

# Forth Housing Association Ltd HOUSING APPLICATION FORM

Do you require any of the following options to help you with your application?						
Large print text  A signer or lip speaker	Braille text  Language interpreting service					
Please state the first language of:						
Main Applicant	Joint Applicant					
Offic	ce 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 1RW

**Telephone:** 01786 446066 **Fax:** 01786 445846



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 10 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	es, when did you last arrive in the UK – Date:		
B) If y	es, what is your nationality:		
1.4	Are you subject to immigration control?	YES 🗍	NO M
If yes	please provide details:		
Mana	gement of Offenders (Scotland) Act 2005	YES	NO
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?		
	you are obliged to provide us with this information. If you fail to do so, this coulnancy offered to, or, accepted by you.	d lead to you	losing
Name	es of Person Registered:		
Curre	nt Address:		
Signat	cure: Date:		

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

2. I Please give details of everyone permanently living at your current address with you. Please include your own details in row I. 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:								

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

### **SECTION 3 - CURRENT HOUSING SITUATION**

		Main Jo	int			Main	Joint
own my own ho	me			Parents or Relative	2S		
omeless Accom	modation			Caravan/mobile ho	ome		
nared Ownership	o/Homestake			Hospital/ residenti	al care		
ousing Association	on			HM Forces			
ouncil Tenant				Prison			
rivate Landlord				Hostel, B&B or ref	uge		
ent from my em	ployer			No fixed abode			
ub-tenant/lodger				Friends			
ther (please des	cribe)						
	rent the home address and of Main Applicant			rently live in, p	Joint Applicar		ndlor
	address and o						ndlor
	address and o						ndlor
	Main Applicant				Joint Applicar		ndlore

# **SECTION 3 - CURRENT HOUSING SITUATION (CONTINUED)**

3.4 Please tic accommo			e <b>bo</b> x	kes be	elov	v that	best	desc	ribes	s you	ır cu	rren	it
			Main	Joint							1	Main	Joint
Bedsit						Flat							
Maisonette						Hous	e						
Bungalow						Other	(Please	descril	oe in b	ox bel	ow)[		
3.5 If you live	in a fl	at w	that (	floor	ic v	OUR 2	ccomr	noda	tion	on:			
3.3 II you iiv	, III & II		Main	Joint	_	oui a		iioda			1	Main	Joint
Ground						First							
Second						Abov	e secono	db					
3.6 How man (Please circle)		is of			do	you h	nave ir	you		rren	t ho	me?	
			Main		_				Joint		_		
Double bedrooms		2	3	4	5		I	2	3	4	5		
Single bedrooms	1	2	3	4	5		I	2	3	4	5		
Living rooms	1	2	3	4	5		1	2	3	4	5		
Separate dining room	ns I	2	3	4	5		1	2	3	4	5		
3.7 Facilities													
a. Please tic current h		acilit	ties a	t you	ır	b.	faci			_			nese moving
			Main	Joint				•			1	Main	Joint
Bath or shower						Bath	or show	er					
Sink						Sink							
Inside toilet						Inside	toilet						
Kitchen/cooking facilit	ties					Kitche	en/cooki	ng fac	ilities				
Piped water													
Mains electricity													
Hot & cold water sup	ply												
Heating in all rooms													

SEC	SECTION 3 - CURRENT HOUSING SITUATION (CONTINUED)						
3.8	Are you homeless or likely the next 2 months? (P)	y to be	come homeless within	YES	NO		
IfYES	by which date do you have to leave?	:					
Hom	se contact Stirling Council I eless Team will assess your ing options.						
3.9	Please tick the one main i	reason v	why you need to be reho	used: Main	Joint		
I have	received a 'Notice to Quit' <b>(P)</b>		Leaving the Armed Forces <b>(P)</b>				
Living	n temporary accommodation		Need a smaller property				
Need	a larger property		Domestic violence/abuse				
Relatio	nship breakdown		Asked to leave my family home	e <b>(P)</b> .			
	t afford to buy ate rent		Ready to leave supported accommodation <b>(P)</b>				
	to be repossessed nolished		Have to leave house that I rent from employer <b>(P)</b>				
Medica	al/Health circumstances*		Harassment (P)				
*(if you	a tick this box, please see section 4.6)						
3.10	Does your current home spenetrating damp? (P)	suffer fi	rom rising or	YES	NO		
3.11	Does your current home I	have an	y structural defects? (P)	YES	NO		

	TION 3 - CURRENT HOUSING SITUATION (CONTI			
.12	Does your current home suffer from disrepair? (	<b>P</b> )	YES	NO [
	to any of the above, please provide full details:  you do not provide details, we will be unable to award points)			
larra	assment			_
3.13	Are you, or anyone who will be moving with you currently experiencing any form of harassment abuse, including domestic abuse, racial abuse at current address?	or	YES	NO [
fYES, <sub>I</sub>	please provide details: (NB: If you do not provide details, we will b	e unable to a	ward points)	
3.14	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	YES	NO	N/A [
	regard to this harassment? (P)			
fYES, <sub>l</sub>	please provide the name, address and contact details of the person	providing the	e support:	
fYES, <sub> </sub>	· · · · · · · · · · · · · · · · · · ·	providing the	e support:	

### **SECTION 4 - YOUR HOUSING REQUIREMENTS**

4.1 How many bedrooms do you need?

Pro	perty	y Size

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

	,				
I Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Ţ.	+ Bedroom

4.2	Do you, or anyone who will move with you, need an	YES NO

	extra bedroom for an overnight carer? (P)		
IfYES	, please provide details of the overnight carer:		

If you have a child/children who stay with you regularly overnight, please 4.3 give details (P). If you are not in receipt of benefits for the child 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)**

Choic	ce of Property Type			
4.4	Please tick the type (Please tick all of the boxes t	of property you would c that apply)	onsider:	
Aı	ny Flat / House	Ground Floor Flat	Wheelchair	
A	ny House	Level Access		
Choic	ce of Area			
4.5	Please tick the areas	you wish to consider:		
Ва	nnockburn*	Fallin*	Stirling City Cent	re
Br	raehead	Plean*	Whins of Milton*	
Ca	ambusbarron*	Raploch*	Dunblane*	
Co	ornton*	Riverside*		
C	owie*	St Ninians*		
turnov Centre	er and where you are most like , St Ninians, Fallin and Plean.	e wheelchair properties within the ely to be reached for a property a	•	~
	th and Housing for Phys	-		
4.6	with you, have a phys	other people who will be ical or mobility condition ent housing circumstance	that is	NO
4.7	-	nysical disability, do you, o ou, need any assistance or	_	NO
	have answered YES to eit ionnaire to you.	her of the above questions, v	ve will forward a Medi	ical

10

SEC.	FION 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?	YES	NO _
IfYES,	please give the name, address, contact details and state their professional relation	nship to you:	
(This	I Inclusion and Community Reasons for moving relates to persons not currently living within our area of operation)		
4.9	Are you applying for housing for any of the following reason	1S?	
I need 1	to move to be closer to my employment	YES	NO
I need t	to move to be closer to a relative/carer to provide/receive support for health reasons	YES	NO
I need t	to move to allow a pupil/student to be closer to education	YES	NO
	to any of the above, please provide details, eg, address of employment, educatio e/carer:	nal institution	n or

### **SECTION 5 - PREVIOUS ADDRESSES**

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

Main Applic	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 tick  Owner Tenar  Tied tenancy Care	Lodger	Type of Tenancy, Please tide Owner Tena Tied tenancy Care	nt Lodger
,	Other:	Living with Parents	Other:
Reason for leaving:		Reason for leaving:	
Main Applio	cant (Main)	Joint Appli	cant (Joint)
Address:		Address:	
Address:		Address:	
Address:  Postcode:		Address:  Postcode:	
	Date to:		Date to:
Postcode:	Date to:	Postcode:	Date to:
Postcode:  Date from:  Name and address	k ( <b>√</b> )	Postcode:  Date from:  Name and address	ck (✔)
Postcode:  Date from:  Name and address of landlord/owner:  Type of Tenancy, Please tick	k (🗸)	Postcode:  Date from:  Name and address of landlord/owner:  Type of Tenancy, Please tide	ck (🗸) nt Lodger
Postcode:  Date from:  Name and address of landlord/owner:  Type of Tenancy, Please tick Owner Tenar  Tied tenancy Care	k (🗸)	Postcode:  Date from:  Name and address of landlord/owner:  Type of Tenancy, Please tide Owner  Tena	ck (🗸) nt Lodger

# **SECTION 5 - PREVIOUS ADDRESSES (CONTINUED)**

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 Tenan Tied tenancy Care	nt Lodger	Type of Tenancy, Please tide Owner Tena 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)
Main Applic	cant (Main)	Joint Appli Address:	cant (Joint)
• • • • • • • • • • • • • • • • • • • •	cant (Main)		cant (Joint)
• • • • • • • • • • • • • • • • • • • •	cant (Main)		cant (Joint)
Address:	Date to:	Address:	Cant (Joint)  Date to:
Address:  Postcode:		Address:  Postcode:	
Address:  Postcode:  Date from:  Name and address	Date to:	Address:  Postcode:  Date from:  Name and address	Date to:
Address:  Postcode:  Date from:  Name and address of landlord/owner:  Type of Tenancy, Please tice	Date to:	Address:  Postcode:  Date from:  Name and address of landlord/owner:  Type of Tenancy, Please tick	Date to:  ck (✓)  nt Lodger
Address:  Postcode:  Date from:  Name and address of landlord/owner:  Type of Tenancy, Please tic Owner  Tenant Tied tenancy  Care	Date to:	Address:  Postcode:  Date from:  Name and address of landlord/owner:  Type of Tenancy, Please tid Owner  Tena	Date to:

SEC	TION 6 - GENERAL INFORMATION		
Othe	r Housing Options		
6. I	Do you have any Pets?	YES	NO _
IfYES,	please provide brief details:		
Hous	ing Debt Owing		
6.2	Do you have an outstanding debt that you owe to your 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?	YES	NO _
IfYES,	please provide brief details:		

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

Tena	ncy 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
IfYES	, please provide brief details:		
Fur	ther 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 pro	oof 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 o	an be offered accommodation?
Relationship to staff or committee member	s of Forth Housing Association.
Are you, or anyone who wants to be housed to any member of the management commit	•
IfYES, please provide brief details:	
Name of Committee member, employee or elected member	er:
Special permission may be needed for us to offer accommoderelatives.	dation to employees, committee members or close
Relationship to Main Applicant	Relationship to Joint Applicant

### **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 →

What is your ethnic group?

### **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.

Please tick (✓) one box only from the	ne following table that best describe	es your cultural background.
WHITE		
Scottish	Other British	Irish
Gypsy / Traveller	Polish	Other White
BLACK		
African	Black British	
Caribbean	Other Black	
ASIAN		
Indian	Pakistani	Chinese
Bangladeshi	Other Asian	Chimicse
MIXED		
White & African	White & Asian	
White & Caribbean	Other Mixed	
OTHER		
Arab, Arab Scottish or Arab Brit	ish	
Any other background	Nationality - please specify:	
Sexual Orientation		
Please indicate your sexual orientation	on:	
Heterosexual/straight	Gay man	
Bisexual	Gay woman/lesbian	
Prefer not to say	Other - please specify:	

Disabilities	elf disabled?  YES NO
IfYES, is your disability any of th	e following?
Physical impairment / Ment	
Learning Disability	Visual Impairment
Other, please provide brief det	ails:
Fundament and Incom	
The questions in this section are	
•	e to help us plan for the future. You don't need to give the information.  ve will keep all information confidential.
Employment details	
Are you?	
In full time employment	Student
. ,	In part time employment
Unemployed	in part time employment
Income details	пт раг с ипте етгрюутнеги
Income details	per week? (Include all wages, benefits and pensions paid to your household)
Income details	
Income details What is your total net income p	per week? (Include all wages, benefits and pensions paid to your household)
Income details What is your total net income p	ber week? (Include all wages, benefits and pensions paid to your household)  £96 to £195  £385 to £479  £480 or more
Income details What is your total net income p  £95 or less £290 to £384	ber week? (Include all wages, benefits and pensions paid to your household)  ### £96 to £195  ### £480 or more  ### consist of?
Income details What is your total net income p  £95 or less £290 to £384  What does your income	ber week? (Include all wages, benefits and pensions paid to your household)  ### £96 to £195  ### £480 or more  ### consist of?
Income details  What is your total net income p  £95 or less  £290 to £384  What does your income  Please tick (✓) all of the boxes	Deer week? (Include all wages, benefits and pensions paid to your household)  ### Left to £195  ### £480 or more  ### consist of?  That apply to your household:
Income details  What is your total net income p  £95 or less  £290 to £384  What does your income  Please tick (✓) all of the boxes  Wages/Salary	Deer week? (Include all wages, benefits and pensions paid to your household)  ### £96 to £195  ### £385 to £479  ### £480 or more  ### consist of?  That apply to your household:  #### Maintenance Payments  #### Employment Support Allows
Income details  What is your total net income p  £95 or less  £290 to £384  What does your income  Please tick (✓) all of the boxes  Wages/Salary  Tax Credits	ber week? (Include all wages, benefits and pensions paid to your household)  ### £96 to £195  ### £196 to £289  ### £480 or more  ### Consist of?  That apply to your household:  ### Maintenance Payments  ### Job Seekers Allowance  #### Universal Credit
Income details  What is your total net income p  £95 or less  £290 to £384  What does your income  Please tick (✓) all of the boxes  Wages/Salary  Tax Credits  Child Benefit	ber week? (Include all wages, benefits and pensions paid to your household)  ### £96 to £195  ### £196 to £289  ### £480 or more  ### Consist of?  That apply to your household:  ### Maintenance Payments  ### Job Seekers Allowance  ### Universal Credit  ### Retirement Pension  #### DLA/PIP – Mobility

Office Use Only	
I. Pointed:	Date:
1.Verified by:	Date:
2. Points Amended by:	Date:
2. Verified by:	Date:
3. Points Amended by:	Date:
3. Verified by:	Date:
POINTS	CATEGORY
FOINTS	CATEGORI
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	

Registered Office: Kildean Business & Enterprise Hub, 146 Drip Road, Stirling, FK8 1RW

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