

How to Apply - Rented

1. Complete the Springfields Application form and return via email to applications@emhcareandsupport.org.uk. Alternatively, you can post completed forms to Longfield House Business Centre, Hallam Fields Road, Ilkeston, DE7 4BR. Interactive electronic copies are available, please contact us if you require a copy.

2. You will be contacted by Lesleyann England, who will arrange a time and date to conduct a care and support assessment and a financial assessment. The purpose for both assessments is to ensure that Springfields can meet your individual needs and is an affordable option for you. Lesleyann can also use this time to advise of any additional benefits that you may be entitled to. In addition, we have a team of Financial Inclusion Officers who can also offer financial advice.

Due to the covid-19 restrictions, this meeting will take place either by zoom, teams, what's app or over the telephone for those individuals who do not have access to the other forms of communication. We will be as flexible as possible to make this process as easy as possible for you. Family members and/or friends are also welcome to take part in the application process if you would benefit from further support.

3. Once the assessments have been completed, you will be requested to provide evidence of your right to rent. I will provide you with the details of what identification will need to complete this process nearer the time.

4. From now until July 2021, we will be holding allocation panels to go through all the applications. Decisions will then be taken on whether an offer of accommodation will be made. The Allocations Panel is made up of representatives from emh care and support, North West Leicestershire District Council and Leicestershire County Council.

5. Approval/refusal – confirmation of offer will be made via email from the Springfields Team.

6. We have taken the decision to delay opening the show flats for viewings until at least the end of February 2021. We will then undertake a review of this decision, considering the current covid restrictions. As soon as a decision is made that it is safe to open the show flats for viewings, you will be contacted to arrange an appointment.

7. While there is no denying that the current covid restrictions has made the application process more difficult for applicants, emh will do their utmost to meet the individual needs of each applicant. If you do have suggestions that would make the process easier for you, please don't hesitate to contact Lesleyann via 0300 123 0918 or 07717346029.

