

Appendix 4

Policy Section	Suggested Change	Reason for Change
3.0 Aims and Objectives	Add: <ul style="list-style-type: none"> • Promoting the importance of paying rent to all applicants and new tenants 	For clarity
5.1 Pre-tenancy support	Minor amendment to wording: <ul style="list-style-type: none"> • The obligation to pay rent in advance will be highlighted throughout the Allocations process, so that applicants are aware that this will be required. All applicant will be required to make their first rent payment before signing for a property. 	Addition made to existing wording for clarity. Changed from rent in advance to first rent payment.
5.2 Income Collection	Removed: <ul style="list-style-type: none"> • 2015 	Minor amendment
5.4 Arrears Prevention and Support	Removed: <ul style="list-style-type: none"> • Bureau from Citizens Advice Bureau 	Name correction throughout the policy
	Minor amendment to wording: <ul style="list-style-type: none"> • Tenants who are not paying in advance will be encouraged to make payment to ensure the account is in advance. We may consider a payment plan to allow the tenant to pay an extra amount each week to ensure they are not in arrears between payments. 	Addition made to existing wording for clarity as payment in full would be the preferred option but a payment plan may be considered if appropriate.
5.5 Welfare Benefits	Minor amendment to wording: <ul style="list-style-type: none"> • HB – claimants will receive HB directly to their rent account each week. If 	Addition made to existing wording for clarity as the Income Team will contact Revenues and Benefits for advice.

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	<p>payments stop, we will liaise with colleagues in the Revenues and Benefits Team to enable us to provide appropriate advice and information to the effected tenant.</p> <ul style="list-style-type: none"> • 	
5.6 Payment Options	<p>Removed:</p> <ul style="list-style-type: none"> • Payment kiosk 	Removed as no longer available.
5.7 Rent Free Weeks	<p>Minor amendment to wording:</p> <ul style="list-style-type: none"> • Changed Christmas to December 	For consistency
5.8 Garage Arrears	<p>Add:</p> <ul style="list-style-type: none"> • leaseholders 	For information.
5.9 Former Tenancy Arrears	<p>Minor amendment to wording:</p> <ul style="list-style-type: none"> • If an applicant has former tenant arrears the Allocations Policy details The Councils expectations around payment of those arrears before they can join the housing register or be offered accommodation 	For consistency and links to the Allocations Policy.
7.0 Related Policies, Procedures and Guidelines	<p>Minor amendment to wording:</p> <ul style="list-style-type: none"> • People Focused Housing Services Policy 	Updated policy name.