**Your Personal Housing Action Plan**

Dear [Name of applicant]

We are sending you this Personal Housing Action Plan to help with your housing need. It tells you what you need to do, and how the council will help you.

The plan is geared towards helping you:

1. Stay in your current home (if you can), or

2. Find a new place to rent in the private market.

These are realistic ways to meet your housing need. We can help you by providing advice, speaking to your landlord, or by helping you find a new place on websites such as [www.rightmove.co.uk](http://www.rightmove.co.uk/) and[www.zoopla.co.uk](http://www.zoopla.co.uk). Finding a new place to rent means you can quickly move into a new home, and you can choose the area you want to live in.

**Do not assume that your housing need can be met by applying for social housing.** Even if you meet the qualification criteria to join the housing register, you are very unlikely to be offered social housing. Last year, those people who did get an offer of social housing had to **wait at least 14 months** before they were offered a home and some as long as **4 years**.

The best way to quickly solve your housing issue is to **follow the actions in your Personal Housing Action Plan. You will need to show that you have completed these actions to be eligible for support from the council.**

You can contact [email] if there is anything in the plan you don’t understand.

Yours sincerely

[Name]

Housing Options Officer