

How your Application for Housing is Reviewed

1st Review Letter

You will be sent a review letter and form once a year to ensure that the information we hold on your circumstances is up to date. The review form should be returned within **28 calendar days**. When your form is returned your housing application is updated with any changes that you give us.

2nd Review Letter

If we do not receive the initial review form back after **28 calendar days**, a 2nd letter will be sent with another review form. The review form should be returned within a further **28 calendar days**.

3rd Review Letter

If we do not receive a response from the two previous review letters a 3rd letter will be sent.

Cancellation of your Housing Application

If we do not receive a response to any of the letters above, your housing application will be cancelled and a letter will be sent advising you of this.

Re-instating your Housing Application

When the letter is sent advising you of the cancellation of your housing application, it will also state that your application can be re-instated back to the original date of your application. For this to be done, we will require you to provide us with your up to date circumstances within **4 months** of receiving the cancellation letter. When you receive this letter please contact your local Property shop.

If you do not contact us within 4 months of your application being cancelled, your application cannot be re-instated.

If you have any queries regarding your application please contact your local Property Shop on the numbers below:

Hucknall Property Shop
Kirkby Property Shop
Sutton Property Shop

Tel No: (0115) 9568713
Tel No: (01623) 608932
Tel No: (01623) 608950



Or log on to our website -
www.ashfieldhomes.co.uk

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