

MEMO

To: Service Manager – Community Care
Fieldwork, Social Care
Community Mental Health Team Manager
Annsbrae Manager

From: Senior Housing Officer
Supported Accommodation

If calling please ask for
George Martin
Direct Dial: 744371

Medium: paper/e-mail
Our Ref: GM/Memo1
Your Ref:

Date:

ANNSBRAE HOUSE ALLOCATIONS: FLAT

The above apartment property will be available for let in the near future. The vacancy will be allocated to an applicant with ongoing mental health issues who would benefit from the support provided at the Annsbrae House scheme.

It would be appreciated if you would inform your staff of this vacancy and request that they ensure all appropriate paperwork is completed and submitted for any individual they wish to be considered for this property.

Names of applicants and all appropriate forms should be with the Housing Service by _____, after which the property will be allocated.

Please do not hesitate to contact me if you wish to discuss this matter further.

George Martin
Senior Housing Officer
Supported Accommodation