

Housing application form



Communication

How we communicate with you.

Do you need an interpreter?

We will usually write to you, but we may sometimes need to interview you at our Head Office.

If we ask you to come for an interview, will you need someone to translate for you?

Yes No

If you have answered 'Yes', what language do you speak? _____

How would you prefer us to communicate with you?

Telephone Letter E-mail

If you have answered 'Letter', do you need any letters translating into another language?

Yes No

What language do you need the letter to be in? _____

Do you have any other special requirements? (Such as large print)

Yes No

If you have answered yes, what are they? _____

How to apply

- Please fill in this application form and return to
- **Email** - admin@tuntum.co.uk
- **Post** - Customer Services, Tuntum Housing, 90 Beech Avenue, New Basford, Nottingham NG7 7LW

- **You must answer all the questions that apply to you.** If you do not answer all the questions **fully**, we will return this form to you.

- **Make sure you return all the information we ask for.** See section K for a checklist of the information that you should send us with your completed application form.

Application form for housing

Section A – Personal details

1 Your details

Title (e.g. Mr, Mrs, Miss, Ms): _____ Last name: _____

First name or names: _____ Gender: _____

Have you previously been known by a different name? Yes No

If so, what was it? _____

Date of birth: _____ / _____ / _____ National Insurance no: _____

Address and postcode: _____

Date moved in: _____

Home phone number: _____ Work phone number: _____

Mobile number: _____ E-mail: _____

Address we should write to (if different): _____

Ethnic code (see the codes on page 3): _____

2 Your partner's details

Title (e.g. Mr, Mrs, Miss, Ms): _____ Last name: _____

First name or names: _____ Gender: _____

Have you previously been known by a different name? Yes No

If so, what was it? _____

Date of birth: _____ / _____ / _____ National Insurance no: _____

Address and postcode: _____

Home phone number: _____ Work phone number: _____

Mobile number: _____ E-mail: _____

Address we should write to (if different): _____

Ethnic code (see the codes on page 3): _____

Equality monitoring

Please help us to monitor the service we provide and the way we treat applications for housing by filling in the details below. We need this information to make sure that everyone receives fair and sensitive treatment according to their needs. We will keep information confidential.

Please give the following information for everyone who will live with you.

Please use the codes below to tell us the ethnic code for everyone who will live with you (see pages 3 and 4).

A. White English, Scottish, Welsh, Northern Irish, British: **A1** Irish: **A2**
Gypsy, Romany, Irish Traveller: **A18** Other: **A3**

B. Mixed White and Black Caribbean: **B4** White and Black African: **B5**
White and Asian: **B6** Other: **B7**

C. Asian or Asian British Indian: **C8** Pakistani: **C9**
Bangladeshi: **C10** Chinese: **C15** Other: **C11**

D. Black or black British Caribbean: **D12** African: **D13** Other: **D14**

E. Other ethnic group Arab: **E19** Other: **E16**

F. Refused F17

Are you a gypsy or a traveller? Yes No Prefer not to say

3 What is your religion or belief? (please tick the appropriate box)

Buddhist Christian Hindu Jewish

Muslim Sikh None

Any other - please give details _____

Prefer not to say

4 What is your sexuality? (please tick the appropriate box)

Heterosexual (straight) Gay man Lesbian

Bisexual Prefer not to say

5 Please give details of all the people who will be living with you permanently when you move.

Sex: male or female	First name	Last name	Date of birth	Address, if different from yours	Relationship to you	Ethnic code (see pg. 3)

6 Is anyone in the household pregnant?

Yes No If 'Yes', who? _____

When is the baby due to be born? ____ / ____ / ____

Please provide proof of your pregnancy (for example, a copy of your maternity record booklet).

7 If you need housing because you or your partner has access to children from a previous marriage or relationship, please provide details of your children and how often they stay with you in the space below. Please provide documents to confirm this.

Names of the children and their relationship to you or your partner	How often do the children stay with you or your partner? How many nights do they stay?

8 Do you consider yourself or anyone who will be rehoused with you to be disabled?

Yes No Prefer not to say

9 Do you have any long-term illness, health problems or disability that limits your daily activities?

Yes No Prefer not to say

10 Employment and earnings

Please tell us your employment status. If you receive state benefits, please give details.

Full-time employment Part-time work

Totally or partly from state benefits or pensions Prefer not to say

Please say which types of state benefits and pensions you receive. _____

For those receiving Universal Credit, please enter net weekly income from employment, pensions and Universal Credit. Please exclude child benefit and council tax support.

Net weekly income (after tax deductions) £ _____

For those not receiving Universal Credit, please enter net weekly income from employment, pensions and other benefits. Please exclude housing benefit,

Round to nearest £ _____

11 Do you have any pets?

Yes No

If 'Yes', please give details of the type and number of pets. _____

Immigration status

The law says that we must ask you the following questions. If you do not answer them, we cannot consider your application. Please answer the questions accurately. We may prosecute you if you give false information. **You must provide confirmation of your right, and that of anyone included in your application, to live in the United Kingdom permanently.**

12a Do you and your partner (or both) have the right to live in the UK permanently?

You: Yes No Your Partner: Yes No

12b Are there any conditions to you or your partner living in the UK, such as claiming benefits?

You: Yes No Your Partner: Yes No

If you have answered 'Yes', what are the conditions? _____

12c Which of the following describes you and your partner?

You: British citizen European Economic Area national Other

Your Partner: British citizen European Economic Area national Other

If you have answered 'Other', please say what _____

12d Are you or your partner (or both) an overseas student?

You: Yes No Your Partner: Yes No

12e Have you or your partner lived outside the UK in the past two years?

You: Yes No Your Partner: Yes No

Section B - Your current housing situation

13 What is your current situation? Please tick the appropriate box.

Council tenant Private tenant Owner-occupier Housing Association tenant
Armed forces Sleeping rough or squatting Living in a hostel Living with family or friends
Tied tenant* (see note below) In prison Temporarily staying with friends or relatives

Other (please give details): _____

Please remember

A tied tenancy is where living in accommodation is a condition of your job. For example, the landlord of a public house would get living accommodation above a public house.

Who is your landlord? _____

14 What type of property do you live in? Please tick the appropriate box.

House Flat Maisonette Bedsit or studio flat
Bungalow No fixed address Hostel or sleeping rough Hotel or bed and breakfast
Mobile home or caravan Other

15 Does the property you live in have serious problems which could be harmful to health? If so, please describe the problem.

Yes No If 'yes' please provide proof.

16 If you live in a private rented accommodation, have you been served with a notice seeking possession (NSP) or a possession order?

Yes No If 'Yes', please attach the NSP or possession order.

17 If you live in a hostel, do you have a support plan in place?

Yes No

18 What is the name of your support worker?

19 If you live in private rented accommodation, has any legal action been taken against the landlord for disrepair?

Yes No

If 'Yes', please give details _____

20 Do you own your home or have a financial interest in a property, even if you do not live in it?

Yes No

If 'Yes', please state the address _____

21 Do you have use of a garden?

Yes No

22 Please provide details of any adaptations that have been carried out at your present home. Please tick the appropriate boxes.

Access ramp Emergency alarm Extension to home Grab rails
 Ground-floor toilet Ground-floor bathroom Ground-floor bedroom Stairlift
 Level-access shower Other (please give details) _____

23 Who are the adaptations for?

24 How many living rooms are there at the property where you are living?

25 How many bedrooms are there at the property where you are living?

26 Please give details of everyone in your household stating where they sleep, include anyone you are staying with.

Room	Name of all the people sleeping in the room	Date of birth and age	Relationship to you
Living room or bedsit			
Bedroom 1			
Bedroom 2			
Bedroom 3			
Bedroom 4			
Other			

27 Has your local council carried out any assessment for overcrowding at your home?

Yes No If 'Yes', please provide a copy of this assessment.

Section C – Details of your previous homes

This section asks you about homes which you have previously lived in. If you are currently, or have previously been, our tenant or the tenant of any other local authority, registered provider or trust, we will ask you to sign this form giving us permission to get a report from your current and previous landlords about your tenancy or tenancies. If you do not agree to this, or you fail to mention any tenancies you hold or have held, we will not deal with your application.

28 Please list your previous addresses over the last five years.

Include everyone listed on this application who is over 18.

Name	Address	Type of tenancy	Date from	Date to	Name and address of landlord	Reason for leaving

If you have a private landlord, please send us a copy of your tenancy agreement. We need this information before we can process your application. If you have owned your own property in the last five years, you must provide proof.

29 Do you owe your current or previous landlord any rent?

Yes No

If 'Yes', please provide details of the landlord you owe rent to, how much you owe and details of any payment plans you have in place.

You must sign the form in section J so that we can deal with your personal information.

Section D – Extra support

30 Do you, or anyone who you live with, have any medical conditions or disabilities that mean you need a different or special type of housing than what you currently live in?

Name of person	Medical condition or disabilities	How your present housing affects your health, or why it is unsuitable

Sheltered housing for older people or people with support needs

Sheltered housing is housing for older people, usually with a warden service, emergency-care alarm and other facilities. Anyone over 60 may qualify for sheltered housing. Everyone in your household must be over 60 to be eligible for sheltered housing.

31 Would you like to be considered for sheltered housing?

Yes No

If you answer 'Yes', we may send you more information about our sheltered-housing schemes.

32 Do you, or any other person included in your application, receive help from the following?

Social worker Support worker Community psychiatric nurse Probation officer
 Health worker Drug worker Alcohol counsellor Educational psychologist
 Other

33 Do you need to move to be near special education facilities or a special school?

Yes No

If you have answered 'Yes', please provide details. _____

34 Do you need to move to be near your place of work or training?

Yes No

If you have answered 'Yes', please provide details. _____

35 Are you a foster parent needing larger accommodation?

Yes No

36 Do you need to move to be nearer someone who gives support or care?

Yes No

37 Name of the person receiving help or support.

38 Name and address of the person or people providing support. Please provide details of all support workers.

Support needs

We are committed to helping you keep your tenancy for as long as possible. If this is your first tenancy, or you have had a problem keeping a tenancy in the past, we may be able to refer you to support services to help you. This might include help with managing your money, claiming benefits, dealing with correspondence about your tenancy and so on.

39 Please tell us about any support needs you may have.

Section E – Any other information

40 Please provide any other information that may help your application.

Section F – Sensitive lettings and anti-social behaviour

Civil action against you or any member of your family

For all the questions below, court proceedings are defined as a notice of seeking possession, a notice to quit, a notice of possession of an introductory tenancy, possession proceedings, injunction proceedings or an antisocial behaviour order.

41 Has anyone listed on this application ever had any court proceedings against any tenancy they have held, or a tenancy held by someone else? Please include details whether or not there was a court order against the tenancy.

Yes No

42 If you have answered 'Yes', please give details below.

Name of person	Details

Section G – Convictions and cautions

You do not have to tell us about convictions which are legally spent (that is, a certain amount of time has passed since you were convicted) or if you have been rehabilitated under the Rehabilitation of Offenders Act 1974.

43 Please give details below of any criminal convictions you, or any person included in your application, have had. (Continue on a separate sheet if necessary).

Name of the person in the application	Date of conviction	Reason for Conviction	Sentence received

Declaration of outstanding criminal charges

44 Please tell us about any current charges and police action taken against you and anyone else included in your application (continue on a separate sheet if necessary).

Name of the person in the application	Date of charge	Details	Date of court hearing

False or misleading information

You will have to confirm that the details you have provided are true and correct, and that you have not given false information. You must also give us access to your personal information.

If Tuntum Housing believes that you have failed to declare all your relevant offences or have tried to mislead the landlord, then they may refer the matter to the police to investigate.

If the landlord grants you a tenancy on the basis of information that is later found to be false, he or she can repossess the property. The landlord may also take legal action against you for getting services by deception.

Section H – Monitoring information

45 Are you or any member of your household:

Employed by Tuntum Housing or Related to an employee of Tuntum Housing.

If 'Yes', please give details. _____

Section I – Contacts

46 If you have filled in this form for someone else, please give your details here.

Your name: _____

Address and postcode: _____

Phone number: _____

How do you know the person applying? _____

60 Does the person applying want us to contact you in the future about their housing situation?

Yes No

Section J – Authority to access personal information

The Data Protection Act 1998 gives you the right to check information that Tuntum Housing holds about you. By law, we must protect the public money that we handle so we may use the information you provide to prevent and protect against fraud. We may also share this information with other organizations that manage public funds, for this purpose. Before signing below to confirm that the information you have given is true and correct, please check the whole form to make sure you have filled it all in. Getting a tenancy by making false claims is a criminal offence, and we can take action against you if you make false claims when applying for housing.

I give permission for the police, social services, probation services, other local authorities or social landlords, and other appropriate agencies or people to give Tuntum Housing information about me. I also give Tuntum Housing permission to pass the information on this form to the police, social services, probation services, and other local authorities or registered social landlords, and other appropriate agencies. I also give Tuntum Housing permission to contact the person named in question 38 (if needed) on my behalf.

By signing this form you indicate your consent to receiving contact from British Gas about their products, services and entitlements.

A financial check will be run as a standard part of the application process. By completing and signing this form you consent to this check taking place.

Your signature: _____ Date: ____ / ____ / ____

Your partner's signature: _____ Date: ____ / ____ / ____

Please return this form by –

Email - admin@tuntum.co.uk

Post – Customer Services, Tuntum Housing, 90 Beech Avenue, New Basford, Nottingham NG7 7LW

Section K – Applicant checklist – PLEASE READ

Before we process your application form, we need to check that you have sent us all the relevant information. If you do not send all the information we need, we may return this application form to you. See below for the information that we need. The checklist will make sure that you have sent everything we have asked for.

Questions 1 and 2

You must send three forms of personal identification for each person over the age of 16, one of which must have your present address on it. At least one form of identification must contain your signature. Identification includes a passport, birth certificate, driving licence, medical card, bank statement, utility bill and a solicitor's letter. At least one form of identification must be photographic, which can be provided in the following ways.

A Identification you already have which contains a photograph, for example, a driving licence or passport.

B If you do not have a driving licence or passport, please provide a passport-size photograph with the signature for the person on the other side.

C Arrange an appointment with Tuntum Housing before you hand in your form to have your photograph taken.

If possible please take your identification into Tuntum Housing at 90 Beech Avenue, New Basford, Nottingham NG7 7LW. If you send it to us, we will send it back via Royal Mail. We do not use recorded delivery.

Please list your three forms of identification.

You	Attached	Your partner	Attached

Identification for all adults in your household

You must also provide photographic identification for each adult member of your household. While you can provide this in any of the ways listed above, if you use methods **B** or **C** you must also send us extra identification containing the person's address and signature.

Name	Photographic identification (driving licence or passport)	Photo and other identification	Date of appointment

Checklist card - Please check that you have included all the relevant information listed below

Question 5: Other people included in your application

If you have dependent children living with you as their main home, you will need to provide proof for each child. Proof can include a Child Benefit book, proof that Child Benefit is paid to you through your bank account or a letter from your solicitor confirming custody arrangements.

Child Benefit book Other proof

Please list your three forms of identification.

Question 12: Immigration status

You must provide confirmation of your right, and that of anyone included in your application, to permanently live in the United Kingdom.

I have attached proof.

Question 6: Anyone who is pregnant

Please provide medical proof that the person is pregnant and the date the baby is due.

I have attached proof of the date the baby is due.

Question 7: Access to children

Please provide confirmation of your access arrangements, for example, a court order, solicitor's letter.

I have attached proof.

Question 15: Problems in the property

If the property you live in has serious problems which could be harmful to health.

I have attached proof.

Question 16: Notice seeking possession (NSP)

Please provide a copy of the notice seeking possession.

I have attached the notice.

Question 19: Legal action for disrepair

Please send us details of any legal action taken against landlord (for example, a notice of disrepair).

I have attached proof.

Question 27: Overcrowding assessment

Please send us a copy of the statutory overcrowding assessment.

I have attached the assessment.

Question 28: Tenancy agreement

If you currently have a tenancy with a private landlord, please attach a copy of your tenancy agreement.

I have attached my tenancy agreement.

If you have owned your own property in the last five years, please provide proof.

I have attached proof.

Question 29: Rent arrears

Please provide details of any rent arrears you may have.

I have attached information about my rent arrears.

Do you need help filling in this application form?

Please return this form to Tuntum Housing, 90 Beech Avenue, New Basford, Nottingham NG7 7LW

Tel: 0115 916 6066

E-mail: admin@tuntum.co.uk

www.tuntum.co.uk

Please call 0115 9166066 if you would like this housing application form in large print or by e-mail. If you need further help, please contact us and a Customer Service Assistant will assist you.

If you need help filling out this housing application form because English is not your first language, please contact us where we will arrange for an interpreter to assist you.