



Our allocations process

Our allocations process is the method by which we allocate our lease purchase properties at Cote Lane, Monica Wills, House, Sandford Station and Westbury Fields. The private rented properties at Cote Lane are also allocated using this process.

The process begins when you contact us to register your interest. You then have a couple of options available depending on your current circumstances:

Mailing list

Register your details and join our mailing list so we can send you our email newsletters to keep you up to date with what's going on across our retirement villages.



St Monica Trust

Allocations shortlist

Joining our allocations shortlist gives you priority information on suitable properties as they become available. Whilst you can join this list at any time, we would recommend doing so if you are looking to move within the next 6 to 12 months.

Please turn over for an 'at a glance' guide to our entire allocations process. We look forward to welcoming you at one of our retirement villages soon.

Choose which option works best for you.



If you would like to move within 6 to 12 months



If you're not ready to move

Join the allocations shortlist

Contact the sales team on **0117 949 4004** or email **sales.team@stmonicastrust.org.uk** to join the shortlist.

The allocations shortlist

While you wait for a property that matches your needs to become available, you will receive regular invitations to events at the village. This will help you get to know other residents and the on-site team.

Apartment becomes available

We will review the Allocations Shortlist and invite those with the best match to view the property.

Express interest

If you think the property is right for you, you can express an interest. The village manager will meet with all prospective residents who express interest and make a final decision about who will be offered the apartment.

OFFER congratulations!

You can now begin the process of reserving the property.

Reservation

Lease purchase

We will now ask you to complete a form and pay the £2,000 reservation deposit. This secures the property in your name for a three month reservation period. If you cancel within the first 14 days, the deposit will be repaid in full. After that time you will be liable for the Trust's reasonable net costs up to a maximum of the £2,000 deposit.

Rental

We will ask for one month's inclusive charge in advance as a deposit. The inclusive monthly charge includes the rent, all utility bills, council tax, and the community fee. Following the payment of the deposit, the successful applicant is expected to commence the rental agreement within 10 days.

Stay on our mailing list

We will keep in touch, but you won't be specifically notified of available properties.

When you are looking to move

Join the allocation shortlist. Contact the sales team and we will add you to the shortlist as quickly as possible.

No offer this time?

If you've been unsuccessful, we will contact you again when other suitable properties become available.

If you have any questions about the allocations process, please contact the sales team:

Tel: **0117 949 4004**

Email: **sales.team@stmonicastrust.org.uk**