

STEP	CHECKLIST FOR APPLYING FOR ACCOMMODATION WITH LEAVE TO REMAIN	YES/NO?
	YOUR DECISION [the decision of your asylum claim]	
1	Have you received your decision letter from the Home Office?	
2	Are you aware of the date that your asylum support will be terminated and you have to leave MEARS accommodation?	Date:
3	Have Migrant Help been in contact to explain your decision and next steps? If not, please contact Migrant Help on 0808 8010 503	
	BEFORE APPLYING	
	ABOUT YOU [information about yourself that you need to provide when applying for housing]	
4	Date of birth:	
5	Country of origin:	
6	First language:	
7	Do you have proof of ID?	
	YOUR REQUIREMENTS [is there anything you need to help you with applying for housing?]	
8	Do you require interpreter/translator? If yes, please advise Housing Options/Gentoo prior to your appointment	
9	Do you or a member of your family have any physical or mental health conditions/disabilities? If yes, please ensure you have details available to share with the Housing Options team	
10	Are you pregnant? If yes, make sure you have your maternity certificate (MAT B1 form) to share with the Housing Options team if available	Due date:
11	Are you registered with a GP? If yes, please provide Housing Options with the name of your GP surgery	
12	Are your children already in school? If yes, please have details of school(s) available to share with the Housing Options team	
13	Are there any reasons why you may not be able to move out by your termination date? If yes, please have evidence available to share with the Housing Options team	
	NEXT STEPS [please make sure you have these steps completed before your termination date in 28 days]	
	PROOF OF INCOME	
14	Have you opened a bank account? Please seek advice on how to do this correctly as any mistakes can lead to delays in processing your Housing application	
15	Have you applied for Universal Credit?	

16	Do you have confirmation of your application for Universal Credit?	
	APPLICATION TO HOUSING OPTIONS	
17	Have you contacted Housing Options at Sunderland City Council?	
18	Do you have confirmation of your application to Housing Options at Sunderland City Council?	
	PLEASE REPORT ANY DELAYS IN RECEIVING OFFICIAL CONFIRMATION/DOCUMENTATION AS SOON AS POSSIBLE TO YOUR HOUSING OPTIONS CASE WORKER	
	GUIDANCE FROM HOUSING OPTIONS	
	<p>The Housing Options team will assign you a case worker to explain the housing/accommodation process and make a full assessment of your needs, including your furniture requirements, with interpretation and translation services available to help support you, if necessary.</p> <p>You will then be guided by your case worker to the range of housing/accommodation available as you prepare to leave MEARS accommodation and how to apply/register.</p> <p>These include:</p> <ul style="list-style-type: none"> • Registering with Gentoo Home Hunt <ul style="list-style-type: none"> ➤ Website: www.gentooogroup.com/for-customers/find-a-home/homehunt ➤ Phone: 0191 525 5000 • Applying to Sunderland City Council’s Housing Register where you will be considered for nominations to all other registered social housing providers which includes Sunderland Council Housing Service <ul style="list-style-type: none"> ➤ Website: www.sunderland.gov.uk/homeless-and-housing-advice ➤ Phone: 0191 520 5551 • Private rented accommodation from accredited and registered landlords 	
	FURTHER INFORMATION	
	<p>Please bear in mind that you can apply to Gentoo Home Hunt whilst awaiting our decision. If you are having difficulty with Gentoo Home Hunt, please contact Gentoo using the details above.</p> <p>When you receive a positive decision and leave to remain, you will be awarded priority banding according to your circumstances.</p> <p>If you are placed into Band One, it is your responsibility to bid for up to 5 properties per week BUT please choose carefully as you are only entitled to one suitable offer of accommodation based on your needs.</p> <p>If you refuse this offer of accommodation, you will be reverted to Band 3 General Needs on Gentoo Home Hunt and the Housing</p>	

	Options Team will close your case as they will have discharged their full homeless duty.	
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