



HOUSING APPLICATION GUIDANCE

This document is to support you in completing our housing application form.

We appreciate at the point of applying for a home you may find this difficult due to other ongoing circumstances in your life at this time therefore if you need any assistance in the completion of this form please either call us on 0141 952 4676 or visit the office – Monday to Friday 9- 3:45 (avoid 12-2pm) where we will be more than happy to assist you.

In order to allow us to process your application, please ensure all parts are complete and where required evidence is provided. As stated below.

1. Applicant Details

We require all fields to be completed by the main applicant, and if applicable the joint applicant.

The address field is for the address that the applicant is currently residing in at the point of completing the form. If you are living between address, or have no settled address please use “ No Fixed Abode”

We will require proof of your current residency, this could be any formal letter addressed to you at the application address, dated within 3 months.

We ask for economic status in order to allow us to prioritise pre-tenancy support where required.

2. Reason for Applying

This section informs us of your main reason for applying, this will allow us to categorise your application in line with our housing allocations policy.

If you are applying for medical reasons, the property you currently reside in must have a negative impact on your condition and you should be able to evidence that alternative accommodation can improve your condition. Please note short term or temporary conditions will not qualify for points. For more information see the medical needs and disability form.

We will calculate overcrowding and under occupancy points based on the people currently living with you against the number of bedrooms available.

If you select end of lease we will require a copy of your notice to quit

If you are selecting social/ support points, we will require a letter from the person giving or receiving support, confirming the level and frequency of support provided.

If you select property condition, we will require a letter from your landlord confirming they have made all reasonable attempts to address the issues, which are now beyond repair, alternatively confirmation from Environmental Health that they have assessed the property and can confirm it is **below tolerable standard**.

3. People being housed with you

In this section you should note all persons who will be part of the new tenancy (including yourself), should you be offered one, regardless of their current address. **We will require written confirmation from any persons over 16 that they wish to be rehoused with you.**

We will require a copy of the MATB1 form for any person part of the application who is pregnant

4. People currently living with main applicant

To allow us to calculate if you are overcrowded or under occupying a property, this section should include everyone in the current property you are applying for, even if they will not be moving with you. We will not contact anyone on this list.

5. People currently living with joint applicant

If the joint applicant does not live with you they should complete this section with all people they currently live with, including themselves.

6. Asylum & Immigration

If you are a non UK citizen, **Proof will be required of passports and visas to confirm your right to live in this country**

7. Management of Offenders

Please complete this form if you are required to register with the Police for any specific reason.

8. Current Accommodation

To carry our sufficient tenancy checks we require to review any tenancies held over the last 3 years, tenancy references will be carried out on any current or former Local Authority or RSL tenancy in this time frame.

Sharing amenities is calculated by who you currently live with, and the facilities you share

9. Arrears Management & 10. Arrears Management

This section is to highlight any potential support requirements for moving into a new tenancy. Checks will be carried out by former landlords within 3 years in any case.

12. Property Condition

If you select property condition, we will require a letter from your landlord confirming they have made all reasonable attempts to address the issues, which are now beyond repair, alternatively confirmation from Environmental Health that they have assessed the property and can confirm it is **below tolerable standard**.

13. Insecurity of Tenure

Points will be allocated inline with our allocations policy, **any notices to quit or leave current property should be provided as soon as possible**.

14. Social Support Points

We will request evidence of any support needs reported here. Points will be awarded accordingly as per our Allocations Policy

15. Accommodation Requested

We have very limited stock and would recommend that any applicant expands their choices to ensure that they have maximised their housing options. Due to current demand Trafalgar HA does not generally under-occupy our properties unless there is a medical need.