

APPLICATION FOR HOUSING

Further to your recent enquiry, please complete and return this form to the above office within 21 days for your application to be considered for accommodation.

Applications received after 21 days will not be considered.

Completing this form

The information you give in this form allows us to assess your eligibility and housing need. It is important that you give as much information as possible, answer all questions fully. *You may need to provide evidence to support your application.*

If your form is not complete it cannot be processed and will be returned to you.

Please read the application carefully and ensure you bring **Proof of Circumstances** to your housing interview.

Should you fail to supply any of the required documentation we will be unable to consider your application.

Eligibility

Applications will be considered from applicants who are over 18 years old and are assessed as being in housing need, meet the criteria of our banding scheme and satisfy the right to rent and affordability checks.

We may consider an applicant ineligible for housing in the following circumstances:

- Home owners with capital to allow them to meet their housing need
- Anyone who owes a debt to us or other Housing Associations or other landlords where there is no agreement in place to pay the debt, or where the agreement has not been kept to for a period of six months.
- Anyone who has been evicted from their home by a Housing Association, Local Authority or other landlords, or who has a history of serious Anti Social Behaviour, (ASB) which would have been likely to have warranted legal proceedings, where the ASB has taken place during the last 2 years including former tenants who have been evicted, and who are deemed to have made themselves intentionally homeless.
- The applicant or any member of the household who has an unspent conviction.
- Fails to provide the necessary documents required to verify their identification and/or other circumstances

1. DETAILS OF PERSONS TO BE HOUSED

Applicant details	Joint applicant details
Mr/Mrs/Miss/Ms:	Mr/Mrs/Miss/Ms:
First name:	First name:
Surname:	Surname:
Any other names you have used:	Any other names you have used:
Date of Birth:	Date of Birth:
Address:	Address:
Postcode:	Postcode:
Is there a different address you would prefer us to contact you at?	Is there a different address you would prefer us to contact you at?
Reason for contact address:	Reason for contact address:
National Insurance No:	National Insurance No:
Telephone home:	Telephone home:
Telephone mobile:	Telephone mobile:
Telephone work:	Telephone work:
Email address:	Email address:

2a. WHO LIVES WITH YOU?

Please give details about each person who lives with you now (not including yourself). Place a tick or cross in box if they will /will not continue to live with you

Name	Date of Birth	Sex M/F	Relationship to you e.g. son	Continue to live with you?

2b. Others

If someone is not currently living with you but is to be rehoused with you, please can you give their name(s), their current address and briefly explain why they will be living with you.

Name	Date of Birth	Current address	Reason for separation

Proof required

At interview you must provide:

- One proof of identity for you (and your partner) including your date(s) of birth, including children, for example, a passport, driving licence, birth certificate or Home Office papers.
- One proof of address for every person, who will be moving with you

Your application will not be accepted without this information.

3. YOUR ELIGIBILITY AND IMMIGRATION STATUS

Are you a:

British citizen: Asylum seeker: Refugee: Overseas student:

Sponsored visitor to the UK: Commonwealth citizen: National or family member of a national of the European Union:

Other, please state:

If you have limited leave to remain, what is the expiry date?

Proof required

At interview you must provide:

- Proof confirming your eligibility, for example passport, or Home Office papers.
- Proof of right to rent, please see enclosed document checklist.

Your application will not be accepted without this information.

You have a legal obligation to ensure that all information is accurate.

4. PRESENT HOUSING

In your present accommodation, are you a?

Council tenant Housing Association tenant

Tenant of private landlord Owner occupier

Bed & breakfast, hostel, or refuge Staying with friends/relatives

Homeless please give details below

Other please give details below

Details if "homeless" or "other"



Joint applicant				
Address	Tell us if you were an owner, council tenant etc	Dates		Reason for leaving
		From	To	

8. REASON FOR LEAVING PRESENT ACCOMMODATION

Please give all details/reasons as to why you need re-housing (continue on a separate sheet if necessary):

9. INCOME

We need to know about your income to assess your eligibility for housing.

	You	Your partner
What is your total gross income per week?	£ <input type="text"/>	£ <input type="text"/>
What is your total savings and investments?	£ <input type="text"/>	£ <input type="text"/>

	You	Your partner
Where does your income come from? Please tick as many boxes as you need to	Employment: <input type="checkbox"/>	Employment: <input type="checkbox"/>
	Benefits: <input type="checkbox"/>	Benefits: <input type="checkbox"/>
	Rent: <input type="checkbox"/>	Rent: <input type="checkbox"/>
	Interest payments or dividends <input type="checkbox"/>	Interest payments or dividends <input type="checkbox"/>

9b. Owning property or land – please tick if yes

	You	Partner
Do you or does your partner currently own a property or piece of land in the UK or abroad?	<input type="checkbox"/>	<input type="checkbox"/>
Have you or has a partner owned a property or piece of land in the UK or abroad in the past 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
Do you or does your partner have shared ownership of any property in the UK or abroad?	<input type="checkbox"/>	<input type="checkbox"/>
Have you or has your partner ever used the Right to Buy or Right to Acquire schemes to purchase a property from a local authority or housing association?	<input type="checkbox"/>	<input type="checkbox"/>



10. TENANCY RELATED ISSUES

Have you, your partner or any member of your household:-

10a. ever had an order for possession of a property, or been evicted from a property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10b. have any outstanding debt relating to any private landlords, housing associations, or local authority properties? For example, rent arrears, court costs, rechargeable repairs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10c. been given an order made in civil court that is linked to a property, or to the locality of a property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10d. been subject to a non-molestation order, an injunction order, an occupation order, anti-social behaviour order or a restraining order?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10e. been found guilty in a court of law of any crime relating to benefits, social housing, or other related matters?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have answered yes to any of these questions, please give full details including dates and addresses (please continue on separate sheet if necessary)

We may decide that you, or anyone else included in this application, will not be accepted for housing if you or they are guilty of unsuitable behaviour.

11. Are you related to any of the St Peter's (Saltley) Housing Association Ltd staff members or management committee members: Yes No

If yes, please give details: _____



12. DECLARATION

- a) To the best of my knowledge, the answers given on this form are true
- b) I understand that completion of this form does not necessarily mean I will be offered housing
- c) I understand that I must tell St Peters' (Saltley) Housing Association (SPSHA) if there any changes in my circumstances. It is an offence under the Forgery & Counterfeiting Act 1981 to hold or present false information. I understand that if accommodation is offered on the basis of false information, SPSHA may decide to end the tenancy and will take immediate action to regain possession of my home.
- d) I agree to SPSHA making necessary enquiries concerning this application including tenancy checks with current or previous landlords and any other agency and authorise those agencies to give information to SPSHA.
- e) I understand that aggression shown towards SPSHA staff may result in my application being refused.

I confirm I have read, understand and agree to the terms laid out in the declaration:

Signature of applicant: _____ Date _____

Print Name: _____

13. EQUALITY AND DIVERSITY MONITORING

You do not have to complete this section but by letting us know these details you help us to operate a non-discriminatory housing policy.

13a. – Gender

Male Female Transgender

13b. – Ethnic origin

What is your ethnic origin?

Asian or Asian British

Indian or British Indian Bangladeshi or British Bangladeshi

Pakistani or British Pakistani Any other Asian background – please write.....

Black or Black British

African or British African Caribbean or British Caribbean

Any other Black background – please write

Mixed

Asian and Black Asian and White Black African and White

Black Caribbean and White Any other Mixed background – please write

White

White British Irish Any other White background – please write

Other Ethnic Groups

Afghan Albanian/Kosovan Arab Bosnian

Gypsy/Romany Iranian Iraqi Kurdish

Other Western European Other Eastern European

Any other ethnic background please write.....

13c. – Disability

Do you or does any of those people moving with you, suffer from any life-limiting illnesses, health problems or disabilities? If yes, please write the name of the person affected, in the relevant box below:

Type of disability:

Person(s) affected:

- Hearing impairment
- Mental health problem
- Visual impairment
- Learning disability
- Mobility (difficulty getting around)

Other, please state:

Please give details of all the disabilities mentioned above, including details for all support workers

The next step

Once **completed, sign and date** your application. You will be invited to a housing interview within 8 weeks of the receipt of the application.

At the housing interview you will be asked to provide the following evidence:

We cannot process your application without the supporting information.

Documentation requested
Proof of identification – one proof confirming the identities of you and your household members
Proof of address – one proof confirming the current address dated within the last three months, for you, your partner and anyone moving with you. e.g. Bank Statement, Tenancy Agreement or Utility Bill (Gas, Electric, Telephone)
Proof of eligibility – confirmation of eligibility e.g. passport, Home Office papers
Proof of right to rent – see enclosed document checklist
Proof that a member of the household is pregnant – MAT B1 form or letter from doctor or midwife
Proof of income - either copy of Wage Slip if in employment, or Benefit Confirmation Letters
Proof of dividends, bonds and other forms of savings and investments
Other supporting documents – e.g. evidence of harassment, medical condition worsened by housing conditions

Further proof - We may arrange to visit you in order to verify your application.

It is very important that you understand the attached information. If you would like this information in another language or format, or if you require the services of an interpreter, please contact us.

0121 327 7265

خدمات الترجمة

من المهم جدا أن تفهم هذه المعلومات المرفقة. وإذا كنت ترغب في ان تصلك هذه المعلومات بلغة أخرى تفهمها، أو إذا كنت تحتاج إلى خدمة في الترجمة الشفوية أو الكلامية، يرجى الاتصال بنا على هذا الرقم:



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অনুবাদ সেবা

এই পত্রের সংযুক্ত তথ্য সম্পর্কে আপনার ধারণা থাকা খুবই গুরুত্বপূর্ণ। যদি আপনি এই তথ্যটি অন্য কোন ভাষায় বা ফরম্যাটে চান, অথবা দুভাষী সেবার দরকার হয়, দয়া করে আমাদের সাথে যোগাযোগ করুন।



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Service de Traduction.

Il est très important que vous compreniez l'information ci-joint. Si vous aimeriez cette information dans une autre langue ou un autre format, ou si vous avez besoin d'un interprète, veuillez nous contacter.



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अनुवाद प्रति सेवाये

यह बहुत महत्वपूर्ण है कि साथ दी गई जानकारी को आप समझें। यदि आप इस जानकारी को किसी दूसरी भाषा या फॉर्मेट में चाहते हैं, या अगर आपको एक दोभाषीए की सेवा की जरूरत है, तो कृपया संपर्क कीजिए।



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उत्तममे षषउ मेदद

एह षषउ सतुतु वै वल ठल रलंडी वेली सतकली तुं तुमी समहे। अलत तुमी एल सतकली तुं वलमे तुमली वेली न देकमेड वल सतुतु वै, न एल देकमेड वेली सतकली तुं सतुतु वै उ वलतु वलमे सतुतु वल



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Khidmadaa Turjumaad

Aad iyo aad ayay muhiim u tahay in aad fahantid warbixintan raacsan. Hadii aad jeceshahay warbixintan afkale, ama qaabkale, ama hadii aad u baahantahay khidmad oo turjumaan. Fadlan anga na la soo xiriiriid.



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ترجمے کی خدمات

یہ بہت ضروری ہے کہ آپ تمام معلومات سمجھیں۔ اگر آپ یہ معلومات کسی اور زبان میں چاہتے ہیں، یا اگر آپ کو ایک ترجمان کی ضرورت ہو تو براہ مہربانی ہم سے رابطہ کریں۔



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FOR OFFICE USE ONLY

Date application form issued	
Date application returned	
Property size requested	
General needs housing or 50+	
Band	

Internal checks	Action by:	Date
Acknowledgement letter		
Added to SASSHA		
Appointment letter		
Affordability check completed?		
Proof of rent to rent documents checked against Home Office guidance.		
Banding allocated		