**Process for Taking-On / Setting-Up a New Property from**

**Care Leaver 18+ Approved Property Provider**

‘Accommodation Request’ form is submitted by Accommodation Support Advisor by email, to Provider.

Property set up on ContrOcc, cost entered up to end of financial year and added to purchase order, by admin.

Accommodation Support Advisor to complete Acceptance Letter and forward (by email and post) to Provider for signature. Copy forwarded to admin by email.

Keys will be supplied to Accommodation Support Advisor, by Provider. Accommodation is inspected by Accommodation Support Advisor, who carries out a written and photographic inventory. If property meets contractual standards and is ready for Young Person to move in, then contract start date is agreed as being the date that keys were received by 18+ Service.

Accommodation Support Advisor will advise Personal Advisor and/or Social Worker of forthcoming placements (subject to contract) and likely start date, so that work can be undertaken with Young Person in preparation for the move.

If property is agreed by both parties to be suitable (subject to any required works) a provisional start date is agreed. Property to be fitted out by Provider; in accordance with Contract.

Within 14 days, Provider identifies property and arranges viewing with Accommodation Support Advisor, to check suitability of property for Young Person. Provider to ensure compliance with all relevant standards and legislation, including HMO regulations and ensure that property is registered/licenced with Local Authority (where applicable).

The Provider should undertake a visit following the move-in of Young Person within 10 days to ensure that they have understood their roles and responsibilities and to address any issues arising.

Service User Profile completed by Personal Advisor/Social Worker and forwarded to Accommodation Support Advisor, to email to Provider at least 24 hours prior to move in.

Young Person moves into property with Provider and Personal Advisor/Social Worker present. The induction session will include: House Rules, Discipline and Complaints procedures, an explanation of appropriate behaviour, key holding arrangements, signing of the Occupancy Agreement, an explanation and demonstration of the operation of all necessary safety equipment and operating instructions for equipment used within the accommodation. Copies of the Occupancy Agreement are to be retained by the Provider, the Young Person and the Personal Advisor/Social Worker. The Occupancy Agreement must be uploaded to Liberi.

Licence/Occupancy agreement signed by YP. Copy retained by PA/Social Worker, YP and Provider.

Personal Advisor/Social Worker to assist Young Person in submitting a claim for Housing Benefit, where eligible. Housing Benefit payments should be made direct to Property Provider, who will credit Kent County Council quarterly.

Change of Circumstances form to be completed by Personal Advisor/Social Worker.

Cost tab to be completed on Liberi (Young Person’s record) by Admin.