Housing Application Form

Guidance Notes for Applicants

These notes are provided as a basic guide to assist you with your application. By following this simple guidance, you will ensure that your application is assessed as accurately as possible and you are matched to accommodation which is most suitable for your needs.

- When completing this form, please use BLOCK CAPITALS, black ink and tick or circle the correct boxes. If you are not sure of the answer, tick the box you think is right and give an explanation in the spaces provided
- Please complete the form in full, answering all questions. The information you provide will be used to assess your application and determine your needs for housing according to our Housing Options Policy.
- This form is an application for all types of housing, therefore there may be some questions which may not apply to you. If this is the case, please tick "No" or write "not applicable".
- If any questions have not been answered fully, then this may delay your application being processed. We may even have to return the form to you. It could also mean that your application is not correctly assessed.
- Please provide further details where this is requested on the form.
- Please remember to take everyone into account when answering the questions.
- Once fully completed, the form should be signed, dated and returned to our office or by email at enquiries@radcliffehs.org.
- The form can only be signed by the applicant/s; if it is a joint tenancy, both applicants must sign.
- In signing the declaration at the end of the form, you are confirming that the information you have given is true and correct. You should be aware that if you provide false or misleading information then this could result in us withdrawing an offer of a tenancy.

Confidentiality & data protection

- The information you provide in your form will be treated as confidential. It will only be used for the purposes of assessing your application and held securely.

How is my application assessed?

- Your application will be assessed according to our Housing Options Policy based on the answers you provide in the form. This is why it is important for you to complete the form as fully and as accurately as possible, providing any additional information where requested.
- Should you wish to discuss any aspect of our Housing Options Policy or how your application will been assesses, please contact us.
- Our Privacy Notice is included with this application form, please keep it for your information and **do not** return it to us.

What happens next

- Once your completed application form has been returned it will be assessed and kept securely by us.
- You will receive a letter within 7 working days confirming the outcome of your application.
- You will join our waiting list if your application is accepted.
- Once a property becomes available, we will contact you to agree a date and time to view the property and we may ask you for additional relevant information.

Re-assessments

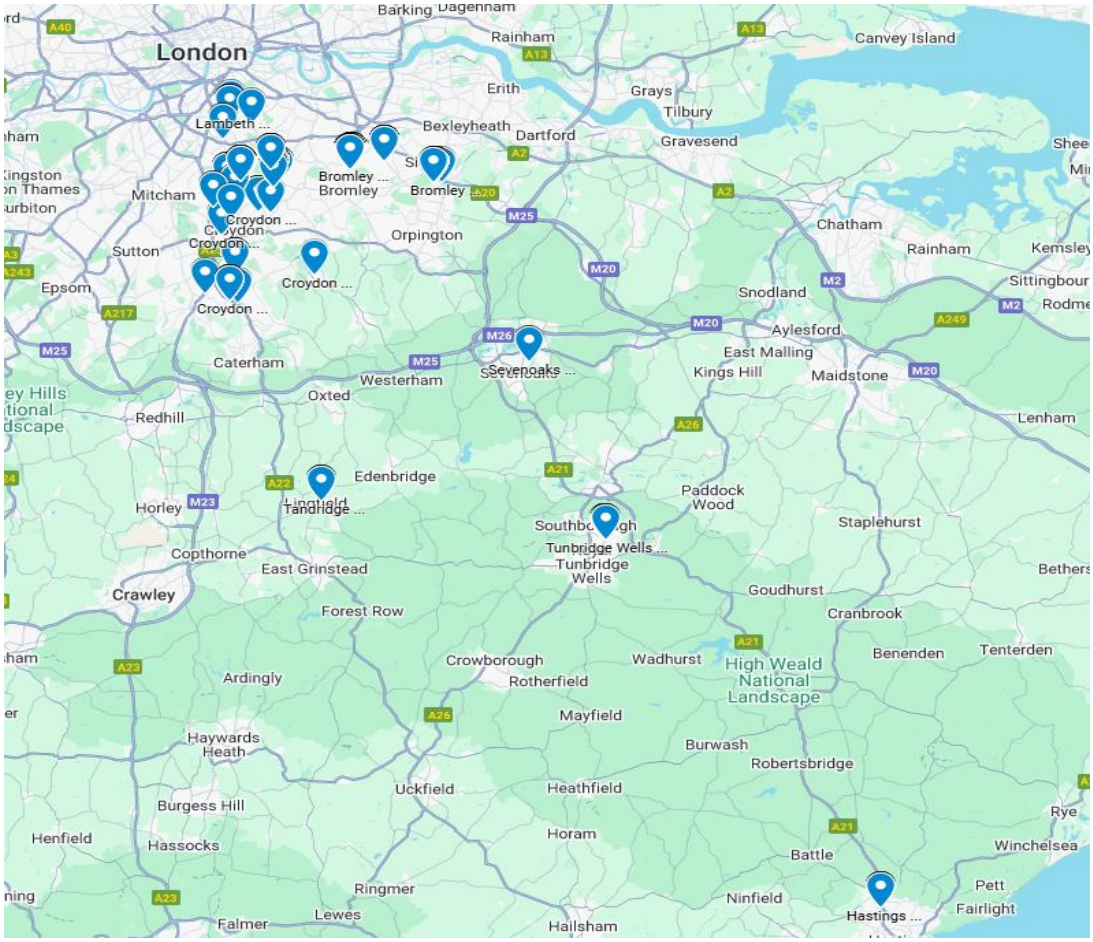
- We will write to you at least once a year to ask whether you wish to remain on our list. If we do not hear from you within 7 days of that letter or email, we will automatically remove your details from our list.
- You must keep us informed of any changes in your circumstances. If you move elsewhere and do not tell us, your application will be cancelled. If you apply again, your application will start as new.
- Before signing this form, please check that you have answered all the questions. If any answers are incomplete, it will delay your application.

How we use your personal information

- We will use the information you have provided in this form to process your housing application to determine your eligibility for housing and to ensure that any subsequent tenancy and support services are suitable for your needs.
- We have a duty to protect the public funds it administers and may use the information you have provided on this form, for the prevention and detection of fraud. We may also share this information with Housing Benefits, Housing Associations to whom you have been nominated and other bodies administering public funds, solely for these purposes.
- You have the right to request a copy of the personal information we hold about you and also to correct any inaccuracies in your information.

If you have any questions or we can help you in any way with completing the application, please telephone 01732 459144 option 5, or email us at enquiries@radcliffehs.org

Our Property Locations



Our Property Locations & Size

**(Please circle/tick/highlight where you would like to be considered for a property)*

General Needs (Rented)

Borough	Coverage	Property Types & Sizes
Bromley	St Pauls Cray, Chislehurst, Bromley, Penge, Sydenham	Studio, 1&2 bed flats, 1,2, 3 & 4 bed family houses
Croydon	Woodside, Croydon, New Addington, Upper Norwood, Thornton Heath, Kenley & Purley	2 bed flats & 3-5 bed family houses
Lambeth	Herne Hill	1,2, 3 & 4 bed flats
Tunbridge Wells	High Brooms	1 & 2 bed flats
Sevenoaks	Holmesdale Road	1 bed flats
Southwark	East Dulwich	4 & 7 bed houses
Tandridge	Lingfield	1 bed flats & 2-3 Bed family houses

Market Rent

Borough	Coverage	Property Types & Sizes
Tunbridge Wells	High Brooms	1 bed flats

Independent Living (Over 60's)

Borough	Coverage	Property Types & Sizes
Bromley	Lloyd House, 131 Burnt Ash Lane, Bromley, Kent, BR1 5AB	35 flats are housed in this scheme comprising of studios and one-bedroom flats. The gardens are well presented, alongside large communal areas for those wishing to seek companionship or to join with the coffee mornings. Fantastic transport routes within yards of this block, with a part time staff member on site.
Bromley	St Andrews House, 134A Burnt Ash Lane, Bromley, Kent, BR1 5SL	This scheme has 26 flats comprising of studios and one bed flats. Most of the homes here have a walk-in shower and there is access to a communal lounge and laundry facilities. There are plenty of local amenities with fantastic bus routes into London and Kent.
Hastings	St Vincent Flats, Upper Church Road, St Leonards-on-Sea, East Sussex, TN37 7QJ	A set of 12 studio flats across two levels set in the beautiful surroundings of East Sussex and a stone's throw from the seaside. These homes are for those who are able to live independently, with easy access to communal facilities with local amenities close by. There is no staff member on site, and we have alarm and monitoring systems in place.

1: Your Personal Details

Mr / Mrs / Ms / Miss / ..... **Other** .....

First Name(s).....

Surname .....

Maiden or Previous Name(s) .....

Date of Birth ..... **National Insurance Number** .....

2: Your Contact Details

Daytime telephone number .....

Evening telephone number .....

Email address .....

3: Ethnic Origin & Nationality (please circle)

We want to ensure our services are available to people who are entitled to them, whatever their race, colour or national origin. The information you give here will help us do this.

What you tell us will not affect your housing application and you do not have to give this information if you do not want

White British	White Irish	White Other		
Indian	Pakistani	Bangladeshi	Chinese	Asian Other
Black African	Black Caribbean	Black Other		
Mixed White & Black Caribbean	Mixed White & Black African	Mixed White & Asian	Any Other Mixed Ethnicity	
Arab	Any other ethnic group (please specify)			

4: Your reason for applying

Please tick the appropriate box (you may tick more than one if necessary) and give details of your reason for applying on page 9 (10).

- ☐ You have a disability, or severe medical or welfare concern
- ☐ You need accommodation for older people
- ☐ You need a larger home
- ☐ You would like to downsize
- ☐ You are facing homelessness
- ☐ Another reason (Please say what)

5: Your address

Address .....

.....

.....

.....

Postcode .....

Date you moved into your current home? .....

Please describe where you live now? .....

- ☐ Owner Occupier or Leaseholder
- ☐ Renting from a Private Landlord
- ☐ Renting from a Housing Association or Local Council
- ☐ Living in a care home, hostel or refuge
- ☐ Living with family / friends who are not on your housing application
- ☐ Other (please specify)

.....

Please provide the name and address of your current Landlord (if applicable)

.....

Please list your addresses covering the last five years

Previous addresses	Landlord	From	To

6: Household Members

All the other people you want to include in your application (continue at Section 10, if necessary)

First Name	Surname	Sex	Date of Birth	Relationship to you	National Insurance Number

7: Income

What is the combined annual income (including benefits) of all in the people included in your application?			**£**
What is the total combined savings possessed by members of your household?			**£**
	Yes / No		**Yes / No**
Have you ever been bankrupt?		**Are you currently under an Individual Voluntary Agreement?**	
If yes, to the above, please give the date of the agreement and balance?			**£**

8: Disability

	Yes	No
Do you consider yourself or a member of your household to have a disability as defined in the Disability Discrimination Act 1995. The Act defines disability as: "a physical or mental impairment which has substantial and long-term effect on a person's ability to carry out normal day to day activities".		
Does anyone on your application suffer from a disability or ill health, which affects their ability to manage in their present home?		

If you have said yes to any of question 8, can you give further details below please

9: Declarations

Warning of criminal offences under the Housing Act 1996

I / We declare the information I have given on this application is to the best of knowledge true and correct. I agree to inform Radcliffe Housing Society of any changes in my circumstances that may affect the information I have given.

I / We understand that it is an offence to knowingly provide false or inaccurate information, or withhold information; RHS may defer, cancel or amend my application. I understand that I may be prosecuted if I get or try to obtain accommodation by giving false information or not disclosing relevant information.

This must be signed by the Main Applicant

Date:

This must be signed by the Joint Applicant (if there is one)

Date:

10: Additional Information

You can use the below box to add any information which you would like us to consider as part of your application. (This can be for example, disclosing that you have a pet)