

# Policy Guidance Note (No.30)

## Bypassing Applicants

Responsible Officer	Service Manager – Housing and Property						
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1. A vacancy will normally be offered to the highest pointed transfer or waiting list applicant, or the first homeless applicant on the list in date order in line with the terms of the Allocation Policy.
2. However, on occasion the first applicant on the waiting list is bypassed and the property is offered to the next applicant on the list.
3. This could be because of the following reasons: -
  - The highest pointed applicant has rent arrears; or
  - Due to the condition of their current tenancy; or
  - Due to an ongoing breach of tenancy conditions e.g. Anti-social behaviour;
  - The property isn't suitable for the applicant; or
  - The highest pointed applicant isn't suitable for the property.
4. This list is not exhaustive, but gives the most frequent bypass reasons.
5. If an applicant is bypassed for any reason, the applicant must be advised in writing that they have not been considered for the vacancy and the reason why.
6. A standard letter is available for this at O:\Housing Service\Quality Manual\PGN\PGN30 - Bypassing Applicants.
7. If an applicant is bypassed due to a breach of tenancy conditions, the suspension policy should be applied and an assessment made for support that may be needed to resolve the breach of tenancy conditions, so that the applicant can be considered for future allocations.
8. This procedure must also be followed if a nominated applicant is bypassed by Hjaltsland Housing Association.