

# HOUSING APPLICATION FORM



**FOR OFFICE USE ONLY**

Date received . . . . .

Date input . . . . .

Points . . . . .

Application number . . . . .

Medical referral . . . . .

Person reference number . . . . .

# Thank you for expressing an interest in renting a home from Gedling Homes

## I. How to apply

- Please read the accompanying booklet 'Applying for a home with Gedling Homes' before completing this application form.
- Please take the time to answer the questions FULLY. We need the information to help us to understand the type of home you are looking for and make sure that you receive the right level of priority. If any of the information is missing, it may lead to a delay in processing your application, or your form being returned to you.
- You must answer all questions that apply to you and each person who will live with you when you are re-housed. Anyone who is aged 18 or over and will move with you should also sign this form.
- If you consider that you have a disability or have any special needs that may make it difficult for you to fill out this form please contact the Re-Lets Team on 0115 905 1515 or ask a friend or relative to contact us on your behalf and we will endeavour to make alternative arrangements.
- Once you have answered all the relevant questions and included all required information, the completed form should be returned to Gedling Homes (Re-Lets Team), Gedling House, Wood Lane, Gedling, Nottingham, NG4 4AD.
- Once we have received and processed your application form we will send you your application number and tell you how many points you have been awarded.
- **Have you supplied all the information requested?** Please see section 21 for a checklist that you should complete before returning your application form.

## Please note:

We will only consider your application if ALL the questions are answered fully and the supporting documentation has been received.

Any offer of a tenancy resulting from false or misleading information may be withdrawn. A tenancy granted as a result of such information may be terminated.

We reserve the right to seek further information in respect of your application.

Gedling Homes may carry out random samples of applications

We must protect the public funds we handle so we may use the information you have provided on your application form to prevent and detect fraud – we may also share this information, for the same purposes, with other organisations which handle public funds. We may share information with local authorities and other registered social landlords to perform tenancy checks or to nominate you to a new tenancy.

## Confidentiality and Equal Opportunities

We will treat all the information provided in the strictest confidence.

We will treat each application for housing equally regardless of race, ethnic origin, physical or mental disability, nationality, gender, sexuality, age, class, appearance, religion or belief, responsibility for dependants, marital status, unrelated criminal activities, being HIV positive or with AIDS, or any other matter which causes a person to be treated with injustice.

**2. What type of application are you making?**

---

Waiting List                       Transfer List (existing Gedling Homes tenants)

**3. About You (PLEASE USE BLOCK CAPITALS)**

---

Title:  First Names:

Surname:  Date of Birth:

Address:

Postcode:

When did you move here?

Male /Female  National Insurance No

Are you pregnant?     YES     NO

Phone numbers:

Home:     Mobile:     Work:

E-Mail

**4. Joint Applicant**

---

Title  First Names:

Surname:  Date of Birth:

Address:

Postcode:

When did you move here?

Male /Female  National Insurance No

Are you pregnant?     YES     NO

Phone numbers:

Home:     Mobile:     Work:

E-Mail

Relationship to the main applicant

If there are more than two applicants who wish to be considered for a joint tenancy please contact the Re-Lets Team for advice on 0115 905 1515.

**5. Household members**

---

Please provide details of any other person(s) who needs re-housing with you

FULL NAME	SEX M/F	D.O.B	N.I. NO.	Pregnant Y/N	RELATIONSHIP TO APPLICANT

**6. About your household**

---

If you or anyone on your application is pregnant please give their name and the date the baby is due. Remember to provide proof of pregnancy, e.g. EDC certificate.

Name  Date baby due

Are you or anyone on your application subject to Immigration Control?  YES  NO

If YES, please give details and provide relevant documentation.

Do you consider yourself or anyone on your application to have an impairment?  
(i.e. an injury, long-term illness or condition that causes or is likely to cause a long term effect on that person)

YES  NO

If YES, please describe your circumstances

Do you or anyone on your application use a wheelchair?  YES  NO

Do you or anyone on your application use a powered scooter?  YES  NO

If YES to either of above, please give details

Have you, or anyone on your application, received any support at any previous address? (e.g. social worker, tenancy support worker, CPN)  YES  NO

If YES, please state who received support, the name of the provider and the address where support was given.

Are you, or anyone on your application, in receipt of any support at your current address? (e.g. social worker, tenancy support worker, CPN)  YES  NO

If YES, please state the name(s) of the person(s) currently receiving support

Who is the current support provider?

Telephone No

Do you or anyone on your application require support once you are rehoused?  YES  NO

If YES, please supply details of the type of support you may need

## 7. Financial Details

---

Please confirm all income received by yourself and any joint applicant (excluding housing benefit).

MAIN APPLICANT  £  Weekly/ Monthly income after tax

JOINT APPLICANT  £  Weekly/ Monthly income after tax

Are you in receipt of a means tested benefit, for example income support, working families tax credit, child tax credit, income based jobseekers allowance, pension credit, council tax benefit or housing benefit?

MAIN APPLICANT  YES  NO

JOINT APPLICANT  YES  NO

If YES, please confirm which benefit/s?

Please confirm your total savings/investments:

MAIN APPLICANT

JOINT APPLICANT

If you own the property you are living in, what do you estimate its current value to be?

MAIN APPLICANT

JOINT APPLICANT

Do you have a mortgage/secured loans on your property?  YES  NO

If YES, how much is outstanding and what is your current monthly payment?

MAIN APPLICANT	OUTSTANDING	MONTHLY PAYMENT
Mortgage	<input type="text" value="£"/>	<input type="text" value="£"/>
Secured Loan(s)	<input type="text" value="£"/>	<input type="text" value="£"/>

JOINT APPLICANT (if different from main applicant)	OUTSTANDING	MONTHLY PAYMENT
Mortgage	<input type="text" value="£"/>	<input type="text" value="£"/>
Secured Loan(s)	<input type="text" value="£"/>	<input type="text" value="£"/>

Do you own any other property other than the one you live in?

MAIN APPLICANT  YES  NO

JOINT APPLICANT  YES  NO

If YES, please give full details including address, type of property, current value, any mortgages/loans outstanding on the property and whether the property is occupied.

  
  

Please note that these details will be verified.

**8. Why are you applying for housing?**

---

Please tick the reason(s) why you require housing.

- |                                                                       |                                                 |
|-----------------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Health problems                              | <input type="checkbox"/> Overcrowding           |
| <input type="checkbox"/> Anti-Social Behaviour                        | <input type="checkbox"/> Racial Harassment      |
| <input type="checkbox"/> Leaving Care or Supported Housing            | <input type="checkbox"/> Your home is too large |
| <input type="checkbox"/> Homelessness or threatened with homelessness | <input type="checkbox"/> Other                  |

If 'other' please state the reason

If you are applying because you are homeless or threatened with losing your home, you may be referred to Gedling Borough Council Homelessness and Housing Advice Section for assistance.

If you are applying due to health problems we will ask you to complete a medical questionnaire and may use a medical referral service to establish your priority.

Please explain in detail why you are applying for housing.

  
  
  

**9. Connection to the community**

---

Does anyone on your application have a special educational need that means they need to move closer to a specialist school/education resource?  YES  NO

If YES, please give details of who and where they need to be closer to

Do you or anyone on your application need to move to give or receive care?

YES  NO

If YES, please give details of where you need to move to and why

(please note that we will require evidence of any need to move for the above reasons)

**10. About your present home**

What type of property are you living in:

House  Flat  Bungalow  Other

If OTHER please describe

If you are living in a flat what floor is it on? (Please tick one box)

Ground  First  Second  Above second

How many bedrooms are in the property you are living in?

Of these, how many bedrooms do you and the other people on your application currently have use of?

Are you living in sheltered (warden-aided) accommodation?  YES  NO

Has the property you are living in been adapted for you or anyone on your application?  YES  NO

If YES, please give details of what adaptations have been made (e.g. grab rails, ramp)

What is your present accommodation? (Please tick one box)

- Owner-occupier
- Council tenant
- Tied Tenant
- Hostel/supported housing
- No fixed abode
- Housing association tenant (including Gedling Homes)
- Renting privately
- Living with Friends/Family
- HM Forces
- Other (please specify)

Correspondence address if no fixed abode

If you are renting a property please provide your landlord's name and address.

(Please note that proof of residence is required – see checklist)

**11. Your previous addresses**

Please give details of your addresses for the last five years starting with your present address.  
(Please continue on a separate sheet if required).

Applicant's addresses	From	To	Tenure	Reason for Leaving

Joint Applicant's addresses	From	To	Tenure	Reason for Leaving

**12. Conduct of previous tenancy/ies**

Do you have outstanding current or previous rent arrears with a Council or a Housing Association?  YES  NO

Do you have outstanding recharges with a Council or a Housing Association? (this could include recharges made for damage to property)  YES  NO

If you have rent arrears or outstanding recharges at your current/previous address please give details of the landlord's name, address and the amount outstanding:

Name of landlord:

Address:

Amount(s) owed Rent arrears:

Amount(s) owed Recharges:

Have you breached the terms of a tenancy agreement of a current or previous tenancy? (this can include unauthorised alterations, abandonment or subletting without permission.)  YES  NO

If yes please give details of the landlord's name and address and reason(s) for breach.

Name of landlord:

Address:

Reason(s) for breach:

Has your landlord served a Notice on you?  YES  NO

If YES, please let us have a copy of the Notice.

**13. Anti-Social Behaviour and Neighbourhood Safety**

---

Gedling Homes wants to ensure that our neighbourhoods allow people to live peacefully and safely together. If someone has been convicted of a serious criminal offence, we will investigate the circumstances to establish whether they pose a risk to the community. This does not automatically mean that you will not be rehoused, but it will help us to make the most appropriate housing decisions.

Have you or anyone on your application been the subject of legal action, for nuisance in the locality where you live, or violence or threatened violence towards a member of your household, neighbours or anyone else in the locality where you live?

YES  NO IF YES PLEASE SPECIFY

Have you or anyone on your application been violent towards staff of Gedling Homes, another Statutory Authority or a Housing Association?

YES  NO IF YES PLEASE SPECIFY

Have you or anyone on your application ever been convicted of a criminal offence or an offence that threatened the local community?

YES  NO IF YES PLEASE SPECIFY

Are you, or anyone on your application currently subject to any criminal proceedings?

YES  NO IF YES PLEASE SPECIFY

**14. Pets**

---

Do you or anyone on your application have any pets?  YES  NO

If YES, what type and how many?

## 15. Rehousing Choices

---

Please read this section and our booklet “Applying For a Home with Gedling Homes” before making any choices. The booklet explains what type of property you will be eligible for and what properties we have in different areas and schemes.

Firstly we would like to know what type of property you would prefer. We will then need to know whether you can use a lift or stairs, and whether you have any other specific housing needs.

If you want general needs accommodation we will ask you to select the **area(s)** that you prefer. (Again, remember to check that we have accommodation suitable for your needs in the areas you choose.)

If you **only** want accommodation in one of our sheltered or very sheltered schemes, we will ask you to select the **schemes(s)** you are interested in moving to. You should not select an **area**.

If you want to be considered for **both** general needs **and** sheltered accommodation, then you need to select the **area(s)** you prefer for general needs accommodation **and** any scheme(s) you are interested in moving to for sheltered accommodation.

If you select a type of property that you are not eligible for, or choose an area or scheme where we do not have the type of property to meet your needs, we will contact you to discuss alternatives.

Please tell us what type of property you would like to be considered for. (You can select more than one.)

Bedsit       Flat       House       Bungalow       Maisonette

Are you willing to use a lift?       YES       NO

Can you climb stairs?       YES       NO

Please give details of any specific housing requirements?

### 15a. General needs accommodation

---

Please tick which areas you wish to be considered for. (You can select as many as you like.)

- |                                                            |                                                |
|------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> 1. Oxclose Lane area              | <input type="checkbox"/> 12. Wollaton Ave area |
| <input type="checkbox"/> 2. St Albans Road/Furlong St area | <input type="checkbox"/> 13. Netherfield       |
| <input type="checkbox"/> 3. Mellors Rd/Calverton Rd area   | <input type="checkbox"/> 14. Colwick           |
| <input type="checkbox"/> 4. Birchfield Rd/Howbeck Rd area  | <input type="checkbox"/> 15. Bestwood Village  |
| <input type="checkbox"/> 5. Worrall Ave area               | <input type="checkbox"/> 16. Burton Joyce      |
| <input type="checkbox"/> 6. Mapperley area                 | <input type="checkbox"/> 17. Calverton Estate  |
| <input type="checkbox"/> 7. Cavendish Rd/Valley Rd area    | <input type="checkbox"/> 18. Calverton Village |
| <input type="checkbox"/> 8. Carlton Hill area              | <input type="checkbox"/> 19. Lambley           |
| <input type="checkbox"/> 9. Carlton Square area            | <input type="checkbox"/> 20. Linby             |
| <input type="checkbox"/> 10. Cambridge St area             | <input type="checkbox"/> 21. Newstead Village  |
| <input type="checkbox"/> 11. Phoenix Ave/Jessops Lane area | <input type="checkbox"/> 22. Woodborough       |

## 15b. Sheltered and very sheltered accommodation

---

Please tick which schemes you are interested in moving to. (You can select as many as you like.)  
We have shorter waiting lists for some properties in those schemes marked with a (\*)

### Sheltered Schemes

- |                                                                      |                                                                      |
|----------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Ernehale Court, Cross Street, Arnold *      | <input type="checkbox"/> Orchard Court, Church Street, Carlton *     |
| <input type="checkbox"/> Seagrave Court, St Albans Road, Arnold      | <input type="checkbox"/> Walton Court, Station Road, Carlton *       |
| <input type="checkbox"/> Moyra House, High Street Avenue, Arnold     | <input type="checkbox"/> Bramble Court, Carnarvon Grove, Carlton     |
| <input type="checkbox"/> Tavill Field, Kilnbrook Avenue, Arnold *    | <input type="checkbox"/> Coronation Walk, Gedling                    |
| <input type="checkbox"/> Westmoore Court, Westdale Lane, Mapperley * | <input type="checkbox"/> Bailey Court, Curzon Street, Netherfield *  |
| <input type="checkbox"/> Cavendish Road, Carlton *                   | <input type="checkbox"/> Britannia Court, Victoria Road, Netherfield |
| <input type="checkbox"/> Rushcliffe Avenue/ Foxhill Road, Carlton    | <input type="checkbox"/> Lendrum Court, Lambley Lane, Burton Joyce * |
| <input type="checkbox"/> Carlton House, Southcliffe Road, Carlton    | <input type="checkbox"/> Nabarro Court, Collyer Road, Calverton      |
| <input type="checkbox"/> Moreland Court, Dale Road, Carlton *        | <input type="checkbox"/> Roe Hill, Woodborough                       |
| <input type="checkbox"/> Foxhill Court, Foxhill Road, Carlton        |                                                                      |

### Very Sheltered Schemes

- |                                                             |                                                                    |
|-------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Moreland Court, Dale Road, Carlton | <input type="checkbox"/> St Andrews House, Digby Avenue, Mapperley |
|-------------------------------------------------------------|--------------------------------------------------------------------|

## 16. Other information

---

Gedling Homes cannot help everyone who applies to them to be housed. As Gedling Borough Council has nomination rights to the majority of our properties that become available for letting you are advised to register on their waiting list as well.

If you are a tenant of Gedling Homes or another Council or Housing Association tenant you may be able to exchange with another tenant.

Please tick this box if you would like details of our own or the national exchange system.

## 17. Contacts/ Next of Kin

---

Please give details of anyone we can contact regarding your housing application if we are unable to contact you (please note: by providing the following details you are giving permission for Gedling Homes to discuss the details of your application with the person named):

Name  Address

Post Code

Telephone Number

Relationship to the Applicant(s)

If you would prefer that we always contact this person in the first instance, please indicate

YES  NO

## 18. Further Information

---

Please tell us if there is anything else you would like us to know about your application

## 19. Relationships with Gedling Homes, contractors to Gedling Homes, or any companies within the New Charter Housing Trust Group

---

Are you a member of staff or related to a member of staff of Gedling Homes (or any of the companies within the New Charter Housing Trust Group) or have you been in the last 12 months?

YES  NO

Are you a Board Member or related to a Board Member of Gedling Homes (or any of the companies within the New Charter Housing Trust Group) or have you been in the last 12 months?

YES  NO

Are you a contractor to Gedling Homes (or any of the companies within the New Charter Housing Trust Group) or have you been in the last 12 months?

YES  NO

Are you a member of staff or related to a member of staff of a contractor to Gedling Homes (or any of the companies within the New Charter Housing Trust Group) or have you been in the last 12 months?

YES  NO

If you have answered YES to any of the above questions, please give full details including name of the employee / Board Member / contractor; their relationship to you, their position and the name of the organisation.

## 20. Equal Opportunity Monitoring

---

Gedling Homes seeks to comply with current legislation relating to Equality and Diversity. This is in order that our policies are fair. To check whether our policies are working we need to ask about your background.

**We will not use this information to assess your housing priority.** The information will be used to ensure our service is accessible to the whole community and that we are taking their views and needs into account.

Please tick the box that best describes you and your household.

### ETHNICITY

#### Which ethnic group do you most identify with?

Please indicate with an **X** the relevant box.

##### Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Any other Asian background

##### Mixed

- Asian and White
- Black African and White
- Black Caribbean and White
- Any other Mixed background

##### Black or Black British

- African
- Caribbean
- Any other Black background

##### White

- British
- Irish
- Gypsy/Romany/Irish Traveller
- Any other white background
- Prefer not to say

##### Chinese or other ethnic group

- Chinese
- Any other ethnic background

### MIGRATION

#### Are you a traveller, refugee or migrant?

- Traveller
- Refugee
- Migrant
- None
- Prefer not to say

### RELIGION OR BELIEF

#### What is your religion or belief?

Please state

Prefer not to say

## SEX AND GENDER

How do you identify yourself?

- Female     Male     Transsexual     Prefer not to say

Which of the following statements best describes you?

- Bisexual  
 Gay / Lesbian  
 Heterosexual  
 Prefer not to say

## DISABILITY

A person with a disability is defined in the Disability Discrimination Act as someone with a physical or mental impairment that has a substantial and long-term impact on their ability to carry out day-to-day activities.

This includes progressive and long-term conditions from the point of diagnosis such as HIV, Multiple Sclerosis or Cancer.

**Having read this do you consider yourself to be covered by the definition?**

- Yes     No     Prefer not to say

## 21. Applicant Checklist

---

Have you provided the following documents/supporting information as appropriate? Without them we cannot assess your application. Please use this checklist to make sure you have included everything required.

- One form of identification, preferably photographic, e.g. driving licence, passport, student card. If you do not have a photographic form of identification then please provide an official form of identification, e.g. birth or marriage certificate, medical card, old style driving licence.
- Immigration control documentation (if appropriate)
- Proof of tenancy (not Gedling Homes Tenants) – tenancy agreement, rent card
- Proof of income – last 2 months or 5 weeks payslips or bank statement showing payments of income
- Proof of benefits – benefit award letter detailing date of award and amount, or bank statement showing payments of award.
- Proof of pregnancy (if appropriate) – e.g. Expected Date of Confinement certificate

**If you are sending documents through the post we suggest that you send copies of the originals. If you do send originals they will be sent back through the post and Gedling Homes cannot accept responsibility for documents lost in transit.**

**22. Declaration**

**TO BE COMPLETED BY ALL APPLICANTS**

I acknowledge that the information I have given on this form and any further information I may provide to you in connection with my application will be accurate true and complete.

I understand that Gedling Homes reserves the right to check all details as necessary and this may involve a credit reference check. I also consent to Gedling Homes contacting other agencies to verify the information I have supplied and to seek further detail if necessary.

I acknowledge that Gedling Homes may take action for possession of any accommodation if it is found to have been obtained by providing false information.

I agree that any information provided by me to Gedling Homes can be used in the administration of any application for housing and management and termination of any tenancy I am offered. I acknowledge that such information may be shared with other relevant agencies and organisations in connection with my application and any subsequent tenancy.

I agree that information I have provided may be shared with other relevant agencies and organisations in connection with my application and any subsequent tenancy.

If my application is found to contain false or misleading information, or relevant information is omitted, I understand it may be suspended.

I undertake to inform Gedling Homes immediately of any change in the information given.

I understand that this application for housing does not guarantee an offer of accommodation and does not bind Gedling Homes in any way.

**SIGNATURE OF MAIN APPLICANT.....**

**DATE.....**

**SIGNATURE OF JOINT APPLICANT.....**

**DATE.....**

**What happens next?**

**Please check that you have answered all the questions and completed your housing choices.**

**Have you enclosed the documents requested in the checklist in Section 21?**

When we receive your application, if we have all the necessary information, it will be assessed on the information you provided on this form within 5 working days. In some cases we may need to contact you for further information to check that you are eligible to be considered for housing by Gedling Homes. When we have assessed your application we will write to you to tell you your application number and how many points you have been awarded.

If you have any queries or need help in completing this form please ring our Re-Lets Team on **0115 905 1515**.

**If you would like this information in another language or format please ring us on 0115 905 1515.**

In future would you prefer us to contact you by e-mail or fax? If so then please give your contact details below.

**And finally**

Return your application to us either

**By post to:**

Gedling Homes (Re-Lets Team), Gedling House, Wood Lane, Gedling, Nottingham, NG4 4AD

**In person** to our Customer Contact Centre in the Gedling Borough Council offices at:

The Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU

Monday to Thursday 9.00am to 5.00pm

Friday 9.00am to 4.30pm

