

OFFICE USE ONLY:

Date received: _____

Points award:

Category	Points	Award	Award made by:
Ability to meet own housing needs	20		
Loss of tied accommodation	10		
Loss of accommodation within 1 year	50		
Overcrowding	10		
Sharing facilities	5		
Health A	10		
Health B	5		
Support	10		
Harassment, abuse or violence	10		
Transfer applicants	100		
Transfer applicants - downsizing	20		
Waiting time	10 per year		
TOTAL			

Notes (including any contact with applicant and offers of housing made):

Date	Notes	Initials

PART FOUR - DECLARATION

Are you related to any member of the Association's staff or Board?

Yes No

If yes, please state the name of person and your relationship to them.

"I/we declare that all the information I/we have given on this form is true and we will tell Witham Housing Association of any changes that may affect the application.

I/we also understand that if I/we have provided false or misleading information or fail to disclose any information relevant to this application, that I/we may be disqualified from being considered for housing.

I/we also understand that if I/we accept an offer of housing and it is later discovered that false or misleading information was given or relevant information was not disclosed by me/us that Witham Housing Association may then take action against me/us to end my/our tenancy. "

Please sign here to show that you understand the statement above and that the information you have given on this application is accurate.

1st Applicant's Signature: _____

2nd Applicant's Signature: _____

Dated: _____

What to do now

Send this form together with any supporting evidence e.g. doctors letter to the address below. If you wish to tell us anything that you have not mentioned already on this form, please enclose a covering letter or statement. Your application will be assessed within one month and we will write to you telling you what the outcome is. If we cannot offer you housing within one year we will contact you to check whether you want to remain on our waiting list.

How would you describe your ethnic origin?

- | | |
|--|--|
| <input type="checkbox"/> White British | <input type="checkbox"/> Asian/British Pakistani |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> Asian/British Bangladeshi |
| <input type="checkbox"/> White Other | <input type="checkbox"/> Asian/British Other |
| <input type="checkbox"/> Mixed White & Black Caribbean | <input type="checkbox"/> Black British Caribbean |
| <input type="checkbox"/> Mixed White & Black African | <input type="checkbox"/> Black British African |
| <input type="checkbox"/> Mixed White & Asian | <input type="checkbox"/> Black British Other |
| <input type="checkbox"/> Mixed Other | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Asian/British Indian | <input type="checkbox"/> Other Ethnic Group |

b. Where Do You Want To Live?

- Noel Pelly House, Collingwood Road, Witham
- Podsbrook House, Guithavon Street, Witham
- Either

PART FOUR – LOCAL CONNECTIONS

If you currently live away from the area and want to move to be closer to family or friends tell us their details.

Name:			
Address:			
Telephone number:		Their connection to you:	

Name:			
Address:			
Telephone number:		Their connection to you:	

If you have a long standing connection to the area, please tell us the background and why you want to move back.

e. If you own your home

What is the estimated value of your home? £ _____

Do you have a mortgage? Yes No

Do you have any arrears? Yes No

If Yes, how much do you owe your mortgage company: £ _____

If yes, has Court action been taken against you? Yes No

(please include evidence of pending Court Action or existing Court Order)

How much is still outstanding on your mortgage? £ _____

f. If you rent your home

Please provide the details of your current landlord:

Name: _____ Telephone: _____

Address: _____

How much is your rent? £ _____ weekly / monthly

Are there any rent arrears? Yes No

If yes, has Court action been taken against you? Yes No

How much rent do you owe? £ _____

Have you been given Notice to end your tenancy? Yes No

PART THREE – OTHER INFORMATION

a. Ethnic Monitoring

Witham Housing Association is committed to a policy of treating all applicants for housing equally and considers applications for accommodation from any person(s) in the community based solely on their housing and support needs. We record applicants ethnic origin to ensure we are treating everyone fairly.

If you do not wish to answer these questions, please tick this box: Refused

Do you have regular carers to help you with this? Yes No

Are there any organisations helping you, such as Social Services, the Health Authority or a voluntary group? If so, please write the name of the organisation(s) and the name and contact number of the person you deal with.

Organisation: _____

Contact Name: _____ Telephone: _____

Can we contact this organisation to discuss relevant information about your housing application?

Yes No

PART TWO - ABOUT YOUR CURRENT HOME

a. Which of the following best describes your current housing situation?

- Living with Friends/Relatives Owner Occupier
 Lodger Tenant

b. What type of home do you currently live in?

- House Bungalow Mobile Home Hostel/B&B
 Flat Maisonette Bedsit

If you live in a flat or bed-sit, which floor is it on? _____

How many rooms are there in your present home?

Living and/or dining rooms: _____ Kitchens: _____

Bed sitting rooms: _____ Bedrooms: _____

Bath or shower rooms: _____ WCs: _____

c. Please tell us whether you share the following facilities with another household:

	Bedroom	Bath or shower room	Kitchen	Lounge
Sole use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

d. If you are living with friends or relatives

Please give details of any relatives or friends that you currently live with and their relationship to you. Please do not include yourself or your partner.

f. Have you, or anyone applying for housing with you, ever been convicted of a criminal offence, or are any charges pending at present?

Yes No Please state the nature of the offence and when it occurred:

Please provide confirmation of the above from a Solicitor, Probation Officer, or other appropriate source.

g. Your Income

What is your total income? £ _____ per month

How much do you have in savings (to the nearest £100)? £ _____

Do you receive a state pension (including pension credits)? Yes No

Do you receive a private pension? Yes No

If you receive a private pension, how much is it? £ _____ per month

h. Your Support & Medical Needs

Please describe any medical needs or disabilities you have. You should only include things which:

- significantly affect your daily life
- are being made worse by your current housing or
- would be improved by a move to more suitable housing

Do you or your partner need to use a wheelchair indoors? Yes No

Do you or your partner need to use a wheelchair outside? Yes No

Do you or your partner need to use walking Sticks/frame? Yes No

Can you and your partner climb stairs easily? Yes No

Do you need help with day to day needs?
e.g. bathing, preparing food, dressing. Yes No

If, yes state what help is required and how often: _____

c. If you have lived in your current home for less than 3 years, please tell us your previous address

Address: _____

Moved in: _____ Moved out: _____

- Were you: (Please tick ✓)
- | | | | | | |
|---|---|--|---|--|---|
| <input type="checkbox"/> Living with friends or relatives | <input type="checkbox"/> A council tenant | <input type="checkbox"/> A private tenant/lodger | <input type="checkbox"/> In accommodation that came with your job | <input type="checkbox"/> An owner occupier | <input type="checkbox"/> A housing association tenant |
| | | <input type="checkbox"/> Other _____ | | | |

Why did you leave this address? _____

Important - If you give false or misleading information or fail to disclose relevant information requested in questions D, E & F you will be disqualified from being considered for housing.

If you accept an offer of housing and it is subsequently discovered that you have given false or misleading information or failed to disclose relevant information Witham Housing Association may take enforcement action to end the tenancy.

d. Do you or your partner have rent or mortgage arrears from any previous address(es)?

Yes No

If yes, do you have a repayment agreement that has been maintained for at least one year?

Yes No

If yes, please provide a reference from your former landlord or mortgage provider confirming the agreement and that you have kept to it.

e. Have you, or anyone applying for housing with you, had any enforcement action taken against you for anti social behaviour within the last two years?

Yes No

If yes, when was this action taken and what form did it take? (e.g. ASB order, injunction, possession)

Please provide confirmation of the above from a Solicitor or other appropriate source e.g. your previous landlord.



APPLICATION FOR HOUSING

You should complete this form if you wish to apply to Witham Housing Association for affordable sheltered housing. You can find details of who can apply and how applications are dealt with in the accompanying leaflet "Applying for Housing".

Please use block capitals and blue or black ink. If you would like any help with filling out this form, please ask and we will be happy to help.

PART ONE - INFORMATION ABOUT YOU

a. Your Personal Details

First name: _____ Surname: _____

Title: Mr / Mrs / Miss / Ms / Dr / Prof Other: _____

Address: _____

Date of Birth: _____ National Insurance No: _____

Home Telephone: _____ Mobile: _____

E-mail address: _____ @ _____

When did you move into this address? _____

b. Your Partner's Personal Details

First name: _____ Surname: _____

Title: Mr / Mrs / Miss / Ms / Dr / Prof Other: _____

Address: _____

Date of Birth: _____ National Insurance No: _____

Home Telephone: _____ Mobile: _____

E-mail address: _____ @ _____

When did you move into this address? _____