

A member of the Chevin Housing Group Charitable

# Housing Application Form

Foomka Codsiga Guriyeynta

Forularz podaniowy spoldzielni mieszkaniowej

Formulaire de demande de logement

نموذج طلب الإسكان

Please return this form to: Chevin Housing Association Ltd, Harrison Street, Wakefield, WF1 1PS Tel: 0845 270 1088 E-mail: enquiries@chevinha.co.uk www.chevinha.co.uk

Office use only

Name:

App Date:

Ref No:

در خو است فارم برائے خانہ سازی

আবাসনের আবেদনপত্র

فرم درخواست مسکن

ਘਰ ਵਾਸਤੇ ਅਰਜ਼ੀ ਫ਼ਾਰਮ

# Please fill in this form to apply to be on the Chevin Housing waiting list

# If you need any help completing this form please ring us on 0845 270 1088.

# Instructions on how to fill in the form:

- Please write in **BLOCK CAPITALS** using black ink.
- If a section does not apply to you, please leave it blank.
- Please send this form back straight away, we can only start the registration process once we have received your form.
- If you have not received a Property List with this application form please contact us.
- Please complete all the questions that are applicable to you.
- We will contact you if your form is not fully completed, however this may delay your registration.
- You will need to provide supporting evidence to supplement your application where requested.

We will treat all information you supply in confidence.

# Chevin's lettings policy

We want to let our homes in such a way that people have peace and security in their home, and have a choice about where they live. However, our core principles are to help those who are in housing need. We also want to treat all applicants fairly and with professionalism. However, we do not allow everyone onto our waiting lists. Anyone who has a criminal conviction (or known activity) for crimes relating to anti-social behaviour will not automatically qualify for the list. If someone applies in this category, we look carefully at each case individually and make a decision. These decisions are based on our exclusion policy and you can request a copy of this if you wish.

# 1. Where would you like to live?

# Please choose only from the property list provided

	Chosen scheme	Please tick here if you have a local connection to the area you choose. Examples of a connection are to be near your work, your children's school, medical facilities or to give		
Plea	ase list here	or receive support. You must give details including names and addresses of your connection.		
1				
2				
3				
4				
5				
6				
1a.	How many bedrooms do you need?	d 4 bed 5 bed		
1b.	What property type do you need?			
10.		galow Maisonette Bedsit		
	House Flat Bung	galow Maisonette Bedsit		
1c.	What floor level do you need?			
	Ground floor 1st floor 2nd	floor 3rd floor 4th floor		
	5th floor Above 5th floor	Any floor		
1d.	Are you or any joint applicant a Chevi Chevin Housing member of staff or be	n Housing member of staff or related to a bard member?		
	Yes No			
	If yes, please give details:			
2. V	Why do you want to move?			
Plea	Please tick ( $\checkmark$ ) as many boxes as appropriate			

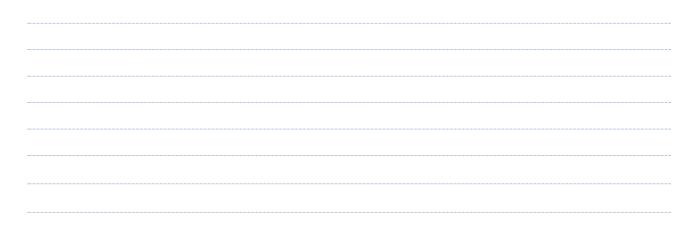
Homeless in next 28 days *	Temporary accommodation *
Urgent medical need *	Less urgent medical need *
Suffering domestic violence *	Harassment *

# 2. Why do you want to move? - cont.

Received notice to leave af	ter 28 days * 🗌 Sleeping rough
Urgent need to receive or g	give support * Less urgent need to receive or give support *
Relationship breakdown	Family split *
Living in unfit property *	Home in poor condition *
Overcrowding	Financial problems *
Want to live in the area	
Urgent transfer	Less urgent transfer

All fields marked with \* will require you to provide supporting evidence when you receive a home visit from us.

### Please give further details explaining why you want to move:



# 3. Details of people wishing to be re-housed

3a. Please give your details below. If you want someone to be a joint tenant with you, you also need to complete all the details for your joint applicant below.

	You	Your joint applicant
Surname		
First name		
Title (e.g. Mr/Mrs/Miss/Ms)		
Address (where you live now)		

# 3. Details of people wishing to be re-housed - cont.

	You	Your joint applicant
Home telephone number		
Work telephone number		
Mobile telephone number		
E-mail address		
Date of birth	D D M M Y Y	D D M M Y Y
Are you (please tick)	Male Female	Male Female
National insurance no.		

### 3b. Is your correspondence address different to the above address?

Yes	No				
(if yes please give details)					
L					

- 3c. What is the relationship of your joint applicant to you? (e.g. partner, parent, child)
- 3d. The Housing Act 1996 prevents us from offering a tenancy or licence to some people. Please answer the following question so we can assess whether you or your joint applicant are affected by this legislation.

Do you have a permanent right to live and work in this country without restriction?

Yes

No

We may need written proof of this (such as a work permit, residency permit or both). If you have answered 'no', we may not be able to accept your application for housing. We will contact you to discuss this and to offer you advice.

# 4. Household details

**Do not** include yourself and any joint applicant. **Do** include anyone who is going to be living with you.

	Title	Last name	First name	Relationship to you (e.g. mother, son, friend)	Date of birth
e.g.	MRS	BROWN	MARY	MOTHER	D D M M Y Y
1					D D M M Y Y
2					D D M M Y Y
3					D D M M Y Y
4					D D M M Y Y
5					D D M M Y Y
4a.	Wher		<b>w?</b> Tick (√) one t		
τα.		ed & breakfast			on
		Ingalow	Hoste		idential Home
	 Fla	at	Hous	e No f	ixed abode
	Ma	aisonette	Othe	r - please give details bel	ow
4b.	How	many people live	e in your current	home?	]
4c.	What	floor level do yo	ou currently live o	on?	]
4d.	Do yo	ou have any pets	?		Yes No
	lf yes,	, please give deta	ils below:		

5. Where have you previously lived? Please supply 5 years' details.

Address	Dates	Name/Address of Landlord/Building Society/Owner	Telephone No	Reason(s) for leaving
Current	Moved in			
Previous	Moved in			
	Moved out			
Previous	Moved in			
	Moved out			
Previous	Moved in			
	Moved out			

# 6. Criminal Activity Section

Do you or anyone in your household have any convictions?

Yes No

If yes, please read and complete this section. If no, please go to section 7.

### Spent convictions

Under the Rehabilitation of Offenders Act 1974 you have to tell us about any offence you have committed if it is within a specific period of time shown in the chart below. The period after conviction is called a rehabilitation period. This can be extended if another offence is committed. A conviction is known as spent once the rehabilitation period has ended.

The following table is for guidance only.

Sentence	Rehabilitation Period	
		Aged 18 or over when convicted
Prison sentence of more than 6 months to 21/2 years	5 years	10 years
Prison sentence of 6 months or less	31/2 years	7 years

# 6. Criminal Activity Section - cont.

Sentence	Rehabilitation Period		
Table B	Aged 17 or under when convicted	Aged 18 or over when convicted	
Fines, Compensation Order, Probation Order, Community Service or Punishment Order, Combination Order, Action Plan Order, Drug Treatment and Testing Order, Reparation Order, Curfew Order	2½ years	5 years	
Borstal Training (not applicable)	-	-	
Detention more than 6 months less than 30 months – aged 15 or over when convicted	5 years	-	
Detention 6 months or less – aged 15 or over when convicted	31/2 years	-	
Detention Centre Order (not applicable)	-	-	
Referral Order	Once the order expires		
Miscellaneous			
Absolute Discharge	6 months	6 months	
Conditional Discharge, Binding Over, Probation, Committal to Care of Fit Person, Supervision Order, Care Order	when the order expires, whichever is the longe		
Remand Home Order, Approved School Order, Attendance Centre Order	1 year after the order expires		
Hospital Order, with or without a Restriction Order	5 years or 2 years after the order expires		
Cashiering, Discharge with Ignominy, Discharge with Disgrace from the Armed Forces	10 years		
Dismissal from the Armed forces	7 years		

### **Unspent convictions**

You must tell us about any sentence which is excluded from rehabilitation – this means it is **never** spent.

Excluded sentences are:

- Life Imprisonment
- Sentence of Detention during Her Majesty's pleasure, or for life, or for a term exceeding 30 months.
- Sentence of Imprisonment exceeding 30 months
- Youth Custody or Corrective Training exceeding 30 months
- Sentence of Custody for life

# 6. Criminal Activity Section - cont.

To enable us to complete our enquiries and identify any applications that do not qualify for housing with Chevin Housing Association under our exclusions policy, we need accurate information about your convictions. Please answer the questions that follow and make sure you sign the general declaration on page 14.

If you or anyone who wants to be rehoused with you has any criminal convictions which are not spent as explained in the Rehabilitation of Offenders Act 1974, you must tell us about them here: You must set out all the details of the convictions in full. If you are not sure about whether or not a conviction is 'spent', please read the guidance table above.

### **PERSON ONE**

Name		

Date of conviction	Convicted for	Convicted at	Sentence

### **PERSON TWO**

Name
------

Date of conviction	Convicted for	Convicted at	Sentence

# 7. Other details

7a. If you or anyone who wants to be rehoused with you has NOT lived continuously in the United Kingdom for the past 5 years, please give details:

Name	Current Address

Please give their addresses during this time:

Address	Date from	Date to

7b. Have you or anyone who wants to be rehoused with you, been evicted from Council, Housing Association or Registered Social Landlord housing for any reason?

Yes

If yes, please give details below:

No

Property address	
Landlord's name	
Reason for eviction:	
Rent Arrears Anti-Sc	ocial Behaviour (ASB)
	ho wants to be rehoused with you, been the subject of an Order (ASBO) or injunction?
Yes	
If yes, please give detail	s below:

# 7. Other details - cont.

### 7d. Do you or a joint applicant have rent arrears?

Yes	No		
If yes, how much?	£		
Do you have a repayment plan in place?		Yes	No

# 8. Advocate or next of kin (someone who can speak on your behalf)

Would you like to give us details of an advocate or next of kin?

Yes No

By providing this information, you are agreeing for them to be able to speak on your behalf about your application for re-housing.

### Do not include yourself or any joint applicant

	First	Second
Surname		
First name		
Address		
Home telephone number		
Mobile telephone number		
Relationship to you		

# 9. Ensuring Equal Treatment

We are committed to ensuring and promoting equality and diversity in all areas of activity and responsibility including employment, housing and service provision. You do not have to give us this information, but by filling in the form, you will be helping us by giving us a better understanding of your individual needs. All of the information that you give to us will be treated in confidence and in accordance with the Data Protection Act 1998.

# 9. Ensuring Equal Treatment - cont.

Please describe your own ethnic origin and that of each member of your household who is listed on page 4.

Please tick ( $\checkmark$ ) one box only for you and each member of your household.

	Person 1	Person 2	Person 3	Person 4	Person 5	Person 6
White						
White British						
White Irish						
Gypsy or Irish Traveller						
Any other white background						
Mixed race						
White and Black British						
White and Black Caribbean						
White and Black African						
White and Asian						
White and Asian British						
Any other mixed background						
Asian or Asian British						
Asian British						
Indian						
Pakistani						
Bangladeshi						
Any other Asian background						
Black or Black British						
Black British						
Caribbean						
African						
Any other Black background						
Chinese or other ethnic grou	р					
Chinese British						
Chinese						
Any other						
Other						
Prefer not to say						

# 9. Ensuring Equal Treatment - cont.

Please identify the religion of each member of your household. Please tick ( $\checkmark$ ) one box only for you and each member of your household.

	Person 1	Person 2	Person 3	Person 4	Person 5	Person 6
None						
Christian						
Buddhist						
Hindu						
Jewish						
Muslim						
Sikh						
Any other religion						
Prefer not to say						

Please identify if you or any of your household has an illness or disability. Please tick ( $\checkmark$ ) as many boxes that apply to you and each member of your household.

I do not have a disability			
Wheelchair user			
Mobility problems			
Learning disability			
Memory problem			
Mental ill health			
Other - Please give details			
Prefer not to say			
Sensory impairment			
Sight problem			
Hearing difficulties			
Communication			
Difficulty speaking			
Difficulty reading			
Difficulty writing			

# 9. Ensuring Equal Treatment - cont.

### Do you need the information you receive to be in a different format?

	You	Your joint applicant
Large print		
Audio		
Braille		

If English is not your first language, what is your preferred language for Chevin to contact your household? Please tick ( $\checkmark$ ) the appropriate box.

	Spoken	Written	
Arabic			
Bengali			
Farsi			
French			
Polish			
Punjabi			
Somali			
Urdu			
Hindi			
Other - please give details	3		

### Please identify your sexual orientation. Please complete this section for applicants only, <u>not children.</u>

	You	Your joint applicant
Bisexual		
Gay man		
Gay woman/lesbian		
Heterosexual/straight		
Other		
Prefer not to say		

# **10. Employment & Bank Details**

# Please describe the employment status of you and each member of your household. Please tick ( $\checkmark$ ) one box only for each person.

	Person 1	Person 2	Person 3	Person 4	Person 5	Person 6
In full-time employment						
In part-time employment						
Self employed (either full or part-time)						
Government supported training scheme						
Unemployed and available for work						
Full time education (school/college/university)						
Under school age						
Retired						
Looking after family/home						
Permanently sick/disabled						
Doing something else						
Prefer not to say						
Do you have a bank account? YOU	Yes	No <b>J</b>	OINT API	PLICANT	Yes	No

We do not need details of your bank account but if you do not have a bank account, we may be able to help you access financial advice and support.

# **11. General Declaration**

To the best of my knowledge, the information that I have given within this application form is correct. I understand that if I knowingly make false statements then my application may be cancelled or repossession proceedings may be implemented if I am given a tenancy.

I understand that all information that I give in this form will be strictly confidential and will only be used by Chevin Housing and those partners directly involved in providing housing management and services to me.

I give Chevin Housing permission to contact my existing and previous landlord(s) for details regarding any tenancies I held with them.

I give Chevin Housing permission to contact the Police, Courts or other relevant bodies, to make enquiries about the information I have provided.

I understand that the information given in the Ensuring Equal Treatment section will be used for monitoring purposes to help ensure equality of access to services for all Chevin customers.

**RIGHT TO APPEAL:** I understand that I have the right to appeal against any decision made regarding my application form. In such a situation I should contact the office detailed on the front of this form and ask for a copy of the complaints procedure which will explain how my complaint will be dealt with.

Signed: (Applicant) Date:	D	D		Μ	Μ	Υ	/	Y
Signed: (Joint Applicant) Date:	D	D	]	Μ	М		/	Y

PLEASE CHECK YOU HAVE COMPLETED ALL SECTIONS

# We are committed to a policy of equal access to information.

If you would like this information in another language or format, or if you require the services of an interpreter, please contact us on **0845 270 1088** 

CASSETTE	IN LARGE TYPE BRAILLE OR ANY OTHER FORMAT
Arabic	نحن ملتزمون بسياسة تكافؤ الوصول إلى المعلومات إذا كنت ترغب في الحصول على هذه المعلومات بلغة أو شكل أخر أو إذا كنت تتطلب خدمات مترجم
	فورى، رجاء أتصل بنا.
Bengali	তথ্যের সমান অভিগমনের নীতির বিষয়ে আমরা প্রতিশ্রুতিবদ্ধ।
	আপনি যদি এই তথ্য অন্য ভাষা বা রূপে চান, অথবা আপনার যদি এক দোভাষীর পরিষেবার প্রয়োজন হয়, অনুগ্রহ করে আমাদের যোগাযোগ করুন।
Farsi	ما به سیاست بر ابری دستر سی به اطلاعات پایبند هستیم.
	اگر مایل به دریافت این اطلاعات به زبان یا فرمت دیگری هستید، و یا به خدمات مترجمین شفاهی نیاز دارید، لطفاً با ما تماس بگیرید.
Punjabi	ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਸੂਚਨਾ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਜਾਂ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ ਹੈ, ਜਾਂ ਜੇ ਤੁਹਾਨੂੰ ਦੁਭਾਸ਼ੀਏ ਦੀਆਂ ਸੇਵਾਵਾਂ ਦੀ ਜ਼ਰੂਰਤ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰੋ।
Somali	Waxaa naga go'an siyaasadda awood u helidda warka oo loo wada siman yahaye. Haddii aad jeclaan lahayd warkaan oo ku qoran luqad kale ama qaab kale u qoran, ama haddii aad u baahan tahay adeeg turjumaan afka ah, fadlan nala soo xiriir.
Urdu	ہم معلومات تک مساوی دسترس کی پالیسی کے پاسدار ہیں۔
	اگر آپ ان معلومات کو کسی دوسری زبان یا صورت میں چاہتے ہیں، یا اگر آپ کو کسی مترجم کی خدمات
	درکار ہیں، تو برائے مہربانی ہم سے رابطہ کریں۔
French	Nous appliquons une politique d'égalité d'accès aux informations. Si vous souhaitez consulter ces informations dans une autre langue ou sous un autre format, ou si vous avez besoin des services d'un interprète, veuillez nous contacter.
Polish	Klerujemy si zasad równego dost pu do informacji. Je eli chclal(a)by otrzyma ten tekst w Innym j zyku lub formacie b d potrzebujesz tlumacza, proslmy o skontaktowanie si z nami.



A member of the Chevin Housing Group Charitable









**Give respect Get respect** 

Chevin Housing Association Ltd

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business for neighbourhoods