

Ref no:

Name:

Address:



# Housing Application Form

Date received:





Form supplied by:

# 1. Using the Durham Key Options scheme

Thank you for applying for housing in County Durham.

Please answer all the questions that apply to you. We cannot register your application unless we have all the information we need.

The information you provide on this form will be used to:

-  decide if you are eligible for housing with the partner organisations
-  assess your housing needs
-  help us assess housing need in Durham
-  help assess your health and support needs.

All Durham Key Options documents can be provided in large print, audio tape or CD, electronically via email or in Braille. We can also provide an induction loop, BSL interpreter, same-gender interview or home visit if required.

If you would like us to provide this information in your first language, or would like us to provide a translator and meet you to discuss its contents, please contact us on the relevant Durham Key Options phone number listed below. We can also provide same-gender interviews and home visits in County Durham when required.

## Punjabi

ਜੇਕਰ ਤੁਸੀਂ ਇਹ ਚਾਹੁੰਦੇ ਹੋ ਕਿ ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਤੁਹਾਡੀ ਮਾਤਰ ਭਾਸ਼ਾ ਵਿੱਚ ਪ੍ਰਦਾਨ ਕਰੀਏ ਜਾਂ ਤੁਸੀਂ ਚਾਹੁੰਦੇ ਹੋ ਕਿ ਤੁਹਾਨੂੰ ਇਕ ਅਨੁਵਾਦਕ ਪ੍ਰਦਾਨ ਕੀਤਾ ਜਾਵੇ ਅਤੇ ਤੁਹਾਡੇ ਨਾਲ ਮਿਲਕੇ ਇਸਦੇ ਵਿਸ਼ਾ ਵਸਤੂ ਤੇ ਚਰਚਾ ਕਰੇ, ਕਿਰਪਾ ਦੁਰਹਮ ਕੀ ਐਪਸਨਸ (Durham Key Options) ਦੇ ਹੇਠ ਲਿਖੇ ਟੈਲੀਫੋਨ ਨੰਬਰਾਂ ਤੇ ਸੰਪਰਕ ਕਰੋ। ਅਸੀਂ ਲੋੜ ਪੈਣ ਤੇ ਕਾਉਂਟੀ ਦੁਰਹਮ (County Durham) ਦੀ ਹੱਦ ਵਿੱਚ ਘਰ ਮੁਲਾਕਾਤ ਕਰ ਸਕਦੇ ਹਾਂ ਅਤੇ ਸਮਲਿੰਗ ਨਾਲ ਮੁਲਾਕਾਤ ਕਰਵਾ ਸਕਦੇ ਹਾਂ।

## Bengali

আপনি যদি উপরে দেওয়া বিবরণ নিজের ভাষায় পেতে চান বা আপনি যদি একজন দোভাষীর দারা এই বিষয় আলাপ করতে চান তবে দয়া করে নিচে দেওয়া ডারাম টেলিফোন নমবারের তালিকা থেকে নমবার বেছে নিয়ে আমাদের সাথে যোগাযোগ করুন। দরকার হলে আমরা শ্রু পুরুষ বা মহিলা দারা আপনার সাথে আলাপ করতে পারি এবং কাউন্টি ডারাম এলাকায় বসবাসকারী হলে আমরা আপনার ঘরে এসে আলাপ করতে পারি।

## Hindi

यदि आप चाहते हैं कि हम आपको आपकी मातृभाषा में सूचना प्रदान करें, या आप एक अनुवादक चाहेंगे जो आपके साथ सूचना के बारे में चर्चा कर सकें, तो कृपया हमें नीचे दिये गये उचित Durham Key Options टेलीफोन नम्बर पर सम्पर्क करें। यदि आवश्यकता हो तो हम County Durham के भीतर समान लिंग के व्यक्ति द्वारा इंटरव्यू के अलावा आपके घर आकर भी बातचीत कर सकते हैं।

## Cantonese

如果你需要此資訊的其他語言版本，或者你需要一名翻譯工作人員與你一同探討此資訊的內容，請通過杜倫郡以下相關號碼聯絡我們。如果需要，我們還可以安排同性別的工作人員與你訪談，以及杜倫郡內家庭拜訪。

## Mandarin

如果您需要此資訊的其他語言版本，或者您需要一名翻譯工作人員與您一同探討此資訊的內容，請通過杜倫郡的以下相關號碼聯絡我們。如果需要，我們還可以安排同性別的工作人員與您訪談，以及杜倫郡內家庭拜訪。

## Polish

Jesli potrzebujesz aby ta informacja zostala udostepniona w jezyku polskim lub jesli potrzebujesz tlumacza, ktory moglby sie z Toba spotkac i omowic tresc tej informacji, skontaktuj sie z nami wybierajac odpowiedni numer telefonu z dostepnych opcji ponizej. Jesteśmy w stanie zapewnić też rozmowę z osoba tej samej płci oraz wizytę domową w obszarze Durham.

## French



Si vous desirez recevoir ces informations dans votre langue maternelle ou si vous souhaitez que nous vous procurions un traducteur pour vous rencontrer et en discuter le contenu, veuillez nous contacter en selectionnant l'indicatif correspondant a Durham, parmi les options des numeros de telephone indiques ci-dessous. Nous pouvons en outre, organiser des entrevues avec une personne de meme sexe ainsi que des visites a domicile dans le comte de Durham quand cela est requis.





## Arabic

ن أردت الحصول على هذه المعلومات بلغتك الأم أو إن أردت وجود مترجم لمناقشة هذه المعلومات فيمكنك الاتصال على رقم الهاتف الموجود أدناه الخاص بخدمات مدينة درم. يمكننا أيضاً تأمين مقابلات مع أشخاص من نفس جنسك كما يمكننا ترتيب زيارات منزلية ضمن مدينة درم إن احتاج الأمر لذلك

## Urdu

اگر آپ چاہتے ہیں آپ کو یہ معلومات آپ کی اپنی زبان میں فراہم کی جائیں یا آپ کو ایک مترجم کی ضرورت ہے جو آپ سے مل کر اس کے مندرجات پر گفتگو کرے تو آپ سچے دی گئی ڈرہم ٹیلیفون نمبر سے رابطہ قائم کریں۔ ہم آپ کو آپ کی جنس کے مطابق عورت یا مرد مترجم بھی مہیا کر سکتے ہیں۔ ڈرہم کاؤنٹی میں ضرورت پڑنے پر گھریلو دورے بھی کیے جاسکتے ہیں۔

	Accent Foundation	0845 678 0573
	Cestria Housing	0191 385 1900
	Dale and Valley Homes	0800 083 0333
	Derwentside Homes	0845 850 5600

	Durham City Homes	0191 301 8470
	East Durham Homes	0800 032 0835
	livin	0800 587 4538
	Teesdale Housing	0800 18 16 80

## Getting help

If someone is helping you use the Durham Key Options scheme, or completed this form on your behalf, please provide their contact details below:

Name	
Relationship to you, the applicant	
Address	
Postcode	
Telephone number	
Email	
Do they have your permission to act on your behalf?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did they complete this form for you?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**If you need help completing this form or using the Durham Key Options scheme, please tell us what we can do to help** (tick all boxes that apply).

Help you with reading or writing or both <input type="checkbox"/>	Lip speakers <input type="checkbox"/>
Written translation service <input type="checkbox"/>	Induction loop system <input type="checkbox"/>
Spoken translation service <input type="checkbox"/>	Braille <input type="checkbox"/>
Type talk <input type="checkbox"/>	Audio CD /Cassette <input type="checkbox"/>
British Sign Language (BSL) / English interpreters <input type="checkbox"/>	

## Contacting you

**How would you like to be contacted about this application?** (tick all boxes that apply)

Letter <input type="checkbox"/>	Email <input type="checkbox"/>
Telephone <input type="checkbox"/>	SMS text message <input type="checkbox"/>
Visit – we will contact you to arrange a time and place (in County Durham only) <input type="checkbox"/>	

## Help to maintain your tenancy

If you are allocated a property, will you need help to maintain your tenancy, such as with claiming benefits and paying your rent on time? Yes  No

## Conflict of interest

**If you are (or a close relative to) a board member, employee of any Durham Key Options partner organisation, or a local councillor, tell us:**

Your/their name:

Your/their job title:

The organisation you/ they are connected with:

Relationship to you (if applicable)

## Equality and diversity

Equality and diversity means ensuring we include all sections of the community in everything we do in a fair way. This includes getting rid of unlawful discrimination, promoting equality of opportunity and access, and valuing people's differences when providing our services. We will take equality and diversity into account when making decisions about housing applications. We collect equality information about applicants so that we can check whether we are providing a fair and equal service to everyone in the community.


**How would you describe yourself?** Please tick one box only. You do not have to answer the questions on pages 4 and 5, but it will help us if you do.

	Main applicant	Joint applicant
<b>White</b>		
English	<input type="checkbox"/>	<input type="checkbox"/>
Welsh	<input type="checkbox"/>	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	<input type="checkbox"/>
Northern Irish	<input type="checkbox"/>	<input type="checkbox"/>
British	<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>
Polish	<input type="checkbox"/>	<input type="checkbox"/>
Lithuanian	<input type="checkbox"/>	<input type="checkbox"/>
Any other white background (please state)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Black or black British</b>		
Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
African	<input type="checkbox"/>	<input type="checkbox"/>
Any other black background (please state)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Asian or Asian British</b>		
Indian	<input type="checkbox"/>	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	<input type="checkbox"/>
Any other Asian background (please state)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Travelling community</b>		
Gypsy / Roma	<input type="checkbox"/>	<input type="checkbox"/>
Traveller of Irish descent	<input type="checkbox"/>	<input type="checkbox"/>
Other member of the travelling community (please state)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mixed</b>		
White and black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
White and black African	<input type="checkbox"/>	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	<input type="checkbox"/>
Any other mixed background (please state)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>		
Other ethnic group (please state)	<input type="checkbox"/>	<input type="checkbox"/>



**What is your nationality or country of origin?**

Please tick one box only.

	Main applicant	Joint applicant
UK national – resident in the UK	<input type="checkbox"/>	<input type="checkbox"/>
UK national – returning from overseas	<input type="checkbox"/>	<input type="checkbox"/>
European Economic Area (EEA) country 	<input type="checkbox"/>	<input type="checkbox"/>
Any other country (please state)	<input type="checkbox"/>	<input type="checkbox"/>

 EEA countries are Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and Switzerland.

**What is your religion or belief?** Please tick one box only.

You do not have to answer this question, but it will help us if you do.

	Main applicant	Joint applicant
Christian	<input type="checkbox"/>	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>

**Please tell us anything we should know about when arranging an appointment or visiting you at home.** This could be telling us when is a good time to visit you, whether you prefer to see someone of the same gender as you, and any reasonable religious customs you prefer us to follow (such as removing our shoes in your home).

**How do you describe your sexuality?** Please tick one box only.

You do not have to answer this question, but it will help us if you do.





	Main applicant	Joint applicant
Homosexual / gay man / lesbian	<input type="checkbox"/>	<input type="checkbox"/>
Bisexual	<input type="checkbox"/>	<input type="checkbox"/>
Heterosexual / straight	<input type="checkbox"/>	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>

**Do you have access to the internet that can be used on a weekly basis?**


You do not have to answer this question, but it will help us if you do.

	Main applicant	Joint applicant
Please tick if the answer is YES.	<input type="checkbox"/>	<input type="checkbox"/>

## 2. About you

	Main applicant	Joint applicant
Relationship to main applicant		
Title (Mr/Mrs/Miss/other)		
First name(s) 		
Last name 		
Previous names		
Date of birth 		
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
National Insurance number 		
Contact telephone number		
Mobile number		
Email address		

 We will need to see proof.

	Main applicant	Joint applicant
Current address  (or 'care of' address)		
	Postcode	Postcode
Date moved to current address		
Current landlord (where applicable)	Name	Name
	Address	Address
	Postcode	Postcode
Landlord's telephone number		
If you would like us to send letters to a different address, please tell us what this is.		
	Postcode	Postcode

**Do you own any other properties?**

Yes  No

If yes, please give the address(es) and say why you cannot live there.

 We will need to see proof.

### 3. About your previous accommodation

Please tell us about the homes you have lived in during the last 6 years, starting with your most recent.

#### Main Applicant

Address	Date moved in	Date moved out	Reasons for leaving	Amount of arrears (if any)	Name and address of landlord	Council tenant	Private landlord	Housing association	Owner occupier	Lodger / living in	Other (please specify)
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Please tell us about the homes the joint applicant has lived in during the last 6 years, starting with their most recent home (only if different from main applicant):

**Joint applicant**

Address	Date moved in	Date moved out	Reasons for leaving	Amount of arrears (if any)	Name and address of landlord	Council tenant	Private landlord	Housing association	Owner occupier	Lodger / living in	Other (please specify)
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## 4. About your household

Please tell us about **all** the people who are living with you now and **whether they are to be rehoused with you**.

Full name	Date of birth	Gender	Relationship to you	Will this person need rehousing with you?	If pregnant, when is the baby due?
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Currently living with main applicant

		Male	Female		Yes	No	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Currently living with joint applicant (if different from above)

		Male	Female		Yes	No	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	



Please tell us about anyone who is not living with you at the moment but will live with you when you get allocated a property. Please include any of your children that you have joint custody of.

Full name	Date of birth	Gender		Relationship to you	Their current address
		Male	Female		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

## 5. Eligibility and Qualification to apply for housing

### Immigration

You **must** answer the questions in this section by law. **If you don't, Durham Key Options cannot consider your application.** Durham Key Options may contact The Home Office for further information.

	Main applicant	Joint applicant
Are you subject to immigration control or have you come to live in the UK in the last 5 years? 	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you, or an adult you are applying with, been excluded from claiming state benefits due to immigration reasons? 	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Unacceptable behaviour

Has court action ever been taken against you or any members of your household for any of the following reasons:

Rent / mortgage arrears	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Damage	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Nuisance and harassment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other anti-social behaviour	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a current Anti-Social Behaviour Order (ASBO) / Injunction (ASBI) against you?				Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have ticked yes to any of the above, please give details below:

Name and date of birth	Address at the time of court action	Date of court action	Reason	Name and address of landlord/mortgage lender

### Previous housing applications

Have you ever been removed from the housing register for any reason other than at your own request:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reasons for removal:		

 We will need to see proof.

## 6. About your current home

Do you have any dogs or cats that will be moving with you?

Yes  No

If yes, how many?

Tick the box that applies to your current home:	Main applicant	Joint applicant
Council tenancy	<input type="checkbox"/>	<input type="checkbox"/>
Housing Association tenancy	<input type="checkbox"/>	<input type="checkbox"/>
Private tenancy	<input type="checkbox"/>	<input type="checkbox"/>
Owner occupier	<input type="checkbox"/>	<input type="checkbox"/>
Living in with family/friends	<input type="checkbox"/>	<input type="checkbox"/>
Bed and breakfast/hostel	<input type="checkbox"/>	<input type="checkbox"/>
Tied accommodation	<input type="checkbox"/>	<input type="checkbox"/>
Hospital	<input type="checkbox"/>	<input type="checkbox"/>
Supported housing	<input type="checkbox"/>	<input type="checkbox"/>
Caravan site	<input type="checkbox"/>	<input type="checkbox"/>
HM Forces	<input type="checkbox"/>	<input type="checkbox"/>
Prison	<input type="checkbox"/>	<input type="checkbox"/>
Renting a room (lodging)	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>

What type of property is your current home?	Main applicant	Joint applicant
House	<input type="checkbox"/>	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	<input type="checkbox"/>
Ground-floor flat	<input type="checkbox"/>	<input type="checkbox"/>
Upper-floor flat	<input type="checkbox"/>	<input type="checkbox"/>
Caravan/mobile home	<input type="checkbox"/>	<input type="checkbox"/>
Ground-floor maisonette	<input type="checkbox"/>	<input type="checkbox"/>
Upper-floor maisonette	<input type="checkbox"/>	<input type="checkbox"/>
Ground-floor bedsit	<input type="checkbox"/>	<input type="checkbox"/>
Upper-floor bedsit	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>

Is your home 'sheltered accommodation'?

Yes  No

Is there a lift?

Yes  No

 We will need to see proof.

## Rooms in your home

We need this information to ensure we put your application in the correct band. We may visit your home to check the information you give us.

**Main applicant**

**Joint applicant**


How many bedrooms are there in your current home?

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Do you have any other room(s) that you are using as a bedroom?

Yes  No

If yes, please say which room(s):

Do you require an extra bedroom for future fostering or adoption of a child? 

Yes  No

Please tell us who sleeps in each bedroom:

### Main applicant

Bedroom – single or double	Name	Relationship to you

### Joint applicant

Bedroom – single or double	Name	Relationship to you

Please also tell us about anyone who sleeps in a room that is not a bedroom (such as a lounge, dining room or conservatory).

If any of these rooms has a gas appliance, such as a gas fire or boiler, please write this in the last column:

Room	Name	Relationship to you	Gas appliance

**Is your home in poor repair?:**













If yes, we will send you an information leaflet to assist you


Yes  No

 We will need to see proof.

## 7. Reasons why you want / need to move home

Please tell us why you are applying to move home (tick all the boxes that apply).

Asked to leave by landlord	 <input type="checkbox"/>	Harassment	<input type="checkbox"/>	Property too small	<input type="checkbox"/>
Asked to leave by family/ friends	<input type="checkbox"/>	To give or receive care or support	 <input type="checkbox"/>	Property unsuitable due to poor conditions (only if you are a private tenant or own the property)	<input type="checkbox"/>
Cannot afford rent/mortgage/ upkeep of your home	 <input type="checkbox"/>	Living in temporary accommodation	<input type="checkbox"/>	Relationship breakdown (non-violent)	<input type="checkbox"/>
Leaving local-council care	 <input type="checkbox"/>	Loss of tied accommodation	 <input type="checkbox"/>	Release from prison	 <input type="checkbox"/>
Discharge from hospital	 <input type="checkbox"/>	Need to move on from supported accommodation	 <input type="checkbox"/>	To be nearer to work/ training	 <input type="checkbox"/>
Domestic violence/abuse	<input type="checkbox"/>	Neighbourhood problems/ vandalism/burglary	<input type="checkbox"/>	To live independently	<input type="checkbox"/>
Eviction order/ repossession	 <input type="checkbox"/>	Property to be demolished in regeneration area	<input type="checkbox"/>	To move nearer to special facilities such as a school/hospital	 <input type="checkbox"/>
HM Forces discharge	 <input type="checkbox"/>	Property too large	<input type="checkbox"/>	Homeless	<input type="checkbox"/>
Property unsuitable due to ill health/disability/mental health problem <b>Please also complete the Medical Assessment Form (ask your housing partner)</b>					<input type="checkbox"/>
Other (please state)					<input type="checkbox"/>

If you must leave your current home, tell us why, and the date you must move out: 

## Armed and Reserve Forces

Have you been discharged from HM Forces within the past 5 years (having served 3 years or more, or been medically discharged)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you currently serving in the Armed or Reserve Forces, or Former Reserve Forces, needing to move due to an injury or medical condition as a result of your service (and your current accommodation is no longer suitable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dates of service: From	To	
Are you a bereaved spouse/ civil partner of a member of the Armed Forces killed in service and needing to leave Services Family Accommodation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

 We will need to see proof.



## 8. Helping us assess housing need in Durham

Answering these questions will **not** affect the type of property you can bid for or the home you may eventually be housed in.

### a. Where you would prefer to live

Please tell us the areas where you want to live (up to 5 areas). You can find out what areas we have homes in from the Durham Key Options Areas List, which is available at [www.durhamkeyoptions.co.uk](http://www.durhamkeyoptions.co.uk) and is included in the Durham Key Options Application Pack.

If you wish to live in an area that is covered by a local lettings policy, we may need to contact you for further information. If you wish to live in the Chester-le-Street area, Cestria have a local lettings policy for all their homes.

### b. The type of home you want

Please tell us the type of home you would like to live in. Please tick all that apply:

House	<input type="checkbox"/>	Ground-floor maisonette	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Upper-floor maisonette	<input type="checkbox"/>
Ground-floor flat	<input type="checkbox"/>	Ground-floor bedsit	<input type="checkbox"/>
Upper-floor flat	<input type="checkbox"/>	Upper-floor bedsit	<input type="checkbox"/>
Sheltered	<input type="checkbox"/>		

### c. How many bedrooms you want

1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>
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### d. About your income

Please tell us how much income you receive a year (before tax and National Insurance are taken off). Please tick only one box:

	Main applicant	Joint applicant
Less than £10,000	<input type="checkbox"/>	<input type="checkbox"/>
£10,000 – £14,999	<input type="checkbox"/>	<input type="checkbox"/>
£15,000 – £19,999	<input type="checkbox"/>	<input type="checkbox"/>
£20,000 – £24,999	<input type="checkbox"/>	<input type="checkbox"/>
£25,000 – £29,999	<input type="checkbox"/>	<input type="checkbox"/>
£30,000 – £34,999	<input type="checkbox"/>	<input type="checkbox"/>
£35,000 – £60,000	<input type="checkbox"/>	<input type="checkbox"/>
More than £60,000	<input type="checkbox"/>	<input type="checkbox"/>

### e. If you own a property

If you own your property, please tell us how much equity you have in the property. (Equity means the value that belongs to you). Please tick only one box:

	Main applicant	Joint applicant
Zero or negative equity	<input type="checkbox"/>	<input type="checkbox"/>
Less than £10,000	<input type="checkbox"/>	<input type="checkbox"/>
£10,000 – £14,999	<input type="checkbox"/>	<input type="checkbox"/>
£15,000 – £19,999	<input type="checkbox"/>	<input type="checkbox"/>
£20,000 – £24,999	<input type="checkbox"/>	<input type="checkbox"/>
£25,000 – £29,999	<input type="checkbox"/>	<input type="checkbox"/>
£30,000 – £34,999	<input type="checkbox"/>	<input type="checkbox"/>
£35,000 – £60,000	<input type="checkbox"/>	<input type="checkbox"/>
More than £60,000	<input type="checkbox"/>	<input type="checkbox"/>

### f. Are you currently in paid employment?

Yes  No

## 9. Other housing options

### Mutual exchange

Council tenants with secure tenancies and most housing association tenants with assured tenancies can apply to exchange their accommodation. You cannot exchange with a tenant of leased or privately rented accommodation (ask your housing partner for further details).

Would you like to join our mutual exchange register?

Yes  No

If you tick this box, your information will be shared with other mutual exchange applicants.

### Affordable homeownership

Would you be interested in receiving information on affordable home ownership and shared ownership?

Yes  No

### Private rented properties

Would you be interested in a private rented property advertised through this scheme?

Yes  No

## 10. Any extra information

If you would like to provide any extra information to support your housing application, please use the space provided (continue on a separate sheet if necessary):

## 11. Criminal convictions

Do you, or anyone who wants to be rehoused with you, have any convictions, other than 'spent' convictions?

Yes  No

If yes, please give details:

Full name	Date of birth	Date of conviction	Convicting court (name)	Sentence	Details of offence

Are you, or anyone who wants to be rehoused with you, subject to a community sentence? Examples of a community sentence are Anti-Social Behaviour Orders (ASBOs) and Anti-Social Behaviour Injunctions (ASBIs). If yes, please give details:

Yes  No

Full name	Date of birth	Date of conviction	Convicting court (name)	Sentence	Details of offence

Have you, or anyone who wants to be rehoused with you, ever been known by any other names? If yes, give the name that is on this form and write any other names alongside:

Yes  No

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If you have ticked yes to any of the questions in section 11, the people you have listed must sign below to authorise us to do a police check on them.

Print name	Signature	Date

## 12. Data protection

Durham Key Options is made up of Accent Foundation, Cestria Community Housing Association, Dale and Valley Homes, Derwentside Homes, Durham County Council, East Durham Homes, livin Housing and Teesdale Housing Association.

The information you have given on this form will enable a partner in Durham Key Options to process your application in line with the relevant law and Durham Key Options' Lettings Policy. The information will be held on computer and on paper files. The information may also be given to other organisations or individuals but only to help process your application, to answer an enquiry, to improve our service or if we need to do so under the law.

Under the relevant law, Durham Key Options may disclose your information to the police and other authorities and organisations to prevent and detect fraud.

All the members of Durham Key Options are registered data controllers in accordance with the Data Protection Act 1998 and are registered for processing personal information under this law.

By signing the declaration below you confirm that you have read and understand this section. You also consent to your information being used and given to others in the ways we explain here and below in section 13.

## 13. Declaration

I/We have read and understood the summary of Durham Key Options Lettings Policy.

I/We certify that the details given in, or as supporting evidence to, this application represent a true record of my/our present circumstances.

I/We understand that it is an offence to give false information or withhold information relevant to my/our application and that if I/we do so, I/we could be liable to a fine of up to £5,000 (this figure is correct as at April 1997, but the amount could change in future).

I/We understand that Durham Key Options could take steps to withdraw an offer of accommodation or seek possession of a tenancy that has been granted as a result of a false statement I/we have made or that anyone acting on my/our behalf has made.

I/We understand that it is my/our responsibility to notify Durham Key Options if my/our circumstances change.

I/We authorise Durham Key Options to verify the information I/we have given in this form with agencies like the police, social services and the probation service, or doctors, landlords and any other relevant person, if they wish to do so.

I/We understand that if I/we are given accommodation with any of the partner landlords, I/we must keep to the conditions of the tenancy agreement we have with them.

I/We understand that, on occasion, I/We may receive a message from Durham Key Options by email or text but only for the purpose of notifying of policy changes, or to advise that properties I/We have expressed an interest in, are available to let.

	Signature	Print name	Date
Main applicant			
Joint applicant			

**Setting up home can be expensive and budgeting for bills, arranging insurance, finding affordable furniture and managing your finances can often be a daunting task.**

Monkey, a partnership project, funded through the Big Lottery Fund's Improving Financial Confidence (IFC) programme offers free support with:



Paying bills



Managing budgets



Claiming benefits



Getting the best rate on borrowing money



Managing debt



Finding quality affordable furniture



Finding affordable gas and electric



Setting up bank accounts



Savings



Home contents insurance

To receive free support from Monkey, sign below and return this form with your housing application. Monkey support is available to anyone who falls in bands A to E of Durham Key Options (DKO) Housing Lettings Policy.\*

### Declaration

"I understand this service is voluntary and give my consent for my personal details from the DKO application form ("the form") to be held on a secure database and shared only between organisations within the Monkey partnership, with the Big Lottery Fund or any successor body and any body contracted to carry out monitoring and evaluation of the improving financial confidence programme. The information processed and stored will be limited to that detailed upon the form specifically within the about you, ethnicity, nationality and about your income sections. My information will be used to enable partners within Monkey to provide me with advice and support in relation to financial, fuel and furniture issues and by the Big Lottery Fund (as defined above) and/or contractors (again as defined above) for monitoring/evaluation/reporting purposes. Provisions of any applicable Data Protection legislation will be complied with in the use and storage of any data. I consent to being contacted in future with regard to monitoring and evaluation of Monkey".

Main applicant	Signature	Print name	Date

If you require any further information before signing this form or have a complaint regarding the Monkey service please do not hesitate to contact the Monkey Project Team on **01388 424697**.

\*Currently excluding Accent Foundation tenants.



livin Housing, Farrell House,  
Arlington Way, DurhamGate,  
Spennymoor, Co Durham DL16 6NL  
**Telephone: 0300 111 2344**  
(Mobiles – charges vary)  
**0800 587 4538**  
(Free from landline)



Durham City Homes, Lumley House,  
Whitfield Court, St John's Road,  
Meadowfield Industrial Estate,  
Durham DH7 8XL  
**Telephone: 0191 301 8470**



Teesdale Housing Association  
14A Redwell Court, Harmire Industrial  
Estate, Harmire Road, Barnard Castle,  
County Durham, DL12 8BN  
**Telephone: 0800 18 16 80**



Derwentside Homes  
Greengates House, Amos Drive,  
Greencroft Industrial Estate,  
Stanley DH9 7YE  
**Telephone: 0845 850 5600**



Durham County Council  
Civic Centre, Crook,  
County Durham, DL15 9ES  
**Telephone: 03000 262 544**



East Durham Homes, 2 Meridian Court,  
Whitehouse Business Park, Peterlee,  
County Durham SR8 2RQ  
**Telephone: 0800 032 0835**  
From a mobile phone, call **0191 518 5497**



Dale & Valley Homes, 27 Longfield Road,  
South Church Enterprise Park, Bishop  
Auckland, County Durham DL14 6XB  
**Telephone: 0800 083 0333**



Cestria Community Housing Association  
Bowes Offices, Lambton Park,  
Chester-le-Street, County Durham  
DH3 4AN  
**Telephone: 0191 385 1900**



Accent Foundation, 52 - 54 Middle Street,  
Blackhall, Hartlepool TS27 4EA  
**Telephone: 0845 678 0573**  
(or 0345 from your mobile)



This document has been clarity-checked and awarded the  
Clear English Standard by Plain Language Commission  
([www.clearest.co.uk](http://www.clearest.co.uk)), which promotes clear and concise  
communication in documents and on websites.