

Guidance Notes for Applicants

These notes are provided as a basic guide to assist you with your application. By following this simple guidance, you will ensure that your application is assessed as accurately as possible and you are matched to accommodation which is most suitable for your needs.

- Please complete the form in full, answering all questions. The information you provide will be used to assess your application and determine your needs for housing according to our allocations policy.
- This form is an application for all types of housing, therefore there may be some questions which you believe do not apply to you. If this is the case, please tick “No” or write “not applicable”.
- If any questions have not been completed, then this may delay your application being processed. We may even have to return the form to you. It could also mean that your applications is not correctly assessed.
- Please provide further details where this is request on the form.
- Please note that the questions apply to everyone included in your application. That is, yourself and also anyone else who will be moving with you—so please remember to take everyone into account when answering the questions.
- Once fully completed, the form should be signed, dated and returned to the office.
- The form can only be signed by the applicant.
- In signing the declaration at the end of the form, you are confirming that the information you have given is true and correct. You should be aware that if you provide false or misleading information then this could result in us withdrawing an offer of a tenancy.

Confidentiality & data protection

- The information you provide in your form will be treated as confidential. It will be used for the purposes of assessing your application and held securely.

How is my application assessed?

- Your application will be assessed according to our allocations policy based on the answers you provide in the form. This is why it is important for you to complete the form as fully and as accurately as possible, providing any additional information where requested.
- Should you wish to discuss any aspect of our allocations policy or how your application has been assess, please contact us.
- A Privacy Notice is included with this application form, please keep it for your information and **do not** return it to us.

Guidance Notes for Applicants continued

What happens next

- Once your completed application form has been returned it will be assessed and kept securely by us.
- You will receive a letter within 7 days confirming that your application has been added to our waiting list.
- A visit to your current home will be arranged before any viewing can take place to assess your suitability for the proposed property.
- Once a property becomes available we will contact you to agree a date and time to view the property and we may ask you for additional relevant information.
- At the viewing, you will be required to provide 3 forms of ID (for everyone who will reside in the property) which can include any of the following:
 1. Drivers Licence
 2. Birth Certificate
 3. Utility bill issued within the last 3 months
 4. Bank Statement
 5. Passport
 6. EEA Member State Identity Card
 7. Resident Permit issued by the Home Office to EEA Nationals

How long will my name stay on the list

- Your name will remain on the list unless you let us know that we should remove it;
- We will write to you once a year to ask whether you wish to remain on our list. If we do not hear from you within 7 days of that letter or email, we will remove your details from our list;
- If you refuse a property which we deem suitable for your needs then you will be removed from our waiting list.

If you have any questions or we can help you in any way with filling out the application please telephone 01732 459144 option 4.

HOUSING APPLICATION

NAME

CURRENT ADDRESS:

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Current Type of Property: House / Flat / Other

Current Size of Property: 0 1 2 3 4 5

Do you share the property with any other occupants?

Type of tenancy/Owner Occupier:

Living in property since:

Landlords Name:

Landlords Address:

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Landlords Phone Number:

**PLEASE NOTE WE WILL BE CONTACTING YOUR CURRENT LANDLORD FOR
A REFERENCE ON YOUR TENANCY**

Radcliffe Housing Society Ltd
Radcliffe House, Homefield Road
Riverhead, Sevenoaks, TN13 2DU

SECTION A - PERSONAL DETAILS

Title: Mr/Mrs/Miss/Other

First Name: Surname:

Any other names by which you are known:

Marital Status:

Date of Marriage or Civil Partnership (if applicable)

NI Number:Your date of birth:

Home telephone Number:

Work Telephone Number:

Mobile Telephone Number:

Email Address:

MEMBERS OF YOUR HOUSEHOLD

FIRST NAME(S)	SURNAME	RELATIONSHIP TO YOU	MALE / FEMALE	DATE OF BIRTH

Are you, or anyone included on your application pregnant? YES/NO

Please give details:

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Please give details of any person included on your application who is not currently living with you:

Full Name:

Current Address:

Give reason why:

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ADDITIONAL INFORMATION ABOUT YOUR CURRENT HOME

Is your rent paid in full? YES / NO

Is there or have there been any arrears?

If so, please give details:

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Have you been served with Notice to leave?

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Do you have pets? YES / NO

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Is your current property in disrepair or unsuitable for your needs? Please give details

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YOUR INCOME

Are you employed YES / NO

If so please give details:.....

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Please state your current monthly or annual income:

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Do you receive benefits or any other financial help? YES / NO

If so please give details:

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YOUR HEALTH & PERSONAL NEEDS

Please describe your current state of health? ie Good, poor, etc

If your health problems have been made worse by your current housing give brief details.

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Has your current home been adapted to suit your needs?

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Medical details may need to be checked with your Doctor. Please give details of your Doctors name, address and contact telephone number:

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Please give details of any other support you receive, eg: Social Services, Health Visitor, home care etc

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ADDRESSES WHERE YOU HAVE LIVED FOR THE PAST 5 YEARS

ADDRESS	TYPE & SIZE OF PROPERTY	TYPE OF TENANCY	DATES OCCUPIED	REASON FOR LEAVING

YOUR HOUSING NEEDS

Please describe the type of accommodation you require to meet your needs

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If you have specific requirements please state below:

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Are you on any Council or other Housing Association waiting lists? If so please give details

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Please add below any other information that is relevant to your application that you would like us to take into account that is not described elsewhere on this application.

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Please use a separate sheet if required

DECLARATIONS

1. Do you or any person included in your application have any legal interest in any other property in the UK either as owner, joint owner or part owner?

OR

2. Are you or any other person included in your application the tenant or joint tenant (whether council, housing association or private tenant) or any other property in the UK.

Property Address:

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Please advise us if you are related to a Board member or Staff member of Radcliffe Housing Society. Please provide details below:

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I/We hereby certify that the particulars given in this form are true and I/We undertake to notify the housing association of any changes that may occur. I/We understand that any false or misleading statement or the withholding of any relevant information now or at a subsequent date is an offence under the Housing Act 1996 and may result in prosecution of my/our application being cancelled or any tenancy being granted to me/us being terminated.

I have read the Privacy Statement attached to this application and understand that you will be using my information for the purposes set out within.

Signed: Applicant

Signed Joint Applicant

Date: