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**Date:**

**To the tenant**

Dear tenant

**Chatsworth Drive flat – Letting of future vacant properties**

You may be aware that vacant council properties are advertised through our Homefinder scheme. At the end of the advertising cycle, checks are conducted on the applicant under consideration before they are offered a tenancy.

On occasions we need to change the lettings rules for new tenants, adding extra criteria and checks, this is something we are considering at Chatsworth Drive. We are aware of anti-social behaviour in the area and as part of the plan to help tackle this we need to make sure we are not rehousing applicants who have a history of causing similar problems.

In addition to our normal checks on an applicant’s past behaviour we are proposing to introduce the following criteria.

* Request satisfactory landlord references for the previous 10 year period.
* Exclude applicants with relevant unspent criminal conviction, including for drug offences, violent offences or offences of theft, burglary, robbery and sexual or financial exploitation.
* Exclude applicants with a history of anti-social behaviour in the last 5 years.

The above criteria would apply to all vacant flats at Chatsworth Drive. If you have any views or comments on the above criteria or suggestions for any other criteria you think we should consider, please email me at [housingadmin@ashfield.gov.uk](mailto:housingadmin@ashfield.gov.uk).

Once we have received and considered your comments and those from partner agencies, we will advise you of whether the proposed changes are being implemented.

Changing the lettings criteria is part of a package of measures and actions that will be taken at Chatsworth Drive to address known problems. Further information and detail will be shared in due course.

Yours sincerely

Phil Warrington

Assistant Director – Strategic Housing