

Please ensure that you complete this form with as much information as possible in order that we can fully assess your housing need. All information will be treated confidentially. **If you require any help completing the form please contact our Customer Service Officers on 01224 202900 who will be able to assist you.**

Please tick all the areas where you wish to be re-housed and indicate if you wish to be considered for shared ownership. If this box is ticked you will be sent a shared ownership form asking for further details (including financial information).

Q1 Please answer all parts of this question and include a contact phone number. If you are of 'no fixed abode' please let us know your correspondence address.

Q2 Please tick any categories which apply to you. Please also indicate if you wish to be considered for an exchange (if you are currently a tenant of a housing association or local authority).

As advised there is a separate form to complete if you feel your present accommodation is affecting your health. If you wish to apply for medical points please phone the above number to request the form.

Q3 If you answer 'yes', to this question please provide written confirmation of the pregnancy. Please note that we will not consider larger accommodation or award overcrowding points until the baby is born.

Q4 This question is related to your present accommodation and asks why you wish to move. Please complete as accurately as possible. Applicants who have a history of anti-social behaviour will be accepted onto the waiting list however further information will be requested. If you think this may affect your application please contact the Association.

The Association normally allows one cat or one dog in both rented and shared ownership properties. There are some developments where dogs and cats are not allowed. A list is available on request.

Q5 Please give details of your previous accommodation. The 'tenure' relates to the 'type' of accommodation you are living in e.g.

- Tenant of council / housing association / private landlord
- Owner occupier
- Living with relatives
- Caravan
- Tied accommodation
- Lodging / staying with friends
- B&B / Hotel
- Long stay hospital / hostel / refuge
- Threatened with homelessness (within 2 months)
- Homeless / no fixed abode / homeless hostel

Q6 Please complete giving details of all the applicants in your household that will be housed with you even if they don't live with you at the moment. You will be allocated the size of accommodation you need as set out in our Allocations Policy.

Q7 Please give details of the people currently staying with you but who will not be moving with you.

Q8 Please use this space to indicate why you cannot stay at your current address. If you wish to add more detail, please continue on a separate sheet.

If you answer no to the 'right to reside in the UK' we may have to ask you further information regarding your status.

Q9 Please give details if you wish to move to an area to provide or receive support.

Q10 If you have applied to any other housing agencies e.g. the council or other housing association please let us know.

Please ensure that you sign the declaration. Your application cannot be processed if this is not done.

What happens now?

Once the Association has received your completed application it will be processed and you will receive an acknowledgement letter indicating your reference number, the points awarded to you and the waiting list area(s) you have been added to.

Please keep your acknowledgement letter safe as we cannot give you details about your application unless you can quote your reference number.

If your application is received with incomplete information it will be returned to you indicating the question to be completed or expanded upon. This delays processing your application.

In your own interests, please complete the form as fully as possible.

If you are unsure about any sections of the form, please contact our Customer Service Officers on 01224 202900.