Application for accommodation

**Section 1 Personal Details**

**First applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** Mr □ Mrs □ Miss □ Ms □ |  | **First names** | |
|  |  |  | |
| **Surname** | | | |
|  |  |  | |
| **Date of birth** Day Month Year |  | **National Insurance**  **number** | |
|  |  |  | |
| **Present address**  Including postcode | | | |
|  |  |  | |
| **Telephone (home)** |  | **Telephone (work)** | |
|  |  |  | |
| **Email address** |  | **Mobile** | |
|  |  |  | |
| **Are there any restrictions / limits to your stay in the United Kingdom?** | | | Yes □ No □ |
|  |  |  | |
| **Are you seeking asylum in this country?** | | | Yes □ No □ |

**Joint applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** Mr □ Mrs □ Miss □ Ms □ |  | **First names** | |
|  |  |  | |
| **Surname** | | | |
|  |  |  | |
| **Date of birth** Day Month Year |  | **National Insurance**  **number** | |
|  |  |  | |
| **Present address**  Including postcode | | | |
|  |  |  | |
| **Telephone (home)** |  | **Telephone (work)** | |
|  |  |  | |
| **Email address** |  | **Mobile** | |
|  |  |  | |
| Are there any restrictions / limits to your stay in the United Kingdom? | | | Yes □ No □ |
|  |  |  | |
| Are you seeking asylum in this country? | | | Yes □ No □ |

**Please give details of all the other people who will be living with you**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Relationship to applicant** | **Surname** | **First names** | **Title** | **Age** | **Date of birth** |
|  |  |  |  |  | \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |
|  |  |  |  |  | \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |
|  |  |  |  |  | \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |
|  |  |  |  |  | \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |
|  |  |  |  |  | \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

**Section 2 Accommodation history**

Where have you been living for the last five years? Please start with your current address.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Address** | **Name of landlord or owner** | **Type of tenancy\*** | **Date you moved in** | **Date you moved out** | **Reason for leaving?** |
|  |  |  | \_\_\_\_/\_\_\_\_/\_\_\_\_ | \_\_\_\_/\_\_\_\_/\_\_\_\_ |  |
|  |  |  | \_\_\_\_/\_\_\_\_/\_\_\_\_ | \_\_\_\_/\_\_\_\_/\_\_\_\_ |  |
|  |  |  | \_\_\_\_/\_\_\_\_/\_\_\_\_ | \_\_\_\_/\_\_\_\_/\_\_\_\_ |  |
|  |  |  | \_\_\_\_/\_\_\_\_/\_\_\_\_ | \_\_\_\_/\_\_\_\_/\_\_\_\_ |  |

**\***Examples of tenancy are: private rented tenant, owner occupier, council or housing association tenant, living with friends or relatives, at college or university.

|  |  |
| --- | --- |
| **Do you/joint applicant or partner have a Council or Housing Association Tenancy that you are not living in at the moment? Please give details:** | Yes □ No □ |
|  | |

|  |  |
| --- | --- |
| **Have you/joint applicant or partner ever been evicted from a property or are you threatened with eviction? If yes please give details:** | Yes □ No □ |
|  | |

|  |  |
| --- | --- |
| **Do you/joint applicant or partner owe money to a current or previous landlord? If yes please give details of landlord and how much you owe:** | Yes □ No □ |
|  | |

**Section 3 Current accommodation**

|  |
| --- |
| **Tick which of the following best applies to where you live now:**  □ Privately Renting  □ Housing Association Tenant □ Living in a Hostel  □ Local Authority Tenant □ Homeless/Sleeping Rough  □ Living with Family □ Armed Forces Accommodation  □ Living with Friends □ Prison  □ Own/Buying your own home □ In a Tied Tenancy  □ Residential Care Home □ Other (Please State below)  **If you are renting a property with another landlord or Housing Association, please give their contact details**  Landlord/Housing Association Name:  Address:  Contact Number: |

|  |
| --- |
|  |

**Section 4 Your income and savings**

|  |  |  |
| --- | --- | --- |
| **Are you or your partner: (Please tick whichever applies)** | **You** | **Your partner** |
| What is your job title |  |  |
| Who do you work for |  |  |
| Working full time | □ | □ |
| Working part time  How many hours a week do you work? □ | □ | □ |
| Full Time Student | □ | □ |
| Permanently Sick/Disabled | □ | □ |
| Retired | □ | □ |
| Government Training Scheme | □ | □ |
| Unemployed | □ | □ |
| Not Seeking Work | □ | □ |
| What is your and your partner’s total annual income before tax? | **£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| How much savings do you and your partner have in total? | **£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

|  |  |
| --- | --- |
| **Do you or your partner receive any welfare benefits? If yes please fill out the details in the box below:** | Yes □ No □ |

|  |  |  |
| --- | --- | --- |
| **Name of Benefit** | **Amount Received** | **How often is it paid?** |
| **Wages/Salary/Private Pension** | **£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Weekly □ Fortnightly □ Monthly □ |
| **Child Benefit** | **£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Weekly □ Fortnightly □ Monthly □ |
| **Child Tax Credit/Working Tax Credit** | **£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Weekly □ Fortnightly □ Monthly □ |
| **Job Seekers Allowance** | **£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Weekly □ Fortnightly □ Monthly □ |
| **Employment and Support Allowance** | **£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Weekly □ Fortnightly □ Monthly □ |
| **DLA/PIP/Attendance Allowance** | **£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Weekly □ Fortnightly □ Monthly □ |
| **Pension Credit/State Pension** | **£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Weekly □ Fortnightly □ Monthly □ |
| **Income Support** | **£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Weekly □ Fortnightly □ Monthly □ |
| **Other (not including Housing Benefit)** | **£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Weekly □ Fortnightly □ Monthly □ |

|  |  |  |
| --- | --- | --- |
| What are your current rent or mortgage Payments? | **£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Weekly □ Monthly □ |
|  | |

**Section 5 Disability / Impairment / Medical Conditions / Special Needs**

|  |
| --- |
| **Do you or anyone included on your application have any of the following?**  Mental Health Issue □ Learning Disability □  Physical Disability □ Medical Condition □  If you have ticked any of the boxes above please give details: |
|  |

|  |
| --- |
| **Do you have any of the following communication difficulties?**  Reading □ Writing □ Language □ Hearing □ Other □  If you have ticked any of the above boxes how would you prefer to be informed of vacancies?  By Telephone □ By Letter □ By Letter in Large Print □  By Letter in another Language □ Other □ (please give details)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Do you or anyone included on your application receive support from any of the following?**  Social Services □ Probation □ Community Mental Health Team □ Other □  If you have ticked any of the boxes above please give details: |
|  |

**Section 6 Housing needs**

|  |
| --- |
|  |
| **What type of property do you need?**  House □ Flat □ Maisonette □ Bungalow □ Bedsit/studio apartment □  Sheltered only □ Ground Floor only□ Wheelchair Facilities □ Other □  If other please give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | |
| **How many bedrooms do you need? (although we will take your preferences into consideration your application will also be assessed in accordance with Raven’s policies)**  One □ Two □ Three □ Four □ Five or more □ Bedsit/studio apartment □ | |

|  |
| --- |
| **What areas would you like to live in?**  Horley □ Merstham □ Banstead □  Salfords □ Chipstead/Hooley □ Kingswood □  Whitebushes □ Burgh Heath □ Woodmansterne □  Redhill □ Tadworth □ Walton on the Hill □  Reigate □ Tattenham Corner □ Any Area □  **Raven also owns homes in the following boroughs and may be able to consider housing you within these areas. Please tick if you would like to be considered for any of the following areas:**  Crawley □ Sutton □ Mole Valley □  East Grinstead □ Tandridge □ Any area □ |

|  |  |
| --- | --- |
| **Do you have any pets? If yes please give details below** | Yes □ No □ |

**Section 7 - Declaration -** *Please read before signing*

|  |  |
| --- | --- |
| **Are you or anyone included in your application and employee or Board Member of Raven Housing Trust or close relative of either?** | Yes □ No □ |

As far as I am aware, the answers given are true.

I/We understand that I/we may face legal action and lose any housing offered or let to me/us if false information is given.

I/We understand that we must tell Raven Housing Trust if my/our circumstances change.

I /We agree to provide further information as required by Raven Housing Trust.

I/We understand that if we are moved under an Incentive to Downsize Scheme any outstanding rent arrears or rechargeable repairs or court costs may be taken from any incentive payment due.

I/We consent to Raven Housing Trust making enquires relevant to my housing application to people or organisations in connection with my application, for example my landlord, Doctor, other medical professional, Health Care Worker, Social Worker, Employer etc.

I/We consent to a fraud check being performed in the event a suitable property becomes available.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signature**  **of applicant** |  | **Date** Day Month Year |
|  |  |  |
| **Signature**  **of joint applicant** |  | **Date** Day Month Year |
|  | | |

Under various Housing Regulations, we can’t talk about your application with anybody other than

you. Before we can talk about your application with anybody else who may contact us on your behalf, we must have your permission in writing. If you would like to grant permission please sign below.

I/We hereby give permission for Raven Housing Trust to discuss my/our application with anybody acting on my/our behalf in pursuit of my/our application for housing.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of person acting**  **on my/our behalf** | | |  |
|  |  |  | |
| **Signature**  **of applicant** |  | **Date** Day Month Year | |
|  |  |  | |
| **Signature**  **of joint applicant** |  | **Date** Day Month Year | |
|  | | | |
| **Reason for applying to Raven** Which of the following best describes why you are applying to Raven  Looking for a bigger property □  Looking for a smaller property □  Looking for a property for older people □  Looking for a cheaper property □  Currently homeless □  Looking to change area □ | | | |
| We will request that you provide the following information if/when you view a property. Any missing information may delay your application.  **Essential Information (we can’t process applications without this information)**   * Proof of Identification for applicants i.e. passport or drivers’ license or benefit book * Proof that you are residing at the address you will be applying from i.e. bank statement or utility bill * Proof of Income i.e payslips or benefit entitlement letter * If Children are included on your application, please provide proof of Child Benefit and/or Child Tax Credit.   National Insurance Numbers must be provided for all members of the household.  **Depending on your current circumstances, you may also need to provide some further information.** | | | |