then followed Immediately by a hash mark:

BRE12345#

4 You should now enter the advert reference number of your 1st bid followed immediately by a hash mark:

BRE12345#456#

If you have finished Bidding then send. If not keep following the instructions below.

5 You should now enter the advert reference number of your 2nd bid followed immediately by a hash mark:

BRE12345#456#491#

If you have finished Bidding then send. If not keep following the instructions below.

6 You should now enter the advert reference number of your 3rd bid followed immediately by a hash mark:

BRE12345#456#491#444#

7 When you have entered all of your bids send your Text message bid:

“Send”

8 The numbers to send your bid to are:

07781 472726

- Most mobile phone companies charge SMS text messages at around 10p per text.
- To add numbers to the message keep pressing the keys until you get to the digit and select.
- On most mobile phones to find the hash character first press the star key then select the hash mark.
- You can enter your bids in both upper and lower case.
- Check your LIN number and Bids are correct before sending.
- Please note that you will not receive a text message to confirm the bids you have made.

How to complete your Locata coupon

Locata Bid Coupon

Enter Freesheet Date

1	2	0	6	0	5
D	D	M	M	Y	Y

Tick this box if you need more coupons sent to you



	Bid 1			Bid 2			Bid 3		
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Your coupon has your name and your LIN (Locata Identification Number) printed on it - please check that these details are correct.
- You can bid for up to three properties for each edition of the magazine.
- Each property will have a 3 digit reference number, shown in the property advert in the Locata HOME magazine.
- For example if you want to apply for the properties which have the reference number 456, 491, and 444, you should mark the coupon as shown in the example copy. You should put an X in the first column against the relevant first digit of the reference number.
- You should put an X in the second column against the relevant second digit of the reference number.
- You should put an X in the third column against the relevant third digit of the reference number.
- Enter the date shown on the front of the Locata HOME magazine, from which you are bidding for properties.
- Please return your coupon by post to Locata. The address is already on the coupon, but you will need to put a stamp on it.
- If you need more coupons sent to you, please tick the more coupon box on the new style coupons.

Making your bids by Telephone

<p>1 To begin making your bids dial:</p>	<p>0906 294 2012</p>
<p>2 You will hear:</p>	<p>"Welcome to the Locata Property Line, If you are registered with a Council, press 1. If you are registered with a Housing Association press 2."</p>
<p>1. Council Press 01 for Brent Press 02 for Ealing Press 03 for Harrow Press 04 for Hillingdon Press 05 for Hounslow Press 06 for Hammersmith & Fulham</p>	<p>2. Housing Association Press 01 for Catalyst Communities Housing Association Press 02 for PCHA Press 03 for Thames Valley Housing Association Press 04 for Shepherds Bush Housing Association Press 05 for Stadium Housing Association Press 06 for A2 Dominion Press 07 for Notting Hill Housing Press 08 for Westway Housing Association Press 09 for Inquilab Housing Association Press 10 for Octavia Housing Press 11 for Sir Oswald Stoll Foundation</p>
<p>3 You will then hear:</p>	<p>"Thank you. Please enter the number section of your Reference number."</p>
<p>4 You should now enter the numerical part of your LIN number only. Eg. If your Reference number is HAR54321 you only need to type in '54321'. Once you have entered the correct number you will hear:</p>	<p>"Thank you. Please enter the day number of your birth date" e.g. For 16/04/60 enter 16 or for 08/01/58 enter 08 (you must put a 0 before a single number)</p>
<p>5 You should now enter the day number of your date of birth. Once you have entered the correct number you will hear:</p>	<p>"Thank you. Please enter the Property Reference number for your first bid."</p>
<p>6 Once you have entered the 3 digit Property Reference number correctly you will hear:</p>	<p>"Thank you. If you would like to add an additional bid press 1 or press 2 to complete your bids."</p>
<p>7 If you have pressed one you will hear:</p>	<p>"Thank you. Please enter the Property Reference number for your second bid, or press the star key to complete your bidding."</p>
<p>8 Once you have entered the second Property number correctly you will hear:</p>	<p>"Thank you. If you would like to add an additional bid Reference press 1 or press 2 to complete your bids."</p>
<p>9 If you have pressed one you will hear:</p>	<p>"Thank you. Please enter the Property Reference number for your third bid, or press the star key to complete your bidding."</p>
<p>10 When you have finished bidding you will hear:</p>	<p>"Thank you for bidding".</p>
<p>If you have made errors you will hear some instructions as follows:</p>	
<p>11 If you have made an error with your Reference number you will hear:</p>	<p>"I am sorry, the Reference number you have entered is not recognised. Please try again."</p>
<p>12 If you have made a further error with your Reference number you will hear:</p>	<p>"I am sorry, the Reference number you have entered is not found. Please check with your council or housing association and call again."</p>

Making your bids by Telephone Cont.

13 If you have made an error with your day number of your birth date, you will hear:	"I am sorry, the number you have entered for your day of birth is not a valid day of the month. Please remember that if your birth day is a single number, you must put a zero in front of it. Please re-enter using your telephone now."
14 If you have made a further error with your day number of your birth date, you will hear:	"I am sorry, the day of birth you have entered does not match the day of birth specified for your Reference number, please re-enter using your telephone now."
15 If you have made a third error with your day number of your birth date, you will hear:	I am sorry, the day of birth you have entered is not correct. Please check with your council or housing association and call again."

You can also bid on our website
www.locata.org

Ordering your Coupons by Telephone

1 To order your coupons dial:	0906 294 2013
2 You will hear:	"Welcome to the Coupon Ordering Line, If you are registered with a Council, press 1. If you are registered with a Housing Association press 2."
<p>1. Council</p> <p>Press 01 for Brent Press 02 for Ealing Press 03 for Harrow Press 04 for Hillingdon Press 05 for Hounslow Press 06 for Hammersmith & Fulham</p>	<p>2. Housing Association</p> <p>Press 01 for Catalyst Communities Housing Association Press 02 for PCHA Press 03 for Thames Valley Housing Association Press 04 for Shepherds Bush Housing Association Press 05 for Stadium Housing Association Press 06 for A2 Dominion Press 07 for Notting Hill Housing Press 08 for Westway Housing Association Press 09 for Inquilab Housing Association Press 10 for Octavia Housing Press 11 for Sir Oswald Stoll Foundation</p>
3 You will then hear:	"Thank you. Please enter the number section of your Reference number."
4 You should now enter the numerical part of your Reference number only. Once you have entered the correct number you will hear:	"Thank you for calling. Your coupons will be sent to you shortly."
5 If you have made an error with your Reference number you will hear:	"I am sorry, the Reference number you have entered is not recognised. Please try again."
6 If you have made a further error with your Reference number you will hear:	"I am sorry, the Reference number you have entered is not found. Please check with your council or housing association and call again."

Feedback

Understanding the Feedback Reports

In each edition of Locata HOME there will be a Feedback page.

The feedback contains information on lettings that have taken place since the previous edition. The feedback is colour-coded in the same way as the adverts appearing in the magazine.

Magazine Issue Date

This is the publication date of the magazine that the advert appeared in.

Advert Reference

Combined with the magazine issue date, this gives a unique identity to any advert appearing in the magazine and is used for bidding.

Size and Property Type

This is simply a description of the property advertised.

Location

This gives an indication of where the property is situated within partner boundaries.

Bids

This is the total number of expressions of interest that were made against the adverts by members at the close of bidding.

Letting Information

This is the status of the successful member who bid for the property.

Example of Locata Feedback Report

Magazine Issue Date	Advert Reference	Size	Property Type	Location	Bids	Letting Information		
						Priority Bands	Priority Date	List (Member)
London Borough of Brent								
08-Apr-05	459	1 bed	Flat	Gloucester House, Cambridge Road, South Kilburn	146	C	28-Apr-99	Homeseeeker
04-Nov-05	470	3 bed	House	Toucan Close, Park Royal	503	A	04-Jan-05	Homeseeeker
04-Nov-05	469	4 bed	House	Toucan Close, Park Royal	360	A	14-Oct-04	Homeseeeker
London Borough of Ealing								
02-Dec-05	919	4 bed	House	Avingdor Court, Acton W3	322	B	20-Mar-97	Transfer
16-Dec-05	974	1 bed	Flat	Corfe Tower, Park Road East, Acton	227	B	03-Feb-06	Homeseeeker
31-Mar-06	438	1 bed	Flat	Heron House, Gurnell Grove, Ealing	10	C	02-Feb-06	Homeseeeker
London Borough of Hammersmith and Fulham								
07-Oct-05	82	1 bed	Flat	Ancill Close, Brecon Estate, Fulham	62	C	27-Sep-00	Homeseeeker
16-Dec-05	141	1 bed	Flat	Talgarth Road, West Kensington W14	245	B	24-Jun-05	Homeseeeker
06-Jan-06	302	2 bed	Flat	Drake Court, Scotts Road, William Church Estate	227	B	15-Nov-05	Homeseeeker
Harrow Council								
17-Mar-06	332	1 bed	Flat	Churchill Place, Central Harrow	211	A	31-Mar-06	Homeseeeker
31-Mar-06	530	2 bed	Flat	Unity Terrace, Harrow	167	C	25-Oct-97	Homeseeeker
31-Mar-06	527	3 bed	House	Verwood Road	384	B	30-Dec-05	Homeseeeker
London Borough of Hillingdon								
17-Mar-06	257	1 bed	Flat	Kewferry Road, Northwood	64	C	08-Jul-03	Homeseeeker
17-Mar-06	258	1 bed	Flat	Thirlmere Gardens, Northwood	63	C	14-Jun-04	Homeseeeker
17-Mar-06	249	2 bed	Maisonette	Milton Way, West Drayton	313	C	01-May-01	Homeseeeker
London Borough of Hounslow								
02-Dec-05	830	2 bed	House	Hawthorn Hatch, Hounslow	364	B	10-May-04	Transfer
16-Dec-05	56	1 bed	Flat	Park Road, London	145	B	23-Aug-04	Homeseeeker
17-Feb-06	848	1 bed	Flat	Musquash Way, Hounslow, Middlesex	96	A	05-Nov-05	Homeseeeker

Which properties can I bid for?

When choosing a property to bid for, you need to consider a number of things.

Is the property designated for homeseekers/transfers or both?

Your bid will not count if, for example, the property is for home seekers only and you are a transferring tenant.

Is there an age restriction on the property?

Some properties have a minimum age requirement, for example, in some cases only people over 50 can apply.

Sheltered properties are usually for people over 60. As well as a minimum age, your Council or Housing Association must assess you for Sheltered Housing. If you are interested in Sheltered Housing, contact your housing officer to ask for an assessment.

Do you live in the right area to qualify for a property?

Properties are advertised by Council area or by Landlord.

To bid for a property in a specific Council area, you must either be on the housing register or a tenant of that Council.

Housing Association tenants registered with one of the partner Housing Associations may also bid for properties within the borough they live. However, the London Borough of Ealing, Hammersmith and Fulham and Hounslow will treat them as Homeseekers.

Homeseekers bidding can only bid for properties that are advertised with 'H' or with both 'H' and 'T' icons.

Council and Housing Association tenants bidding can only bid for properties that are advertised with a 'T' or with both 'H' & 'T' icon'.

Properties advertised in the 'Cross Borough'

section of Locata HOME, are available to members registered in any of the Council areas covered by the Locata scheme.

Some properties have a mobility sign:

This is intended to provide a guide to people who have various levels of mobility needs. This does not restrict anyone else from bidding for these properties but the advert will often say that priority will be given to members with mobility needs.

Pets:

Most landlords will not allow you to keep a dog or a cat unless the property has its own garden. If you have a pet, please check with the landlord.

Children in one-bedroom flats:

Some landlords do not offer families with a child one-bedroom properties.

Circumstances where you may not be invited to view a property:

- **You are in rent arrears**
- **You have been involved in anti-social behaviour.**
- **You have enough money or income to afford a property in the private sector**

You can ask your Local Council or Landlord if any of these circumstances apply to you. You can also ask them to review their decision to exclude you from the scheme at any time.

Before you bid

Check out the location of the property on a map to make sure it's really a place you would consider moving to. Much landlord time is wasted trying to contact bidders who don't attend viewings because they don't really want to go to that area.

A2 DOMINION

Tenants and Homeseekers from all partners may bid for these properties, but A2 Dominion applicants will be given priority

BRENT

Only tenants of Brent and homeseekers registered with Brent may bid for these properties. Also, tenants of PCHA, WHA, NHH, Acton, Shepherds Bush, Stadium, Inquilab and Octavia living in Brent.

CATALYST COMMUNITIES HA

Tenants and Homeseekers from all partners may bid for these properties, but Catalyst Communities applicants will be given priority

CROSS BOROUGH

Tenants and homeseekers from all partners may bid for these properties.

EALING

Only tenants of Ealing and homeseekers registered with Ealing may bid for these properties.

HAMERSMITH & FULHAM

Only tenants of Hammersmith & Fulham and homeseekers registered with Hammersmith & Fulham may bid for these properties.

HARROW

Only tenants and homeseekers registered with Harrow, and residents of Harrow on partner housing associations' registers, may bid for these properties.

HILLINGDON

Tenants of Hillingdon Council, housing association tenants resident in Hillingdon Borough and homeseekers registered with Hillingdon may bid for these properties. (Please note that 2 cohabiting adults with 1 child under 12 months may bid for 1-bedroom properties with maximum of 3 bed spaces). From 25th April 2005 all new tenants to London Borough of Hillingdon who are not existing secure tenants or assured tenants of a registered social landlord will be given probationary tenancies. Further information will be provided at offer stage.

HOUNSLOW

Only tenants of Hounslow and homeseekers registered with Hounslow may bid for these properties.

NOTTING HILL HA

Tenants & Homeseekers from all partners may bid for these properties but Notting Hill Housing applicants will be given priority.

PCHA

Tenants and homeseekers from all partners may bid for these properties, but PCHA applicants will be given priority. Children are not accepted in PCHA 1-bedroom properties.

SHEPHERDS BUSH

Tranfers and Homeseekers from all partners may bid for these properties, but Shepherds Bush applicants will be given priority. Preference will be given to applicants in Shepherds Bush Temporary Accommodation who are in or have gained employment and live in the London Borough of Hammersmith & Fulham.

STADIUM HA

Tenants and Homeseekers from all partners may bid for these properties, but Stadium applicants will be given priority. The Right to Buy is not transferred between landlords to Stadium properties. Stadium residents do not have the Right to Acquire on Stadium units unless funding for the property was obtained after 1997 and the Association is the Freeholder*

*Subject to Housing Corporation regulations.

THAMES VALLEY HA

Tenants and Homeseekers from all partners may bid for these properties, but priority will be given to TVHA applicants.

WESTWAY HA

Tenants and Homeseekers from all partners may bid for these properties, but Westway applicants will be given priority.

Landlords

A2 Dominion London Limited

15th Floor, Capital House, 25 Chapel Street, 0800 432 0077
London, NW1 5WX
Email: customer.services@a2dominion.co.uk



London Borough of Brent

Mahatma Gandhi House, 34 Wembley Hill 020 8937 2000
Road, Wembley, Middlesex HA9 8AD
Email: locatahelp@brent.gov.uk



Catalyst Communities Housing Association

Catalyst Housing Group 020 8832 3298
Ealing Gateway, 26-30 Uxbridge Road,
London, W5 2AU
Email: csc.queries@chg.org.uk



Catalyst
Communities

London Borough of Ealing

Rehousing Choice Team, Perceval House 020 8825 7274
4th Floor, South East, 14-16 Uxbridge Road
Ealing, London, W5 2HL
Email: locatahelp@ealing.gov.uk



Hammersmith & Fulham Council

h&f advice 0845 313 3935
145 King Street, Hammersmith
London W6 9XY
Email: h&fadvice@lbhf.gov.uk



Harrow Council

Civic 2 Building, PO Box 65, 020 8424 1543
Civic Centre, Station Road,
Harrow, Middlesex HA1 2XG
Email: Locatahelp@harrow.gov.uk



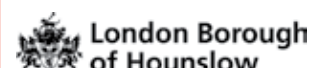
London Borough of Hillingdon

Housing Services, Civic Centre, 01895 250147
High Street, Uxbridge,
Middlesex UB8 1UW
Email: mailbox@hillingsdon.gov.uk



London Borough of Hounslow

The Civic Centre, Lampton Road 020 8583 4422
Hounslow TW3 4DN



Inquilab Housing Association		
Grove House, 77 North Road Southall, Middlesex, UB1 2JL Email: info@inquilabha.org	020 8843 1263	
Notting Hill Housing		
1 Butterwick, Rear of the Metro Building Hammersmith London W6 8DL	020 8357 5000	 NottingHillHousing
Octavia Housing		
Emily House 202-208 Kensal Road London, W10 5BN Email: lettings@octaviahousing.org.uk	0208 354 5500	
Paradigm Housing Group		
Hundreds House, 24 London Road West, Amersham, Bucks HP7 0EZ	01494 830991	
PCHA Housing Association		
192 - 196 High Road, Willesden, NW10 2PB	020 8451 8000	
Shepherds Bush Housing Association		
Housing Services 1 Essex Place Square, Chiswick London W4 5UT	0208 222 7300	
Sir Oswald Stoll Foundation		
446 Fulham Road, London SW6 1DT	020 7385 2110	 Sir Oswald Stoll Foundation Supporting our Veterans since 1917
Stadium Housing Association		
Electric House, 296 Willesden Lane London NW2 5HW	020 8451 7526	
Thames Valley Housing Association		
Premier House, 52 London Road Twickenham TW1 3RP	0800 358 7767	
Westway Housing Association		
1st Floor, Ladbrooke Hall, 79 Barlby Road, W10 6AZ	020 8964 2323	

General Information



Locata translations are available in both text and audio on www.locata.org

Scheme guide available in:

Bid Deadline

All bids for properties must reach the Locata office by 2:00pm on the closing date shown on the front of Locata HOME. Bids received after this time will not be considered eligible.

Need Help Bidding?

Contact your Landlord or Registering Partner who will be able to help and advise you on how to make your bids and talk you through the bidding process.

www.locata.org

You can make your bids on the Locata web site at the above address. Please ensure you enter your LIN number and bids correctly.

Subscriptions

For a small subscription fee of £12.00, Locata HOME can be posted directly to you for six months. Please make your cheques/postal orders payable to 'Locata (Housing Services) Ltd' and send, together with your LIN number and mailing address to: Locata, PO Box 294, Ruislip, HA4 8WX. Please notify Locata of any change to your mailing address.

Bidding Telephone Number

0906 294 2012

To make your bids by telephone, use the above number and follow the instructions given over the line or as shown in this Scheme User Guide.

(This is a premium rate number at 25p per minute)

Coupon Ordering Telephone Number

0906 294 2013

To order your coupons by telephone, use the above number and follow the instructions given over the line or as shown in this Scheme User Guide.

(This is a premium rate number at 25p per minute)

Making Your Bids by Text Message

07781 472726

To make your bids by text (SMS), follow the instructions shown in this Scheme User Guide.

If you have a learning difficulty you can access the Locata Makaton Scheme User Guide on the Locata website.

Albanian

Udhëzuesi i skemës është i gatshëm në Gjuhën Shqipe

Arabic

دليل المشروع متوفر باللغة العربية

Cantonese

計劃書備有繁體中文版

Farsi

راهنمای طرح به زبان فارسی موجود می باشد.

Gujarati

સહીમ ગાઈડ ગુજરાતીમાં ઉપલબ્ધ છે.

Hindi

योजना के लिए मार्गदर्शन हिन्दी में उपलब्ध है

Mandarin

计划书备有简体中文版

Pashto

ددي طرحي لارښوونه په پښتو ژبه هم شته

Polish

Informator na temat projektu dost_pny po polsku

Portuguese

Tradução da guia do usuário do esquema

Punjabi

ਦਿਹ ਸਕੀਮ ਗਾਈਡ ਪੰਜਾਬੀ ਵਿਚ ਮਿਲ ਸਕਦੀ ਹੈ।

Russian

Имеется руководство по-русски

Somali

Tusaha mashruuca waxa lagu helaa af Soomaali

Spanish

Traducción de la guía del usuario del esquema

Tamil

தமிழில் திட்டம் குறித்து தகவல் வழங்குவோம்

Thai

มีไกด์โครงการเป็นภาษาไทย

Urdu

یہ سکیم کا گائیڈ اردو میں دستیاب ہے