**A Guide for Non-registered Almshouse Charities applying for Exempt Accommodation Status**

**While not an exhaustive list, the following care, support and supervision services provided by almshouse charities that are not Registered Providers to residents in receipt of benefits, may qualify charities for Exempt Accommodation Status:**

* Assistance in resolving or preventing arrears in Weekly Maintenance Contributions
* Assistance with claiming and managing benefits
* Advice and assistance in fulfilling licence conditions
* Advice and assistance relating to residents’ personal safety and the safety and security of their accommodation
* Induction of new residents, including use of equipment
* Assisting residents in accessing other support providers
* Liaising with all relevant agencies, both statutory and voluntary, on residents’ behalf
* Organising repairs or improvements to residents’ homes
* Mediation with neighbour disputes
* Issuing and enforcing occupancy agreements
* Collection of and accounting for Weekly Maintenance Contributions
* Organising social events
* Maintaining a garden
* DIY services
* Helping to put in place and monitoring the performance of any social or personal care services
* Providing community spaces such as a lounge, kitchen and library
* Keeping residents safe by monitoring all visitors, including contractors (issuing permits to work)
* Carrying out health and safety and risk assessments of property
* Providing CCTV, door entry systems and fire alarms
* Ensuring the building and contents are insured
* Ensuring systems and equipment are serviced and properly maintained

The Almshouse Association has provided a template letter below, however the charity should check with their Local Authority to find out if they have a specific application form.

**Template letter**

**for non-registered almshouse charities to send to their local authority**

Date:

To:

Council:

Request for reclassification to Exempt Accommodation

Subject:

Name of Almshouse Charity:

Charity Number:

Company Number:
(if applicable)

Name of contact and role:

Contact Telephone No:

Contact Email address:

Address of housing:

Number of residents:

Number of homes:

Number of residents on benefits:

The charity is a Registered Provider: Yes/No

The trustees of the above named charity believe that the charity’s almshouses should be classified as Exempt Accommodation. This registered charity provides care, support and supervision to our residents, which enables them to live securely yet independently in a fulfilling way.

**We provide the following: [***tick if you provide and add to the list as appropriate***]**

**Employ a warden/staff who, amongst other things provide:**

* Assistance in resolving or preventing housing debts
* Assistance with claiming and managing benefits
* Advice and assistance in relation to fulfilling their license to occupy conditions
* Advice and assistance relating to their own personal safety and the safety and security of their accommodation
* Advice and assistance with repairs and improvements to their home
* Mediation with neighbour disputes
* Issuing and enforcing occupancy agreements
* Collection of and accounting for Weekly Maintenance Contribution
* Organising social events
* Maintaining a garden
* DIY services
* Monitoring the performance social care and personal care services provided by a third party
* Induction for new residents, a handbook and instruction on use of equipment
* Assisting residents in accessing new or alternative support providers
* Liaising with all relevant agencies, both statutory and voluntary, on residents’ behalf.
* Providing community spaces such as a lounge, kitchen and library
* Servicing and maintenance of all equipment and services
* Emergency call systems, Fire alarms, entry systems, CCTV
* Health and Safety and Fire Risk assessments
* Permits to work for contractors
* Monitoring of all visitors
* Insurance of building and contents

**Because we provide the above and our residents benefit from, value and make use of these services, we believe the charity should be classified as EXEMPT.**

We look forward to hearing from you,

Kind regards

Chairman of the trustees/clerk