

# HOUSING APPLICATION FORM

You can also make an online application at [www.propertypoolplus.org.uk](http://www.propertypoolplus.org.uk)

Knowsley, Liverpool, Wirral, Sefton and Halton Councils are committed to making information accessible to everyone. You can contact your local Property Pool Plus partner's office or visit [www.propertypoolplus.org.uk](http://www.propertypoolplus.org.uk) for assistance if you need information translated or in another format such as large print or audio.

این مجالس بلدیہ نوزلی، لیفرپول، ویرال، سیفٹن و ہالٹن ملٹزمون بجعل ای شخص یمکنہ الحصول علی المعلومات یمکنہ الاتصال علی مکتب شراکۃ مجمع المساکن الإثنافی بمنطقتک المحلیة او زیارة الموقع الإلکترونی [www.propertypoolplus.org.uk](http://www.propertypoolplus.org.uk) للحصول علی المساعدة إذا تحتاج الی ترجمة المعلومات او الحصول علی المعلومات فی شکل اخر مثل الخطوط الکبیرة او تسجيل صوتی.

(Arabic)

নোন্সলে (Knowsley), লিভারপুল (Liverpool), উইরাল (Wirral), সেফটন (Sefton) ও হাল্টন (Halton) কাউন্সিলেরা সকলে যাতে তথ্যগুলি পায় সে ব্যাপারে অঙ্গীকারবদ্ধ। সহায়তার জন্য আপনি আপনার স্থানীয় প্রপার্টি পুল প্লাস পার্টনার অফিসে যোগাযোগ করতে পারেন বা [www.propertypoolplus.org.uk](http://www.propertypoolplus.org.uk) এতে ভিজিট করতে পারেন যদি আপনি তথ্যটি অনুবাদ করতে বা অন্য ফরম্যাটে যেমন বড় হরফে বা অডিওতে পেতে চান।

(Bengali)

洛斯利 (Knowsley)、利物浦 (Liverpool)、偉盧 (Wirral)、石芙頓 (Sefton) 及哈頓 (Halton) 市議會均致力於提供住房資料給任何人士。如果您需要這些資料的翻譯本或其他形式的版本（如大字體或錄音帶），您可以向您當地的「Property Pool Plus」辦事處或到網站 [www.propertypoolplus.org.uk](http://www.propertypoolplus.org.uk) 尋求協助。

(Chinese – traditional)

洛斯利 (Knowsley)、利物浦 (Liverpool)、伟卢 (Wirral)、石芙顿 (Sefton) 及哈顿 (Halton) 市议会均致力于提供住房信息给任何人士。如果您需要这些信息的翻译本或其他形式的版本（如大字体或录音带），您可以向您当地的「Property Pool Plus」办公室或到网站 [www.propertypoolplus.org.uk](http://www.propertypoolplus.org.uk) 寻求协助。

(Chinese – simplified)

नोज्ले (Knowsley), लिवरपूल (Liverpool), विराल (Wirral), सेफ्टन (Sefton) और हल्टन (Halton) परिषदें हर किसी को जानकारी सुलभ बनाने के लिए प्रतिबद्ध हैं। अगर आप जानकारी अनुवाद या बड़े फ़ॉन्ट या ऑडियो जैसे दूसरे फ़ॉर्मेट में चाहते हैं, तो सहायता के लिए आप अपने स्थानीय संपत्ति पूल प्लस साझेदार के कार्यालय से संपर्क कर सकते हैं या [www.propertypoolplus.org.uk](http://www.propertypoolplus.org.uk) पर जा सकते हैं।

(Hindi)

ئەنجومەنتی ئۆسلی و لیفرپول و سیفٹن و ھالٹن پابەند بەوەی کە ھەموو کەسێک زانیاریەکانیان بە دەست دەکەوێت. بۆ ھاوکاری دەتوانیت پەیوەندی بکەیت بە تۆفەسی پێڕەیتی پول پلاس (Property Pool Plus) لە ناوچەکەت خۆتاشا پان سەردانی ئاڵپەری [www.propertypoolplus.org.uk](http://www.propertypoolplus.org.uk) بکە. ئەگەر پێویستت بەوە ھەموو زانیاریەکان وەرگیردێت بۆ سەر زمانێکی تر یان بە شیوازیکی تر بێت وەکۆ چاپی کەرە یان بە دەنگ.

(Kurdish)

Rady Miejskie Knowsley, Liverpool, Wirral, Sefton i Halton z zaangażowaniem pracują, aby informacje były dostępne dla wszystkich. Prosimy skontaktować się z miejscowym biurem partnerskim programu wynajmu mieszkań Property Pool Plus lub odwiedzić stronę internetową [www.propertypoolplus.org.uk](http://www.propertypoolplus.org.uk) po pomoc w uzyskaniu przetłumaczonej informacji lub w innym formacie, jak dużym drukiem lub audio.

(Polish)

Os Municípios de Knowsley, Liverpool, Wirral, Sefton e Halton estão empenhados em tornar as informações acessíveis a todas as pessoas. Pode contactar o seu gabinete imobiliário da Property Pool Plus local ou visitar o site: [www.propertypoolplus.org.uk](http://www.propertypoolplus.org.uk) para obter auxílio se precisar de obter informação traduzida ou em um outro formato, tal como impressão grande ou áudio.

(Portuguese)

Мэрии районов Нюесли, Ливерпуля, Сефтона и Халтона прилагают все усилия для того, чтобы сделать информацию доступной для всех. Если вам нужно получить информацию в ином формате, как например, крупным шрифтом или аудиозаписью, либо в переводе на другой язык, обращайтесь в местное отделение агентства арендования социального жилья Property Pool Plus либо посетите сайт [www.propertypoolplus.org.uk](http://www.propertypoolplus.org.uk).

(Russian)

Knowsley, Liverpool, Wirral, Sefton a Halton Councils sú zaviazané sprístupniť informácie pre všetkých. Ak potrebujete preklad danej informácie alebo informáciu v inom formáte, napríklad ako veľký výtlačok alebo zvukový záznam, kontaktujte kanceláriu miestneho partnera spoločnosti Property Pool Plus alebo navštívte webovú stránku [www.propertypoolplus.org.uk](http://www.propertypoolplus.org.uk).

(Slovak)

Knowsley, Liverpool, Wirral, Sefton ve Halton Belediyeleri bilgilerin herkese ulaşabilir olmasını taahhüt ediyor. Eğer bilginin tercümesine veya büyük baskı veya işitsel gibi bir başka biçimine ihtiyacınız varsa yardım için bölgenizdeki Property Pool Plus ortaklık bürosu ile temasa geçebilirsiniz veya [www.propertypoolplus.org.uk](http://www.propertypoolplus.org.uk) 'ı ziyaret edebilirsiniz.

(Turkish)

نوسلی (Knowsley)، لیفرپول (Liverpool)، ویرال (Wirral)، سیفٹن (Sefton) اور ہالٹن (Halton) کونسلین ہر ایک کے لیے معلومات کی رسائی کو یقینی بنانے کے لیے پرعزم ہیں۔ آپ اپنے مقامی پراپرٹی پول پلاس پارٹنر دفتر سے رابطہ یا اگر آپ کو معلومات کا ترجمہ یا کوئی اور فارمیٹ جیسا کہ پڑا پرنٹ یا آڈیو درکار ہو تو مدد کے لیے [www.propertypoolplus.org.uk](http://www.propertypoolplus.org.uk) ملاحظہ کر سکتے ہیں۔

(Urdu)

This is the housing application form for the Property Pool Plus Choice Based Letting Scheme. All of the partners involved in this scheme are listed in section 21.

- The 'Help' box on the right hand side of each page gives advice on completing each section; please read carefully before answering the questions.
- Please complete the form in ink and answer all the questions that apply to you as this will help us to assess your application and decide which priority Band your application will be placed in.
- Where there is a choice of answers put a tick V in the appropriate box.
- Make sure the information you provide is correct and complete. If you do not fill in the form properly or give us all the information we need we will return it to you and this may delay your application.

For more information about how Property Pool Plus works please refer to the information booklet for housing applicants.

# 1. PROOF YOU NEED TO PROVIDE

For your application to be assessed you will need to provide the supporting documents outlined below, which can be submitted to your local Property Pool Plus Office. We may also require further evidence in relation to your current housing situation, in which case we will contact you further. Please Note – One document may satisfy all three requirements listed below e.g. a Benefit Agency Letter will act as proof of National Insurance Number, Proof of Residence, and Proof of ID, in which case there is no need to provide three separate documents.

## **Proof of National Insurance Number**

Proof of National Insurance Number for you and your joint applicant (if you have one). It will help if you can also provide the National Insurance Number of all adults listed.

## **Proof of Identification**

Proof of Identification for you and your joint applicant (if you have one). Here are some examples of the types of document will be accepted:

- Current Full passport
- Current UK or EEA photo card Driving Licence (full or provisional)
- Current full UK Driving Licence old paper style (old style provisional not acceptable)
- Current Blue Disabled Driver Badge
- Current Inland Revenue Notification/ Tax Assessment
- Current Residence permit (issued by Home Office for EU Nationals)
- Armed Forces ID card
- Benefit Agency letter
- Birth certificate

## **Proof of Residence**

Proof of Residence for all members of the household. Here are some examples of the types of documents that will be accepted:

- Current UK or EEA photo card Driving Licence (full or provisional)
- Recent Bank/Building Society Statement
- Council Tax Bill
- Recent Utility Bill (Gas/Electric/Water/Cable TV) – Not mobile phone bill
- Child Tax Credit award letter
- Child Benefit award letter

## **Reference**

- You will also need to provide 1 reference from your current or previous landlord if you have one.

References from family members or friends will not be accepted. If an applicant is unable to provide a landlord reference we will consider accepting an alternative such as:

- Proof of rent payment – e.g. bank statement
- Letter from a support worker
- Housing benefit statement

## **Other Proof**

- Proof of pregnancy (MATB1 form) if you or any member of your household is pregnant.
- Proof of access arrangements where dependent children are not living with you.

**Your application will not be accepted unless you attach all of the necessary information required.**

If you are having difficulty getting hold of proofs please contact your local Property Pool Plus office to discuss other options.

## **HELP**

If you are posting this form to us, please send photocopies of your proof documents and not original papers. Please ensure the proof provided hasn't expired.

## 2. EQUAL OPPORTUNITIES

All the partners in the Property Pool Plus Scheme are striving to be equal opportunities employers and providers of services. To help us monitor the success of the equal opportunities policy, it will help if you can provide the information below for all household members included on this form. We will only use this information to monitor, develop and improve our housing policy.

**A. What is your ethnic group?** Please tick one box only for each person

	You	Joint Applicant
<b>White</b>		
British/Welsh/Scottish/ Northern Irish	<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
(Please provide details)	<input type="text"/>	<input type="text"/>
<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"/>
Other mixed background	<input type="checkbox"/>	<input type="checkbox"/>
(Please provide details)	<input type="text"/>	<input type="text"/>
<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"/>
Other Asian Background	<input type="checkbox"/>	<input type="checkbox"/>
(Please provide details)	<input type="text"/>	<input type="text"/>
<b>Black or Black British</b>		
Black British	<input type="checkbox"/>	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
African	<input type="checkbox"/>	<input type="checkbox"/>
Somalian	<input type="checkbox"/>	<input type="checkbox"/>
Nigerian	<input type="checkbox"/>	<input type="checkbox"/>
Other African	<input type="checkbox"/>	<input type="checkbox"/>
Other Black Background	<input type="checkbox"/>	<input type="checkbox"/>
(Please provide details)	<input type="text"/>	<input type="text"/>
<b>Other Ethnic Group</b>		
Arab	<input type="checkbox"/>	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	<input type="checkbox"/>
Yemeni	<input type="checkbox"/>	<input type="checkbox"/>
Gypsy	<input type="checkbox"/>	<input type="checkbox"/>
Traveller*	<input type="checkbox"/>	<input type="checkbox"/>
Others	<input type="checkbox"/>	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>

\* Traveller is defined as a specific ethnic group who may belong to a variety of racial backgrounds. For this reason, if you consider yourself to be a traveller, you may also tick another category which indicates your racial background.

**B. Please describe your sexuality**

	You	Joint Applicant
Bi-sexual	<input type="checkbox"/>	<input type="checkbox"/>
Gay man	<input type="checkbox"/>	<input type="checkbox"/>
Gay woman/Lesbian	<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 describe	<input type="checkbox"/>	<input type="checkbox"/>

**C. Please describe your Religion**

	You	Joint Applicant
Bahai	<input type="checkbox"/>	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	<input type="checkbox"/>
Christian*	<input type="checkbox"/>	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	<input type="checkbox"/>
Jain	<input type="checkbox"/>	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>

\* Includes Church of England, Catholic, Protestant and all other Christian denominations

**D. Do you or anyone included in your application have a disability?**

Under the Equality Act 2010, a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities.

	You	Joint Applicant
Do you meet this definition of disability	<input type="checkbox"/>	<input type="checkbox"/>

3. YOUR DETAILS

MAIN APPLICANT

Title:

First names:

Surname:

Have you ever been known by any other name (including a previous marriage)? If YES, please state here:

Date of Birth:

National Insurance Number:

Gender: Male ☐ Female ☐

Is this the same gender you were assigned at birth? YES ☐ NO ☐

Address:

Postcode:

When did you move into this property?

Correspondence name and address if different from above:

Postcode:

Correspondence address description (e.g. friend, solicitor, postal address etc.)

Telephone number:

Home:

Work:

Mobile:

Email address:

Are you pregnant?  
YES ☐ NO ☐  
If YES, please give details when the baby is due:

Due date:

Do you have a child or children to whom you have regular access and want them to stay with you from time to time?  
YES ☐ NO ☐  
How often do they stay with you?  
At weekends ☐ Weekly ☐  
Monthly ☐ During holidays ☐  
Other ☐

Please tick if you have any of the following:  
A joint residence order ☐  
A contact order ☐  
Agreed informal access arrangements ☐

**Income/employment status**  
Please tick;  
Full time work (30+ hours per week) ☐  
Part time work (16+ hours per week) ☐  
Part time work (less than 16 hours per week) ☐  
Retired ☐  
Not seeking work ☐  
Government/New Deal training ☐  
Full-time student ☐  
Job seeker ☐  
Unable to work due to long term sickness or disability ☐

What is your nationality?

Are you or anyone in your household subject to immigration control?  
YES ☐ NO ☐  
If YES, please give details:

**HELP**  
If you are applying as a joint applicant with someone else you should include their details in the joint applicant column throughout this form.

Your title, name and surname should be as it appears on any official documentation.

Your National Insurance Number can be found on any official document e.g. P60, National Insurance Card, medical card or wage slip.

**Please give the full address of where you currently live including the post code.**

If you would like correspondence to be sent to a separate address (for example, if you are escaping domestic violence) please give us the details, but please make sure you are in regular contact with this address.

Housing Providers are required to collect information about income and employment status for all applicants. It will also help us to advise you if you will be entitled to help with your rent.

**Important note:** We need to make sure all applicants requesting accommodation have a legal right to remain in the country. If you are subject to immigration control, we may not be able to accept your application.

Please provide documentary proof of the current immigration status for everyone included with your application. It may be necessary for us to contact the Home Office to check the information you have provided in this section or to ask for more information about you or any other person included on this form.



## JOINT APPLICANT

Title:

First names:

Surname:

Have you ever been known by any other name (including a previous marriage)? If YES, please state here:

Date of Birth:

National Insurance Number:

Gender: Male ☐ Female ☐

Is this the same gender you were assigned at birth? YES ☐ NO ☐

Relationship to you:

Address:

Postcode:

When did you move into this property?

Correspondence name and address if different from above:

Postcode:

Correspondence address description (e.g. friend, solicitor, postal address etc.)

Telephone number:

Home:

Work:

Mobile:

Email address:

Are you pregnant?

YES ☐ NO ☐

If YES, please give details when the baby is due:

Due date:

Do you have a child or children to whom you have regular access and want them to stay with you from time to time?

YES ☐ NO ☐

How often do they stay with you?

At weekends ☐ Weekly ☐

Monthly ☐ During holidays ☐

Other ☐

Please tick if you have any of the following:

A joint residence order ☐

A contact order ☐

Agreed informal access arrangements ☐

### Income/employment status

Please tick;

Full time work (30+ hours per week) ☐

Part time work (16+ hours per week) ☐

Part time work (less than 16 hours per week) ☐

Retired ☐

Not seeking work ☐

Government/New Deal training ☐

Full-time student ☐

Job seeker ☐

Unable to work due to long term sickness or disability ☐

What is your nationality?

Are you or anyone in your household subject to immigration control?

YES ☐ NO ☐

If YES, please give details:

## HELP

If your joint applicant is your partner, they will be expected to share a bedroom with you unless there is a particular reason e.g. severe medical problems. Normally, a joint applicant will be your partner but could be your parent, adult child, brother, sister or close friend.

## 4. YOUR HOUSEHOLD

Please give information about the people (except yourself and your joint applicant) who will be living with you permanently;

First name:

Surname:

Has this person ever been known by any other name(including a previous marriage)?  
If yes, please state here:

Date of Birth:

National Insurance Number:

Gender: Male ☐ Female ☐

Is this the same gender you were assigned at birth? YES ☐ NO ☐

Relationship to you:

Shares a bedroom with main applicant?  
YES ☐ NO ☐

Shares a bedroom with another household member (not main or joint applicant)?  
YES ☐ NO ☐

Pregnant? YES ☐ NO ☐

Due date:

Do you have a child or children to whom you have regular access and want them to stay with you from time to time?

YES ☐ NO ☐

How often do they stay with you?

At weekends ☐ Weekly ☐  
Monthly ☐ During holidays ☐  
Other ☐

Please tick if you have any of the following:

A joint residence order ☐

A contact order ☐

Agreed informal access arrangements ☐

Income/employment status:

First name:

Surname:

Has this person ever been known by any other name(including a previous marriage)?  
If yes, please state here:

Date of Birth:

National Insurance Number:

Gender: Male ☐ Female ☐

Is this the same gender you were assigned at birth? YES ☐ NO ☐

Relationship to you:

Shares a bedroom with main applicant?  
YES ☐ NO ☐

Shares a bedroom with another household member (not main or joint applicant)?  
YES ☐ NO ☐

Pregnant? YES ☐ NO ☐

Due date:

Do you have a child or children to whom you have regular access and want them to stay with you from time to time?

YES ☐ NO ☐

How often do they stay with you?

At weekends ☐ Weekly ☐  
Monthly ☐ During holidays ☐  
Other ☐

Please tick if you have any of the following:

A joint residence order ☐

A contact order ☐

Agreed informal access arrangements ☐

Income/employment status:

### HELP

For each of the people to be rehoused, **not including** you and your joint applicant, please give their name, date of birth, sex and relationship to you including children for whom you receive Child Benefit. You do not need to provide a National Insurance Number for anyone under 16 years.

Applicants who are part of a couple will be expected to share a bedroom.

We need this information to decide whether or not they are eligible to be included on your application and this will affect how many bedrooms you are eligible for. You need to be able to demonstrate they will be moving with you when rehoused. Normally only children for whom you claim Child Benefit and adult children who live with you permanently, will be considered in any assessment for overcrowding or bedroom space.

### HELP

Please answer the Income / Employment status question for each of the people to be rehoused, by indicating in the answer which option applies from the following list:

- Full time work (30+ hours per week)
- Part time work (16+ hours per week)
- Part time work (less than 16 hours per week)
- Retired
- Not seeking work
- Government/New Deal training
- Full-time student
- Job seeker
- Unable to work due to long term sickness or disability

First name:

Surname:

Has this person ever been known by any other name(including a previous marriage)?  
If yes, please state here:

Date of Birth:

National Insurance Number:

Gender: Male ☐ Female ☐

Is this the same gender you were assigned at birth? YES ☐ NO ☐

Relationship to you:

Shares a bedroom with main applicant?  
YES ☐ NO ☐

Shares a bedroom with another household member (not main or joint applicant)?  
YES ☐ NO ☐

Pregnant? YES ☐ NO ☐

Due date:

Do you have a child or children to whom you have regular access and want them to stay with you from time to time?

YES ☐ NO ☐

How often do they stay with you?

At weekends ☐ Weekly ☐  
Monthly ☐ During holidays ☐  
Other ☐

Please tick if you have any of the following:

A joint residence order ☐

A contact order ☐

Agreed informal access arrangements ☐

Income/employment status:

First name:

Surname:

Has this person ever been known by any other name(including a previous marriage)?  
If yes, please state here:

Date of Birth:

National Insurance Number:

Gender: Male ☐ Female ☐

Is this the same gender you were assigned at birth? YES ☐ NO ☐

Relationship to you:

Shares a bedroom with main applicant?  
YES ☐ NO ☐

Shares a bedroom with another household member (not main or joint applicant)?  
YES ☐ NO ☐

Pregnant? YES ☐ NO ☐

Due date:

Do you have a child or children to whom you have regular access and want them to stay with you from time to time?

YES ☐ NO ☐

How often do they stay with you?

At weekends ☐ Weekly ☐  
Monthly ☐ During holidays ☐  
Other ☐

Please tick if you have any of the following:

A joint residence order ☐

A contact order ☐

Agreed informal access arrangements ☐

Income/employment status:

If you require space to add more than four additional household members, please contact your Property Pool Plus Administering Scheme Partner for an additional form, or submit details on a separate sheet of paper.



If anyone listed above does not live with you now, please give their name and address and tell us why they are not living with you.

Name	Address	Why are they not living with you?

5. OTHER PEOPLE LIVING IN YOUR PRESENT HOME

Please give details of anyone living with you at present who will not be moving with you;

Title	Surname	First Name	Date of Birth	Sex (M/F)	Relationship to you	Part of a couple (Y/N)

6. CONTACTING YOU

How best can we contact you?

Home telephone

Work telephone

Mobile telephone

Text to mobile

Email

Home visit

Posted letter

☐

☐

☐

☐

☐

☐

☐

When is the best time to contact you during normal office hours?

If English is not your first language, in what language do you communicate?

Do you need;

An interpreter

Translation service

Information in Braille

Large text

☐

☐

☐

☐

☐

7. REHABILITATION OF OFFENDERS ACT 1974

Have you (or anyone on your application), had any criminal convictions? (Do not include 'spent' convictions).

YES ☐

NO ☐

Do you (or anyone in your application) have a probation officer?

YES ☐

NO ☐

If you have answered YES to either of the above questions, please give details:

You will need to provide confirmation of the pregnancy (Form MATB1) As soon as you provide a copy of the birth certificate we will include the new child on your application.

We will need to see proof of any access arrangements such as a copy of the residence order or solicitor's letter.

HELP

It is important you tell us about everyone you currently live with as it will help us decide if you are overcrowded and which Band you should be placed in.

HELP

Please tell us how and when you can be contacted during office hours, and remember to tell us if these details change. If you prefer text or e-mail messages please ensure you check your messages daily

Information about your preferred language and other contact needs will help us when we make contact with you.

Answering **yes** to this question may not prevent you from being included on the waiting list but any offer will be conditional on you being able to demonstrate that you are capable of maintaining the terms and conditions of a new tenancy. In most cases, a conviction will be 'spent' when the rehabilitation period has expired. We may contact you for more information.

8. ABOUT THE HOME YOU LIVE IN NOW

	You	Joint Applicant
When did you move into your present home?		
In your current home are you;		
Housing Association tenant		
Private tenant		
Owner occupier or with a mortgage		
Shared ownership		
Council tenant		
With family/friends		
Tied tenancy		
In residential care		
Lodger		
In temporary accommodation		
In hospital		
In prison		
Armed Forces accommodation		
In supported accommodation		
In a hostel		
Children’s home or foster placement		
Other, please describe:		
You:	Joint Applicant:	

**Main Applicant:**  
If you are the tenant of this property, please give details;

Landlord’s name:

Landlord’s address:

Postcode:

Landlord’s telephone number:

**Joint Applicant:**  
If you are the tenant of this property, please give details;

Landlord’s name:

Landlord’s address:

Postcode:

Landlord’s telephone number:

**HELP**  
It is important that you give this information so that your application can be correctly assessed.

**HELP**  
We will use this information to contact your landlord for a reference or check your tenancy history.

## 9. WHAT TYPE OF HOUSING DO YOU LIVE IN?

### What type of housing do you currently live in?

House	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>
Flat	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>
Bedsit	<input type="checkbox"/>	Caravan	<input type="checkbox"/>
Other	<input type="checkbox"/>		

How many bedrooms are there in your present home? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6+ ☐

How many living rooms are there in your home?

If a flat/maisonette, what floor level is this property on?

Basement ☐ Ground ☐ First ☐ Second ☐ Third ☐ Fourth ☐ Fifth or above ☐

Is there a lift? YES ☐ NO ☐

Are you living in supported accommodation where there is a support worker or warden?

YES ☐ NO ☐

### Please describe the condition of your property

Are you living in a property in disrepair? YES ☐ NO ☐

If YES, does the disrepair affect your health or safety? YES ☐ NO ☐

What is the disrepair?

Have you reported the disrepair to your landlord? YES ☐ NO ☐

If YES, what has your landlord done about it?

If YES, have you reported this to your Local Authority?

YES ☐ NO ☐

### Your pets

Do you have any pets to be rehoused with you? YES ☐ NO ☐

If yes, please tell us what kind and how many?

### HELP

This section is about the type and size of property you live in. It is important, because it will help us to decide what priority Band you might be eligible to be placed in.

If you are already living in supported accommodation, we will assess whether you will still need that support if you move.

It is important you contact your landlord or your Local Authority Environmental Health team if you believe your current home is in disrepair.

Pets are not allowed in some properties.

# 10. ABOUT YOUR PREVIOUS ADDRESSES

Please give details of where you, or anybody who wants housing with you, have lived in the past five years, not including your current address. We may use this information to get references from your previous landlords or check your tenancy history. Please start with your most recent address.

Name:

Address:

Dates: 

(From)

(To)

Type of tenure: (e.g. private tenant, with family/friends)

Reason for leaving this address:

Name & address of Landlord:

Name:

Address:

Dates: 

(From)

(To)

Type of tenure: (e.g. private tenant, with family/friends)

Reason for leaving this address:

Name & address of Landlord:

Name:

Address:

Dates: 

(From)

(To)

Type of tenure: (e.g. private tenant, with family/friends)

Reason for leaving this address:

Name & address of Landlord:

Name:

Address:

Dates: 

(From)

(To)

Type of tenure: (e.g. private tenant, with family/friends)

Reason for leaving this address:

Name & address of Landlord:

## HELP

It is important that you tell us about any previous addresses for both you and your joint applicant for the past 5 years. Failure to provide accurate historical tenancy information will affect your application.

Possible reasons for leaving an address could include any of the following examples -

- 1. affordability
- 2. property size too small
- 3. victim of antisocial behaviour
- 4. eviction
- 5. End of tenancy
- 6. Non renewal of tenancy.

Failure to provide accurate historical tenancy information may affect your application.

Name:  Address:

Dates:  (From)  (To)

Type of tenure: (e.g. private tenant, with family/friends)

Reason for leaving this address:

Name & address of Landlord:

Name:  Address:

Dates:  (From)  (To)

Type of tenure: (e.g. private tenant, with family/friends)

Reason for leaving this address:

Name & address of Landlord:

## 11. EXTRA INFORMATION

Do you (or anyone on your application) owe arrears or other housing related debt at your present address or from any previous address?

YES ☐ NO ☐

Has legal action been taken against you (or anyone on your application) due to anti social behaviour (ASB), harassment or nuisance?

YES ☐ NO ☐

If you have answered YES to either of the two previous questions, please give full information below:

### HELP

Answering yes may not prevent you from being included on the waiting list. However;

- For rent arrears, any offer will be conditional on you being able to demonstrate you have made and kept to an agreement to reduce the debt
- For ASB, any offer will be on condition that you can show you have changed your behaviour and can keep to the terms and conditions of a new tenancy. Please provide details of any actions taken against you or anyone listed in Sections 3 and 4 in relation to any tenancy held.

If you are granted a tenancy, and it is found you have withheld information, you may have the tenancy taken away from you.

12. REASONS WHY YOU WANT TO MOVE

Please tick the boxes which apply. (You may tick more than one)

Relationship breakdown	<input type="checkbox"/>	Need a smaller property	<input type="checkbox"/>
Losing tied tenancy	<input type="checkbox"/>	Need a larger property	<input type="checkbox"/>
Unable to afford mortgage	<input type="checkbox"/>	Health reasons	<input type="checkbox"/>
Unable to afford rent	<input type="checkbox"/>	Threat of eviction by landlord	<input type="checkbox"/>
Living apart from family	<input type="checkbox"/>	Repossession / Eviction	<input type="checkbox"/>
To live independently	<input type="checkbox"/>	Landlord selling property	<input type="checkbox"/>
Home in poor condition	<input type="checkbox"/>	Neighbourhood problems	<input type="checkbox"/>
Asked to leave by family/friends	<input type="checkbox"/>	Victim of racial harassment	<input type="checkbox"/>
Need a different area	<input type="checkbox"/>	Victim/fear of hate crime	<input type="checkbox"/>
Need sheltered housing	<input type="checkbox"/>	Homeless or about to become homeless	<input type="checkbox"/>

Other ☐  
Please explain:

Are you suffering from domestic abuse? YES ☐ NO ☐

If YES, can we contact you at this address? YES ☐ NO ☐

If NO, please make sure you have filled in your correspondence details in Section 3

Are you concerned about losing your tenancy and would like advice? YES ☐ NO ☐

Are you concerned about affording your rent, mortgage or bills and would like advice? YES ☐ NO ☐

If Yes please give details:

HELP

This may help us decide what band you are eligible for or whether you might need advice from another agency.

If you have answered yes to these questions, please give details and we will ask the relevant team to contact you.



13. YOUR HEALTH AND SOCIAL CARE NEEDS

Do you consider yourself or anyone in your household to have any health, disability, welfare or other special needs which are affected by your accommodation?

YES NO

If YES, please tick as appropriate below;

Does anyone on your application;	You	Joint applicant	Any other household member
Mental health illness			
Learning disability			
Wheelchair user			
Audio impairment			
Visual impairment			
Poor or limited mobility			
Other long term illness			

Please give further details of how these are affected by your accommodation:

**You:**

**Other household member:**

Do you;	You	Joint applicant	Any other household member
Need anyone to help look after you?			
Need a bedroom for an overnight carer?			
Have a support worker			
Have a social worker			

Please provide contact details if you have ticked any of the above 4 options:

14. TYPE OF HOME YOU WISH TO MOVE TO

Please tick below the type and size of home you wish to move to (you may tick more than 1 box);

<b>Type</b>	Low rise flat		Multi-storey flat		Maisonette	
	Bungalow		House			
<b>Size</b>	Bedsit		One bedroom		Two bedroom	
	Three bedroom		Four bedroom		Five or more bedrooms	

Please tick if you would like to be considered for the following (you may tick more than one box);

Gound floor accomodation		An adapted property	
Sheltered accommodation		Extra Care accommodation	
Supported accommodation		Shared accommodation (with compatible individuals)	

When do you hope to move to social housing?

In the next 12 months		In the next 1 to 3 years	
More than 3 years time		More than 10 years time	
Not sure, I have just applied in case I need to in the future			

HELP

If you answer yes to these questions, we will send a separate assessment form to you and the information you give in that form could affect the priority Band you are placed in. For example, if you have a health condition and your present housing is unsuitable for your needs, you may be placed in a priority Band.

If you have a medical condition for which we consider it essential you have a live-in carer, you may be entitled to a property with an extra bedroom for that carer.

Please tell us if you receive support from any other agency and we can make sure they are involved in your rehousing.

HELP

Please note that the type and size of accommodation which you are eligible to bid for will depend on size and age of your household.

- A bedsit is where the living room and bedroom are combined. There may be a separate kitchen.
- Adapted properties are normally allocated to people who will make best use of the adaptations.
- Sheltered housing is for older applicants providing independent living with security and support.

Extra care accommodation offers 24 hour support. Arrangements for lettings vary between all partners depending on age, eligibility and support needs. We will contact you with more information.

# 15. LOCAL CONNECTION

Applicants can ask for a move to another Local Authority Area.

However, in order to give reasonable preference to local residents, applicants will only be considered for one of the priority Bands in another Local Authority Area if they can demonstrate a local connection within that area. To demonstrate a local connection, an applicant must satisfy at least one of the following criteria:

- A Have lived in the Local Authority for 6 months out of the last 12 months, or 3 years out of the last 5 years.**
- B Have a permanent job in the Local Authority Area.**
- C Have a close family association (parent, adult child or adult brother/sister) who is currently living in the Local Authority Area and have done so for more than 5 years**
- D Have a need to be in a specific Local Authority Area to be near to a particular health facility for long term treatment.**
- E Have a need to be in a specific Local Authority Area to give or receive caring support.**

Those applicants who ask for a move to another Local Authority Area but do not have a local connection will be placed in Band E.

## HALTON

Connection type: A ☐ B ☐ C ☐ D ☐ E ☐

Connection details:

## KNOWSLEY

Connection type: A ☐ B ☐ C ☐ D ☐ E ☐

Connection details:

## LIVERPOOL:

Connection type: A ☐ B ☐ C ☐ D ☐ E ☐

Connection details:

## SEFTON:

Connection type: A ☐ B ☐ C ☐ D ☐ E ☐

Connection details:

## WIRRAL:

Connection type: A ☐ B ☐ C ☐ D ☐ E ☐

Connection details:

## HELP

Only to be completed by applicants asking to move to another Local Authority area including those from outside the Property Pool Plus Scheme area.

Applicants can be included on the Property Pool Plus database for any area. However, you will only be considered for one of the priority Bands if you can demonstrate a local connection with that area. Please tick the section that describes your connection with the area and if appropriate, provide the additional information requested.

We will check the reasons for your local connection.

If you have lived in the Local Authority for 6 out of the last 12 months or 3 out of the last 5 years, then this must have been your main home from which you made your last benefit claim or paid income tax or NI contributions.

## 16. MUTUAL EXCHANGES

For many tenants, the best way of finding a more suitable home, is to find another tenant to swap homes with. This is called a mutual exchange.

Would you like more information about the mutual exchange scheme?

YES ☐ NO ☐

Would you like to register on the mutual exchange scheme?

YES ☐ NO ☐

## 17. CONNECTIONS TO THE PROPERTY POOL PLUS SCHEME COUNCILS OR SCHEME LANDLORDS

Please refer to the lists of Scheme Councils and Scheme Landlords in Section 21;

Are you or anyone included in this application (please tick);

Employed by any of the Scheme Councils or Scheme Landlords? ☐

Related to anyone employed by any of the Scheme Councils or Scheme Landlords? ☐

A Board or Committee Member of any of the Scheme Landlords? ☐

Related to a Board or Committee Member of any of the Scheme Landlords? ☐

A Councillor of any of the Scheme Councils? ☐

Related to a Councillor of any of the Scheme Councils? ☐

If you have answered yes to any of these questions please provide the following;

Name of employee, Board or Committee Member or Councillor:

Address of employee, Board or Committee Member or Councillor:

Relationship (if appropriate):

Employer / Landlord / Council:

Type of employment:

Date of employment:

### HELP

A mutual exchange is where tenants swap properties.

Only complete this section if you are the tenant of one of the Property Pool Plus Scheme Landlords listed in Section 20.

### HELP

This information is needed to reinforce our commitment to Equal Opportunities by demonstrating we do not give preferential treatment to applicants in these circumstances. When an offer is identified, support from a Senior Officer of the Scheme Landlord is needed before the offer will be made to anyone who has completed this section

# 18. WHERE WOULD YOU PREFER TO LIVE?

This information is used to help us plan for providing homes in the future. You will still need to bid for advertised vacancies and you can apply for vacancies in any of the areas. You do not need to choose more than one Local Authority area. For information purposes only, please put a tick next to the areas where you would consider living. At the bottom of the page please choose your six preferred areas - Where you have requested this, these may be used to assist with auto bidding. (For applicants applying in Knowsley and Liverpool you can include the sub areas which can be found in the information booklet for these areas).

## HALTON

- ☐ Boston
- ☐ Brookvale
- ☐ Castle Rise
- ☐ Castlefields
- ☐ Central Widnes
- ☐ Crow Wood
- ☐ Ditton
- ☐ Fairfield
- ☐ Farnworth
- ☐ Hale Bank
- ☐ Hallwood Park
- ☐ Hale Village
- ☐ Halton Brook
- ☐ Halton Lodge
- ☐ Halton Road
- ☐ Halton View
- ☐ Halton Village
- ☐ Higher Runcorn
- ☐ Ivy Street
- ☐ Kingsway
- ☐ Lugsdale
- ☐ Moore
- ☐ Murdishaw
- ☐ Palacefields
- ☐ Preston Brook
- ☐ Runcorn
- ☐ Runcorn Old Town
- ☐ Stenhills
- ☐ Stewards
- ☐ The Brow
- ☐ The Grange
- ☐ Upton / Hough Green
- ☐ West Bank
- ☐ Weston Point
- ☐ Weston Village
- ☐ Widnes
- ☐ Windmill Hill

## KNOWSLEY

- ☐ Cronton
- ☐ Halewood
- ☐ Huyton
- ☐ Knowsley Village
- ☐ Kirkby/ Northwood
- ☐ Kirkby/ Southdene
- ☐ Kirkby/ Towerhill
- ☐ North Huyton
- ☐ Prescot
- ☐ Stockbridge Village
- ☐ Westvale
- ☐ Whiston

## LIVERPOOL

- ☐ Aigburth
- ☐ Allerton
- ☐ Anfield
- ☐ Belle Vale
- ☐ Broadgreen
- ☐ Childwall
- ☐ City Centre
- ☐ Clubmoor
- ☐ Croxteth
- ☐ Croxteth Country Park
- ☐ Deysbrook
- ☐ Dingle
- ☐ Dovecot
- ☐ Edge Hill
- ☐ Everton
- ☐ Fairfield
- ☐ Fazakerley
- ☐ Garston
- ☐ Gateacre
- ☐ Hunts Cross
- ☐ Kensington
- ☐ Kirkdale
- ☐ Knotty Ash
- ☐ Mossley Hill
- ☐ Netherley
- ☐ Norris Green
- ☐ Old Swan
- ☐ Speke
- ☐ Stoneycroft
- ☐ Toxteth
- ☐ Tuebrook
- ☐ Vauxhall
- ☐ Walton
- ☐ Wavertree
- ☐ West Derby
- ☐ Woolton

## SEFTON

- ☐ Aintree
- ☐ Bootle Captains / Galsworthy
- ☐ Bootle Fernhill Raod
- ☐ Bootle Marsh Lane / Knowsley Road
- ☐ Bootle South Park / Millers Bridge
- ☐ Bootle Southport Rd
- ☐ Bootle Strand
- ☐ Crosby
- ☐ Formby
- ☐ Ince Blundell / Lunt / Sefton Village
- ☐ Litherland
- ☐ Maghull / Lydiate
- ☐ Netherton
- ☐ Park Lane
- ☐ Seaforth
- ☐ Southport (inc Ainsdale / Birkdale
- ☐ Thornton
- ☐ Waterloo

## WIRRAL

- ☐ Bebington
- ☐ Beechwood
- ☐ Bromborough
- ☐ Bromborough Pool
- ☐ Central Birkenhead
- ☐ Claughton
- ☐ Eastham
- ☐ Egremont
- ☐ Greasby
- ☐ Heswall
- ☐ Hoylake
- ☐ Irby
- ☐ Leasowe
- ☐ Liscard
- ☐ Meols
- ☐ Moreton
- ☐ Mount Estate
- ☐ New Brighton
- ☐ New Ferry
- ☐ Noctorum
- ☐ North Birkenhead
- ☐ Overchurch
- ☐ Oxtan
- ☐ Pensby
- ☐ Poulton
- ☐ Port Sunlight
- ☐ Prenton
- ☐ Rock Ferry
- ☐ Saughall Massie
- ☐ Seacombe
- ☐ Thingwall
- ☐ Tranmere
- ☐ Upton
- ☐ Wallasey
- ☐ Wallasey Village
- ☐ West Kirby
- ☐ Woodchurch

## PREFERRED AREAS:

1.

2.

3.

4.

5.

6.

## 19. PLEASE READ THE DECLARATION BELOW AND THEN SIGN AT THE BOTTOM

### Completed for applicant

If this form has been completed by someone other than the person/people detailed in the form, please complete the following:

Please tell us why you are filling in this form for the applicant:

I declare that as far as possible, I have confirmed with the applicant that the answers I have given on this form are correct.

Name of person completing the form:

Relationship to the applicant:

### Declaration

Please read this declaration carefully before you sign this application:

The information I have given (or given on behalf of the applicant) is correct and complete. You may check some of the information as allowed by law.

I understand the following:

- I must let you know if my circumstances change as this could affect my eligibility or priority for housing
- My details will be verified with Council departments including those who manage public funds such as Housing and Council Tax benefits
- The partner landlords, who may be able to make me an offer, may check the details on this form and I agree that any relevant information may be given to those organisations to help them consider my application
- References and information about my tenancy history may be obtained from current and previous landlords
- My application may be cancelled if I give false or misleading information or if I withhold information. If I am granted a tenancy based on false or misleading information, or because of information I have not given, I understand that I may be evicted and prosecuted for criminal offences and I may have to pay a fine of up to £5,000 under section 171 of the Housing Act 1996
- That I need to renew my application every year. If I do not renew my application when requested my application will be removed from the housing register

By submitting this form I give my consent to the disclosure of the information contained in this form being shared by Property Pool Plus with for example any previous landlords, relevant agencies including Department for Work and Pensions, Fire Service, Police and Probation services, support workers, health or social care professionals and the local council to check that the information provided is accurate in order to protect public funds. Property Pool Plus will endeavour to ensure that all personal data is processed in compliance with the Principles of the Data Protection Act 1998.

**I agree to the above declaration.**

Your signature:

Date:

Signature of joint applicant:

Date:

**Thank you for completing this form.**

## WHAT TO DO NEXT

Please check that you have;

- answered all the questions which apply to you
- attached copies of all the information we need to see (see Section 1)
- read and signed the declaration.

Once you have, please return to your local participating Property Pool Plus partners office.

You may be asked to provide more information, for example complete a medical assessment form, in order that your application can be fully assessed.

Once your application has been assessed, we will write to you to tell you your registration number, registration date and which priority Band you have been placed in. We will also tell you who is your Property Pool Plus partner and who you should contact if you have any queries.

You must keep your Property Pool Plus partner informed of any changes to your household, health condition or housing situation. This is very important as it could result in a change in your priority Band or eligibility for certain homes.

## SCHEME COUNCILS AND SCHEME LANDLORDS

Adactus Housing  
Anchor Trust  
Arena Housing Association  
Beechwood and Ballantyne  
Community Housing Association  
Cobalt Housing  
Cosmopolitan Housing  
Contour Housing  
Crosby Housing Association  
Family Housing  
Guinness Northern Counties

Habinteg Housing Association  
Halton Borough Council  
Halton Housing Trust  
Jephson Housing Association  
Johmmie Johnson Housing  
Knowsley Housing Trust  
Knowsley Metropolitan Borough Council  
Leasowe Community Homes  
Liverpool City Council  
Liverpool Mutual Homes  
Liverpool Housing Trust

One Vision Housing  
Pierhead Housing Association  
Plus Dane Group  
RegendaFirst  
Riverside/ECHG  
Sefton Metropolitan Borough Council  
South Liverpool Housing  
Venture Housing Association  
Villages Housing  
Wirral Borough Council  
Wirral Methodist Housing Association  
Wirral Partnership Homes

## ADMINISTERING SCHEME PARTNERS

If you require further information please contact your local Property Pool Plus partner on the phone number below:

**KNOWSLEY**  
**Knowsley Housing Trust**  
Telephone: 0151 290 7000

**WIRRAL**  
**Property Pool Plus Wirral**  
Telephone: 0151 691 8518

**SEFTON**  
**One Vision Housing**  
Telephone: 0300 365 1111

**HALTON**  
**Halton Housing Trust**  
Freephone: 0800 195 3172  
Mobile low cost: 0303 333 0101

**LIVERPOOL**  
**Arena Homes**  
Telephone: 01744 622 074

**Cobalt Housing**  
Telephone: 0151 633 8000

**Cosmopolitan Housing**  
Telephone: 0151 227 3716

**Liverpool Mutual Homes**  
Telephone: 0800 678 1894

**Liverpool Housing Trust**  
Telephone: 0192 879 6000

**Pierhead Housing Association**  
Telephone: 0151 227 1001

**Plus Dane Group**  
Telephone: 0800 169 2988

**RegendaFirst**  
Telephone: 0344 736 0066

**Riverside**  
Telephone: 0845 111 0000

**South Liverpool Housing**  
Telephone: 0330 303 3000

**Venture Housing**  
Telephone: 0151 261 2100