$\bigcirc$	
52	Forth Housing Association Ltd
	HOUSING APPLICATION FORM

# Do you require any of the following options to help you with your application?

Large print text	Braille text
A signer or lip speaker	Language interpreting service

# Please state the first language of:

Main Applicant	Joint Applicant

Office Use Only						
Main Applicant:	Joint Applicant:					
First Name:	First Name:					
Surname:	Surname:					
Applicant No.:	Date of Receipt:					

Registered Office: Kildean Business & Enterprise Hub, 146 Drip Road, Stirling, FK8 IRW Telephone: 01786 446066 Website: www.forthha.org.uk Email: info@forthha.org.uk



Forth Housing Association Ltd is a Registered Scottish Charity, No. SC003550

Please answer ALL parts of the form so that we can assess your application and work out your priority for housing. We operate a group plus points based system to reflect priority for re-housing. Please see our Allocations Leaflet for more information on this.

We will write to you within 7 working days to confirm that you have been placed on our housing list. If you change your address or any other of your circumstances change, please inform us immediately.

# SECTION I - ABOUT YOU

#### **I.I PLEASE COMPLETE APPLICATION IN BLOCK CAPITALS**

Main Applicant (Main)	Joint Applicant (Joint)
First Name (s):	First Name (s):
Surname:	Surname:
Title: (Mr/Mrs/Miss/Ms)	Title: (Mr/Mrs/Miss/Ms)
Date of Birth:	Date of Birth:
National Insurance Number: (This will be your password)	National Insurance Number:
Address:	Address:
Postcode:	Postcode:
Date you moved into this address:	Date you moved into this address:
Home Tel. No.:	Home Tel. No.:
Work Tel. No.:	Work Tel. No.:
Mobile Tel. No.:	Mobile Tel. No.:
Email:	Email:
	Relationship to main applicant:

SEC	TION I - ABOUT YOU (CONTINUED)		
1.2	In order to minimise paper, may we confirm the outcome of your application by email?	YES	NO
Eligib	ility for Housing - Asylum and Immigration (P)		
1.3	Have you come to live in the UK in the last 10 years?	YES	NO
A) If y	ves, when did you last arrive in the UK – Date:		
B) If y	res, what is your nationality:		
1.4	Are you subject to immigration control?	YES	
lf yes	please provide details:		
Mana	rement of Offenders (Sectland) Act 2005	_	
1.5	Are you, or anyone on your application, required to register with the police under the Sex Offenders Act 1997 and Sexual Offences Act 2003?	YES	NO
	, you are obliged to provide us with this information. If you fail to do so, this c enancy offered to, or, accepted by you.	could lead to you	losing
Nam	es of Person Registered:		
Curre	ent Address:		
Signa	ture: Date:		

### **SECTION 2 - HOUSEHOLD DETAILS**

#### 2.1 Please give details of everyone permanently living at your current address with you. Please include your own details in row 1. This information is essential to calculate any points that you are entitled to.

Full Name	Date of Birth	Sex M/F	Relationship to you	Will this person move with you Yes/No
I.You			Self	Yes
2.				
3.				
4.				
5.				
6.				

# 2.2 Are you, or, is anyone needing to be rehoused with you, pregnant? (P)

If YES, please state who is pregnant: \_\_\_\_\_\_ Date the baby is due: \_\_\_\_\_

YES

NO

# 2.3 Please give details of anyone else to be rehoused with you who does not live with you at present? (If you have a child/children who stays with you regularly overnight, please refer to Section 4.3)(P)

Full Name	Date of Birth	Sex M/F	Relationship to you	Address

(P) We require proof, please see enclosed form for examples of proof required

4

# **SECTION 3 - CURRENT HOUSING SITUATION**

#### **3.1** Please tick one of the boxes that best describes your housing situation:

	Main	Joint	Main	Joint
own my own home			Parents or Relatives	
Homeless Accommodation			Caravan/mobile home	
Shared Ownership/Homestake			Hospital/ residential care	
Housing Association			HM Forces	
Council Tenant			Prison	
Private Landlord			Hostel, B&B or refuge	
Rent from my employer			No fixed abode	
Sub-tenant/lodger			Friends	
Other (please describe)				

# 3.2 If you rent the home that you currently live in, please give your landlords name, address and contact details:

Main Applicant	Joint Applicant
How much rent <b>£</b> week/month	How much rent <b>£</b> week/month do you pay?

# 3.3 Do you own any property that you do not live in? If you do, please provide details in box below, i.e. address of property and why you are not living there.

# SECTION 3 - CURRENT HOUSING SITUATION (CONTINUED)

# **3.4** Please tick one of the boxes below that best describes your current accommodation:

	Main	Joint	Main Joint	
Bedsit Maisonette Bungalow			Flat   House   Other (Please describe in box below)	

#### 3.5 If you live in a flat, what floor is your accommodation on:

	Main	Joint		Main	Joint
Ground			First		
Second			Above second		

## 3.6 How many rooms of each type do you have in your current home?

(Please circle)

			Main					Joint		
Double bedrooms	T	2	3	4	5	I	2	3	4	5
Single bedrooms	I	2	3	4	5	I	2	3	4	5
Living rooms	I	2	3	4	5	I	2	3	4	5
Separate dining rooms	I	2	3	4	5	I	2	3	4	5

#### **3.7 Facilities**

# a. Please tick the facilities at your current home:

	Main	Joint
Bath or shower		
Sink		
Inside toilet		
Kitchen/cooking facilities		
Piped water		
Mains electricity		
Hot & cold water supply		
Heating in all rooms		

# b. Please tick if you share these facilities with people not moving with you:

	<b>J</b> =
Bath or shower	
Sink	
Inside toilet	
Kitchen/cooking facilities	

NO

YES

# SECTION 3 - CURRENT HOUSING SITUATION (CONTINUED)

# **3.8** Are you homeless or likely to become homeless within the next 2 months? (P)

If YES, by which date do you have to leave?:

Please contact Stirling Council Homelessness Team on 01786 237900. The Homeless Team will assess your housing situation and advise you on your housing options.

#### **3.9** Please tick the one main reason why you need to be rehoused:

4	1ain J	oint		Main	Joint
I have received a 'Notice to Quit' (P)			Leaving the Armed Forces <b>(P)</b>		
Living in temporary accommodation			Need a smaller property		
Need a larger property			Domestic violence/abuse		
Relationship breakdown			Asked to leave my family home <b>(P)</b>		
Cannot afford to buy or private rent			Ready to leave supported accommodation <b>(P)</b>		
House to be repossessed or demolished			Have to leave house that I rent from employer <b>(P)</b>		
Medical/Health circumstances*			Harassment <b>(P)</b>		
*(if you tick this box, please see section	4.6)				

3.10	Does your current home suffer from rising or penetrating damp? (P)	YES	NO
3.11	Does your current home have any structural defects? (P)	YES	NO

SEC1	TION 3 - CURRENT HOUSING SITUATION (CONTIN	NUED)		
8.12	Does your current home suffer from disrepair? (F	<b>?</b> )	YES	NO
	to any of the above, please provide full details: <b>f you do not provide details, we will be unable to award points)</b>			
	assment		YES	
.13	Are you, or anyone who will be moving with you, currently experiencing any form of harassment of abuse, including domestic abuse, racial abuse at current address?	r		NO
fYES,	please provide details: (NB: If you do not provide details, we will be	unable to a	ward points)	
8.14	Have you contacted your landlord regarding this harassment? If YES, we will contact your landlord for further information.	YES	NO	N/A
.15	Have you been getting any support, or have needed assistance from any organisation, with regard to this harassment? (P)	YES	NO	N/A
fYES,	please provide the name, address and contact details of the person	providing the	e support:	

(P) We require proof, please see enclosed form for examples of proof required 8

# SECTION 4 - YOUR HOUSING REQUIREMENTS

#### **Property Size**

**Please Note**: The number of bedrooms we will offer will be based on need and the number of persons in your actual household.

4. I How many bedrooms do you need?	
I Bedroom  2 Bedroom  3 Bedroom  4 Bedroom	5+ Bedroom
4.2 Do you, or anyone who will move with you, need an extra bedroom for an overnight carer? (P)	YES NO
If YES, please provide details of the overnight carer:	

**4.3** If you have a child/children who stay with you regularly overnight, please give details (P). If you do not provide a letter from the (co-)parent/guardian and birth certificate(s) for the child/children we are not likely to allocate an extra bedroom.

Full Name	Address	Date of Birth	Relationship to you	How often do they or will they stay overnight with you each week?

### SECTION 4 - YOUR HOUSING REQUIREMENTS (CONTINUED)

#### **Choice of Property Type**

#### 4.4 Please tick the type of property you would consider:

(Please tick all of the boxes that apply)

Any Flat / House	Ground Floor Flat	Wheelchair
Any House	Level Access	

#### **Choice of Area**

home?



Property types marked with a \* have wheelchair properties within the development. Our areas of highest turnover and where you are most likely to be reached for a property are Cambusbarron, Raploch, Stirling City Centre, St Ninians, Fallin and Plean.

#### Health and Housing for Physical Disabilities Only

4.6	Do you, or any of the other people who will be moving with you, have a physical, mental or mobility condition that is affected by your current housing circumstances?	YES	NO
4.7	In relation to your physical disability, do you, or anyone who will move with you, need any assistance or support, in living in your	YES	NO

If you have answered YES to either of the above questions, we will forward a Medical Questionnaire to you.

NO

YES

## SECTION 4 - YOUR HOUSING REQUIREMENTS (CONTINUED)

#### 4.8 Do you have a professional person (Doctor, Nurse, Social Worker, etc.) from whom we can get confidential information regarding your application?

If YES, please give the name, address, contact details and state their professional relationship to you:

#### **Social Inclusion and Community Reasons for moving** (This relates to persons not currently living within our area of operation)

#### 4.9 Are you applying for housing for any of the following reasons?

I need to move to be closer to my employment	YES	NO	
I need to move to be closer to a relative/carer to provide/receive support for health reasons	YES	NO	
I need to move to allow a pupil/student to be closer to education	YES	NO	

If YES to any of the above, please provide details, eg, address of employment, educational institution or relative/carer:

# **SECTION 5 - PREVIOUS ADDRESSES**

# 5.1 Please provide previous addresses for the past 5 years, (continue on a separate sheet if necessary).

Main Appli	cant (Main)	Joint Appli	cant (Joint)
Address:		Address:	
Postcode:		Postcode:	
Date from:	Date to:	Date from:	Date to:
Name and address of landlord/owner:		Name and address of landlord/owner:	·
Type of Tenancy, Please tic Owner Tena Tied tenancy Care		Type of Tenancy, Please tic Owner Tenai Tied tenancy Care	nt Lodger
Living with Parents	Other:	Living with Parents	Other:
Reason for leaving:		Reason for leaving:	
Main Appli	cant (Main)	Joint Appli	cant (Joint)
Address:		Address:	
Postcode:		Postcode:	
Date from:	Date to:	Date from:	Date to:
Name and address of landlord/owner:		Name and address of landlord/owner:	
Type of Tenancy, Please tic Owner Tena		Type of Tenancy, Please tic Owner Tenai	
Tied tenancy Care	of HM Forces	Tied tenancy Care	of HM Forces
Living with Parents	Other:	Living with Parents	Other:

Reason for leaving:

# SECTION 5 - PREVIOUS ADDRESSES (CONTINUED)

Main Applicant (Main)	Joint Applicant (Joint)
Address:	Address:
Postcode:	Postcode:
Date from: Date to:	Date from: Date to:
Name and address of landlord/owner:	Name and address of landlord/owner:
Type of Tenancy, Please tick (✔) Owner Tenant Lodger	Type of Tenancy, Please tick (✓)      Owner      Tenant      Lodger
Tied tenancy  Care of  HM Forces	Tied tenancy  Care of  HM Forces
Living with Parents Other:	Living with Parents Other:
Reason for leaving:	Reason for leaving:
Main Applicant (Main)	Joint Applicant (Joint)
Address:	Address:
Postcode:	Postcode:
Date from: Date to:	Date from: Date to:
Name and address of landlord/owner:	Name and address of landlord/owner:
Type of Tenancy, Please tick (✔) Owner Tenant Lodger	Type of Tenancy, Please tick (✓)        Owner      Tenant        Lodger
Tied tenancy  Care of  HM Forces	Tied tenancy  Care of  HM Forces
Living with Parents Other:	Living with Parents Other:
Reason for leaving:	Reason for leaving:

# SECTION 6 - GENERAL INFORMATION

### **Other Housing Options**

6.I Do you have any Pets?	YES NO
If YES, please provide brief details:	

# Housing Debt Owing

6.2	Do you have an outstanding debt that you owe to you current landlord or any previous landlords?	YES	NO
IfYES	, please provide brief details:		

#### Anti Social Behaviour

6.3	Has any person on this application ever been served with
	an Anti-Social Behaviour Order (ASBO), or has a live legal
	notice, or ongoing legal action being taken against them
	for anti-social behavior?

IfYES, please provide brief details: _		

YES NO

# **SECTION 6 - GENERAL INFORMATION (CONTINUED)**

#### **Tenancy Conditions**

6.4 Have you, or anyone who will be housed with you, been evicted from a previous Housing Association or Local Authority property, or lost a previous tenancy through abandonment? YES NO

If YES, please provide brief details:

Further Information:

# **CHECKLIST AND RELATIONSHIPS**

To prevent any delay in your form being processed, please use the checklist below to ensure that you have completed all relevant parts of the application form.

#### HAVE YOU:

Understood and signed the declaration on page 17?	
Supplied all the information that we have asked for? (see proof requirements checklist)	
Told us about your present accommodation and supplied all the proof requested? (see section 3)	
Completed the housing choices section to ensure that you can be offered accommodation?	

#### Relationship to staff or committee members of Forth Housing Association.

Are	you,	or a	anyon	e <b>who</b>	wants	to be	e <b>housed</b>	with	you,	related
to a	ny m	emt	oer of	the n	nanagei	ment	commit	tee or	staf	F?

If YES, please provide brief details:

Name of Committee member, employee or elected member:

Special permission may be needed for us to offer accommodation to employees, committee members or close relatives.

Relationship to Main Applicant

Relationship to Joint Applicant

YES

NO

### DATA PROTECTION AND DECLARATION

#### **Data Protection Act 2018**

The information you provide us with in this application is covered by the Data Protection Act 2018.

#### Declaration

Before returning this form to us, please read through the following statements and sign and put the date in the boxes below, to show that you understand and agree with them. We will not process your application without it.

- I/we are 16 years of age or over.
- I/we understand that Forth Housing must protect public money and may use this information to prevent and detect fraud. I/we understand that the information may also be shared for the same purposes with other organisations handling public funds.
- I/we agree that you or your authorised representative may process, use and disclose any information which I have given on this form for social rented housing and the compiling of statistical information on housing needs.
- I/we agree that Forth Housing may share information with other third parties from whom you may seek information about me/us.
- I/we agree that my current or previous landlord(s) can be contacted for a reference.
- I/we agree that all the information given by me/us on this form is true. If I/we supply any false information or keep back any relevant information my/our application will not be progressed.
- I/we agree that if I/we are given a tenancy because I/we have supplied false information or I/we have kept back information, the tenancy may be ended.
- I/we agree that if I/we do not respond to communication, then Forth Housing will remove my/our application from the housing list.
- I/we agree that if at any time my/our circumstances change, it is my/our responsibility to update Forth Housing immediately, for example address / contact details.

Main Applicant	Joint Applicant
Name:	Name:
Signature:	Signature:
Date:	Date:

CONTINUED →

# **VOLUNTARY MONITORING INFORMATION**

We are committed to providing quality services by ensuring that everyone has equal, fair access to housing. The information you provide on this part of the form will be used for statistical purposes to ensure that we are complying with our Equal Opportunities Policy.

#### What is your ethnic group?

Please tick ( $\checkmark$ ) one box only from the following table that best describes your cultural background.

Wł	HITE		
	Scottish	Other British	Irish
	Gypsy / Traveller	Polish	Other White
BL	АСК		
	African	Black British	
	Caribbean	Other Black	
AS	IAN		
	Indian	Pakistani	Chinese
	Bangladeshi	Other Asian	
ΜΙ	XED		
	White & African	White & Asian	
	White & Caribbean	Other Mixed	
ΟΤ	HER		
	Arab, Arab Scottish or Arab Bri	tish	
	Any other background	Nationality - please specify:	

#### **Sexual Orientation**

Please indicate your sexual orientation:



VOLUNTARY MONITORING INFORMA	TION (CONTINUED)		
Do you consider yourself disabled? Disabilities		YES	NO
IfYES, is your disability any of the following?			
Physical impairment / Mental illness	Hearing Impairment		
Learning Disability	Visual Impairment		
Other, please provide brief details:			

### **Employment and Income**

The questions in this section are to help us plan for the future. You don't need to give the information. If you do provide information we will keep all information confidential.

### **Employment details**

Are you?		
In full time employment	Student	Retired
Unemployed	In part time employment	
Income details		
What is your total net income per v	week? (Include all wages, benefits and	pensions paid to your household).
£95 or less	£96 to £195	£196 to £289
£290 to £384	£385 to £479	£480 or more
What does your income co	nsist of?	
Please tick ( $\checkmark$ ) all of the boxes that	apply to your household:	
Wages/Salary	Maintenance Payments	Employment Support Allowance
Tax Credits	Job Seekers Allowance	Universal Credit
Child Benefit	Retirement Pension	DLA/PIP – Mobility
Income Support	Works/Occupational Pension	DLA/PIP – Care
Other, please provide brief details:		

Office Use Only			
I. Pointed:		Date:	
I.Verified by:		Date:	
2. Points Amended by:		Date:	
2.Verified by:		Date:	
3. Points Amended by:		Date:	
3.Verified by:		Date:	

POINTS	CATEGORY		
Homeless	Please tick (✔) one box only		
Threatened homeless	Homeless		
Below Tolerable Standard	Threatened Homeless		
Overcrowding	Unsatisfactory Housing Conditions		
Accessibility	Under Occupation		
Harassment	General Aspirational		
Under occupation	Nomination		
Facilities	Section 5		
Support			
Preference/no fixed abode			
Sharing			
Insecure of Accommodation			
TOTAL			
AMENDED TOTAL			
AMENDED TOTAL			

Version 7 – January 2020

Registered Office: Kildean Business & Enterprise Hub, 146 Drip Road, Stirling, FK8 1RW Telephone: 01786 446066 Website: www.forthha.org.uk Email: info@forthha.org.uk

Forth Housing Association Ltd is a Registered Scottish Charity, No. SC003550

