

**An tÚdarás Rialála Comhlachtaí  
Tithíochta Ceadaithe**

Approved Housing Bodies  
Regulatory Authority



# Nominations and Allocations Policies – Tenancy Management

**AHB Advisory Note**



# Nominations and Allocations Policies – Tenancy Management

## Background

The Approved Housing Bodies Regulatory Authority (AHBRA) is tasked with providing the regulation of Approved Housing Bodies (AHBs) for the purposes of protecting housing assets provided or managed by such bodies. This includes the registration of AHBs, the setting of Standards, monitoring and assessing compliance with the Standards, and as required, undertaking investigations.

We are also tasked with encouraging and facilitating the better governance, administration, and management of AHBs through the provision of information and advice.

This Advisory Note is to help AHBs understand and comply with their obligations when it comes to the nomination and allocation of their dwellings to tenants.

In addition to this we also look at the practice of charging ‘key money’ or installation fees to tenants.

## Nominations and Allocations Policy

AHBRA has carried out an analysis on the number of AHBs who reported through their Annual Monitoring Form that they had a Nominations and Allocations Policy in place.

A Nominations and Allocations Policy sets out the criteria by which an AHB accepts applications for tenancies and how successful applications are decided.

The following chart illustrates the percentage of AHBs, by type, which have reported having a Nominations and Allocations Policy in place.

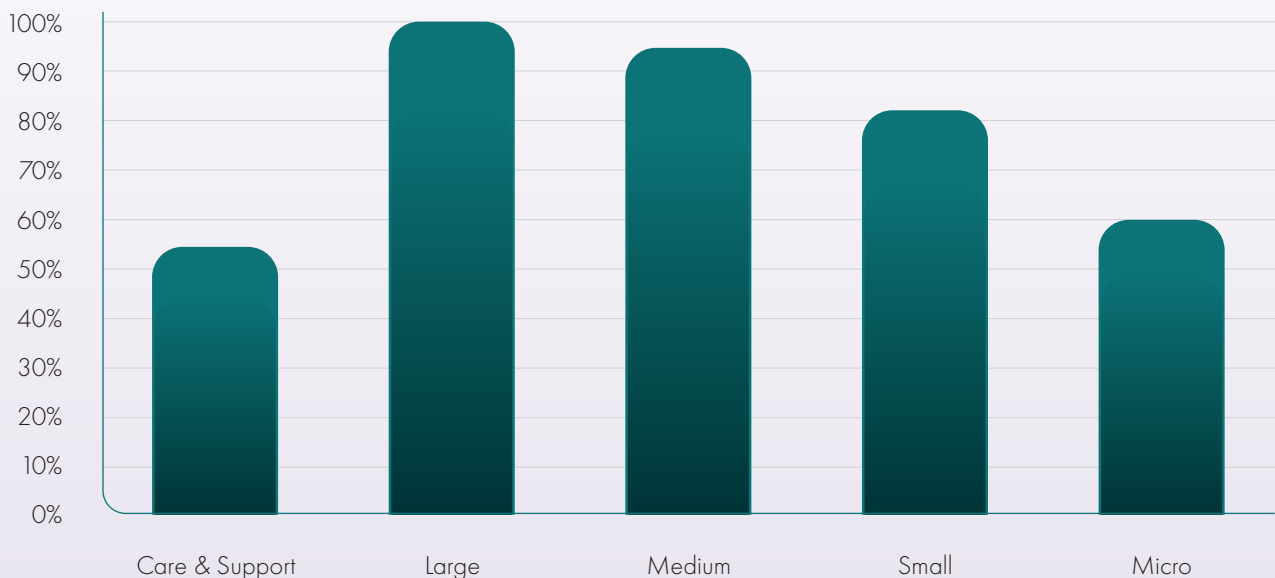
While a significant number of AHBs indicated that they did have such a policy in place, certain categories of AHBs reported lower levels of compliance.

Overall, 40% of Micro AHBs reported that they did not have a Nominations and Allocations Policy in place. Similarly, 45% Care and Support AHBs reported they did not have such a policy in place. While other types of AHBs reported higher levels of compliance, it is important that **all** AHBs have this policy in place.



**It is essential that each AHB has a Nominations and Allocations Policy.**

**% of AHBs reporting an allocations and nominations policy**



## Standards for AHBs

AHBs have a legal obligation to comply with the [Standards for AHBs](#).

The Tenancy Management Standard includes the following outcome that AHBs are required to demonstrate:

“Homes are allocated in a fair, transparent and efficient manner, and aligned with funding obligations”.

The Standards require AHBs to demonstrate that they have a clear and accessible Nominations and Allocations Policy in place and that they have Nominations and Allocations procedures in place that are fair, transparent and consistently applied.

Local authority funding arrangements for the provision of social and affordable housing determine AHBs’ obligations in how those homes should be allocated. It is important that any nominations and allocations process is aligned to these funding arrangements. Building effective working relationships with local authorities is central to ensuring an effective and efficient nominations and allocations process.

Where funding arrangements allow AHBs some discretion over nominations and allocations, there should be an open and transparent process in place that is consistent with the organisation’s key objectives, including delivering on their charitable purpose.

## Payments relating to allocations

We have become aware of a practice by some AHBs, whereby a fee or ‘contribution’ is charged to some prospective tenants, before or upon securing a tenancy. This fee is sometimes called a ‘key money’ payment, an ‘installation fee’ or a ‘new tenant contribution’.

Where AHBRA identifies organisations are participating in such practices, we will request that those organisations substantially demonstrate and evidence:

- that such practices are compatible with their funding arrangements,
- that such practices are in line with the main object in their constitution,
- that such practices are in line with the Standards for AHBs, and
- that such practices are governed by transparent, fair and consistent policies and procedures.