



Westminster Community Homes Intermediate Rent Horizon Scheme

Policy & Guide 2024-25

1. Advertising and shortlisting

- 1.1 Properties will be advertised on the Homes for Westminster (HFW) website only. Applicants will be given a minimum of two weeks to express their interest in the property to HFW. HFW may also contact those registered on the waiting list by any of their marketing methods. You must check that you are qualified for our properties before confirming your interest.
- 1.2 Once the closing date for expressing an interest has passed, HFW will shortlist up to twelve applicants per property. This shortlisting is based on the Westminster Council priority banding, combined with the household income information held, household size and time on the waiting list.
- 1.3 HFW will contact the shortlisted applicants to confirm their current household income and household size before inviting them to the viewing to ensure they qualify.

2. Viewings

- 2.1 Group viewings will be held during Monday to Friday, and usually between 12pm-2pm. Applicants must bring their passport and a copy to the viewing so that identity can be confirmed.
- 2.2 Applicants must confirm to Homes for Westminster by 12pm the next working day if they wish to apply for the property.
- 2.3 Interested applicants will be put into priority order by HFW and WCH will be informed.

3. Successful applicant

- 3.1 WCH will contact the top placed applicant to begin the reference process. The applicant must do the following within two working days:
 - confirm who will be living in the property.
 - Inform current landlord and employer that will be contacted for references.
 - provide recent payslips and a photocopy of passport and visa if applicable.
 - provide their full name and email address

- 3.2 The referencing company, FCC Paragon, will contact the applicant by email and the applicant is expected to respond within 48 hours to all requests. If five working days elapse and the applicant has not responded in full to the information requests, the property will be offered to the next highest placed applicant.

4. Deposit

- 4.1 Once the outcome of the referencing is determined, the successful applicant must pay a five-week rental deposit within 3 working days. The deposit money will be protected by mydeposits.co.uk which is a government approved deposit protection agency.

5. Withdrawing your interest

- 5.1 If you wish to withdraw your interest for the property once the deposit has been paid, then a holding fee will be payable. The fee covers our admin and void losses. This will be charged at the cost of one week's rent for every week that has passed up until your withdrawal.

6. Tenancy signs up

- 6.1 The tenant must then sign the tenancy with a start date no later than four weeks from the viewing or three weeks after the date of the successful reference check. The direct debit must be set up at the time of sign up. Rent payments are made in advance and the first rent payment will be due on the agreed tenancy start date.

7. Homes for Westminster

- 7.1 HFW is a unique service aimed at those who live or work in the Westminster area and want to get on to or move up the property ladder through purchasing or renting a property. The service was launched in April 2009 and to date it has helped over 1,250 households to find a home ownership or rental property within Westminster. Westminster Community Homes will only accept an applicant that has been referred from HFW.

8. Total Costs

Band Type*	Studio	1 bed	2 beds
Band A	£970pm (£224 pw)	£1092pm (£252 pw)	£1227pm (£283pw)
Monthly rent			
5-week deposit	£1120	£1,260	£1415

Band B		£ 1349 (£311pw)	£1,600 (£369pw)
Monthly rent			
5-week deposit		£1555	£ 1845

Tollgate Gardens		£1,353pm (£312pw)	£1503pm (£346pw)
Monthly rent			
5-week deposit		£ 1560	£ 1730

Victoria Wharf *		£ 1143 (£264pw)	£1270 (£293pw)
Monthly rent			
5-week deposit		£ 1320	£ 1465

*Rent applicable unless property is determined by GLA London Living Rent. Rent will be confirmed on advertising.

Deposit is payable by BACS to:

Westminster Community Homes Limited – Lloyds Bank
 Sort Code: 30 00 02 Account Number: 00316003

Please use the property address as your reference for the deposit payment. Do not make rent payments to this account. Thank you.

FOR OFFICE USE ONLY:

GLA Funded Units Rent Cost 2024- 25

Westminster Wards	1 Bed LLR Rent	2 Bed LLR Rent
Abbey Road	1300	1400
Bayswater	1348	1400
Church Street	1167	1297
Harrow Road	1183	1314
Hyde Park	1400	1400
Knightsbridge & Belgravia	1400	1400
Lancaster Gate	1364	1400
Little Venice	1400	1400
Maida Vale	1310	1400
Marylebone	1400	1400
Pimlico North	1328	1400
Pimlico South	1289	1400
Queen's Park	1164	1293
Regent's Park	1400	1400
St James's	1400	1400
Vincent Square	1400	1400
West End	1400	1400
Westbourne	1215	1350