

Additional Needs Adaptations

Applying for Service Family Accommodation

Keeping you informed

Throughout the allocations and Move In process, CarillionAmey will keep you and, if requested, any Welfare staff informed about the progress of any work and the timeframes for completing it.

Step 1 - The Serving person i.e. your husband, wife, partner or you have been given your new assignment order. If you are planning on moving to Service Family Accommodation you need to apply for your next property by completing your E1132 form online via an MOD computer system. You will also need to fax, email or post a supporting Occupational Therapists (OT) report or supporting medical documents to the CarillionAmey Occupancy Services team. It may be necessary to obtain a new OT report if your medical history or family circumstances has/have changed.

Fax: 0151 728 1001

Email: occupancyservices@carillionamey.co.uk

By post to: CarillionAmey, The Matchworks, Unit 4, Speke Road, Garston, Liverpool L19 2PH

Step 2 - If you don't have an existing OT report or your medical condition or family circumstances has/have changed, along with your adaptation requirements, you will need to approach your Local Authority for a new OT report.

Step 3 - Once all the paperwork has been received by the CarillionAmey Occupancy Services team, they have 15 working days to allocate a property or advise you of any work that will need to take place just before you can move in.

Step 4 - If a suitably adapted property is readily available then the property will be allocated to you and Move In dates organised.

Step 5 - If there are no already adapted properties for you to move into a suitable alternative will be found. If there are minor works required to get the property adapted to your needs, CA will start the work 3 weeks after receiving the OT report. However, if the property requires major works, such as the installation of a lift, work may take longer to begin.



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