



HOUSING ASSOCIATION LIMITED

How to fill in your application form

We have created these guidance notes to help you fill in your housing application form. Please refer to these notes as you make your way through the form. We have included some examples to help you answer the questions.

If you need help to fill in your housing application form, a member of our Housing Management Section will be happy to help you.

You should answer all the questions in the form that are relevant to you. If you do not answer all of the questions this may cause a delay in your housing application form being processed.

Once you have filled in your form you can post it to us or bring it in to our office at the address below.

Bridgewater Housing Association

1st Floor • Bridgewater Shopping Centre • Erskine PA8 7AA

If you would like information in another language or format please ask us.

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਓ।

Jeżeli chciałoby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

 **0141 812 2237**

Bridgewater Housing Association

1st Floor • Bridgewater Shopping Centre • Erskine PA8 7AA

Telephone: 0141 812 2237 • Website: www.bridgewaterha.org.uk

Bridgewater Housing Association is a registered Scottish Charity No SC 035819

Monitoring Information

Question 1 What is your ethnic group?

Please tell us what you consider to be your ethnic origin. It will not affect your housing application if you do not complete it but it would help us in monitoring our performance and future planning.

Question 2 What is your first language?

If English is not your first language, please tell us what is, so that we can communicate with you.

Question 3 Do you have a disability?

Please tell us if you have a disability, so we can communicate with you, and assess your health needs as part of your wider assessment for housing.

Section 1 Information we need about you and any joint applicant

Question 1a

Please tell us your full name, date of birth and relationship to the joint applicant (if any). Also give details of any joint applicant.

Question 1b

Tell us the best ways to contact you (i.e. by mail, telephone or email)

Question 1c

Please give us the details of your current address and the date you moved here.

Question 1d

Only fill in this section if you do not want us to contact you at your current address.

Question 1e

Only fill in this section if you do not have anywhere permanent to live, this means you have nowhere to live or you are having to live between several houses.

Section 2 Information we need about your household

Question 1

Information on who else will be living with you when you move.

Please use this section to tell us the details of everyone that will be living with you when you move. You must also tell us the expected delivery date if anyone moving with you is pregnant.

Question 2

Information on who else will be living with you when you move but who doesn't live with you just now.

Please use this section to tell us the details of where everyone who is moving with you lives just now if they don't currently live with you.

Question 3

Information on who you currently live with but who will not move with you.

Please use this section to tell us the details of who lives with you just now but who will not be moving with you.

Question 4

Information on any children you have access to but who do not live permanently with you. If you have overnight access to your children and would like us to give you a property with an extra bedroom to allow them to stay overnight with you, complete this section fully.

We will require confirmation of the access arrangements you have. Please provide proof in the form of a letter from one of the following: the court, solicitor or ex partner confirming the arrangements in place.

Applicants who do not have a full residency order for their children, but have contact agreements for overnight stays, may ask for smaller accommodation than we would consider them eligible for if they had full custody.

Tenants with access rights to children may be affected by Welfare Benefit proposals and find that after April 2013, their Housing Benefit will not pay for bedrooms used by their children. This means that tenants would have to pay for any shortfall in housing benefit themselves to cover the full rent for their house.

Applicants with access rights to children should speak to staff about this before deciding on the number of bedrooms needed.

Question 5

Information on any carer you have who requires to stay with you.

Question 6

Please use this section to tell us where you and the joint applicant (if any) have lived during the last five years. We normally ask all your landlords for a reference before we make an offer of housing. If we find you have outstanding housing debt, are guilty of serious antisocial behaviour or are not keeping to the conditions of your tenancy we may not make you an offer of housing.

Section 3 Information we need about your current property

Question 1a

Please tell us about the type of property you live in.

Question 1b

Please tell us about your circumstances at your present address.

Question 1c

If you are a tenant, please give us the details of your landlord and the type of tenure you have – for example, are you the tenant of a housing association or Local Authority (Council), or a private landlord? We will contact your current landlord for a reference before making you an offer of housing.

Question 1d

Please tell us the number of each type of room you have in your current property, for example, if you have 1 living room, 1 separate dining room and 2 double bedrooms.

Question 1e

Please tell us if you share a bedroom.

Question 1f

Please tell us what floor your current property is on.

Question 2

Please tell us here about any property you or the joint applicant own or rent which you are not currently living in.

Question 3

Please tell us here about people you currently share facilities with (e.g. bathroom or kitchen) who will not be moving with you.

Question 4

Please tell us here about the condition of your home and any defects it may have.

If you tick yes to any of these conditions, you will need to provide us with proof of the condition. See page 6 of this guide for what proof is required.

Section 4 Applying for a house

Question 1

Please tell us the reason(s) you are applying for a Bridgewater Housing Association house. If you tick yes to any reason that has a  you will need to provide us with proof. See pages 6 and 7 for examples of proof we accept.

Section 5 Your choice of housing

Question 1

Tell us here what type of house you want to be considered for and where you want to live. Please remember that some house types and sizes may be in short supply.

Question 2

Tell us about what the lowest floor is you will accept.

Question 3

Tell us about what the highest floor is you will accept. For example, some of our tenement flats go up to the 4th floor.

Question 4

Tell us the size of house you want to be considered for. Please note you will only be considered for the size of house you are eligible for under our Allocations Policy.

Question 5

Tell us if you would be interested in a mutual exchange. This is available to Housing Association and Local Authority tenants in any area.

Section 6 Supporting Information

Question 1 Harassment

If you are applying for housing because you are suffering from harassment at your current home, complete this section fully.

To grant a priority award for harassment we will seek supporting evidence of harassment from your landlord, the police or the local authority antisocial investigation team.

Question 2 Receive Support

If you are applying for housing because you receive support from someone in another area, complete this section fully.

We may require confirmation of the support received by the person receiving the support, social work department or a health visitor.

Question 3 Provide Support

If you are applying for housing because you provide support to someone in another area, complete this section fully.

We may require confirmation of the support provided by the person providing the support, social work department or a health visitor.

Question 4 Mobility

If you are applying for housing because your current home does not meet the mobility needs of you or someone moving with you, complete this section fully. If you are a tenant of either a Housing Association or Local Authority please provide proof that you have enquired about whether your current home could be adapted to suit your mobility needs.

We may contact your doctor/occupational therapist/landlord for further information before awarding any mobility priority.

Where mobility priority is granted, the applicant will only be considered for housing that is suitable to his/her medical condition. For example, if an applicant cannot manage stairs, he/she cannot be put on a queue for houses that involve climbing stairs.

Section 7 Other Information

Question 1 Your eligibility

If you are subject to immigration control, you must tell us the conditions and limits of your right to stay in the UK.

Question 2 Anti Social Behaviour

If you or anyone moving with you has been evicted or are subject to an Antisocial behaviour order (ASBO) for anti social behaviour you must let us know.

Question 3 Personal connections with Bridgewater Housing Association

Use this section to tell us if you or anyone moving with you is an employee or a close relative of an employee or management committee member of Bridgewater Housing Association. By close relative (including step relatives) we mean husband, wife, partner, father, mother, sister, brother, son or daughter.

Question 4 Awareness of Bridgewater Housing Association

Use this section to tell us how you became aware of our Association.

Section 8 Declaration

Remember to sign the declaration before sending us your housing application. It is important to sign the declaration to confirm that the information you have given us is a true and honest account of your housing circumstances. If you do not sign the declaration we will send back your form and this will delay the processing of your application.

What you need to send us with your application

Where you see  you will need to send us proof. We have listed some examples below of the kind of proof you should send. If you have any questions about what you should send, please contact our Housing Management Section on 0141 812 2237 before you send your form back.

Section 1 Information about you and the joint applicant

Pregnancy	If you/the joint applicant is pregnant a copy of your MATB1 certificate confirming your expected delivery date.
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Section 2 Information we need about your household

Access to children	Provide one of the following: a letter from court confirming the access arrangements, a letter from a solicitor confirming the access arrangements or if neither of these exist and an informal agreement has been reached a letter from the ex partner detailing the agreement made for access.
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Carer Arrangements	A copy of a letter from GP, Social Worker etc, confirming need for carer arrangements.
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Section 3 Information about your current property

Condition of your property	A copy of letter from Environmental Services confirming that your property falls below the tolerable standard.
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Section 4 Reason for applying for housing

Harassment (such as, threatening behaviour, assault or disturbance)	We will only give priority in this category if there is evidence that the harassment is personally targeted at you or a member of your household, in or around your current accommodation. You must provide written confirmation from a relevant agency e.g. police/ local authority antisocial behaviour team confirming this and the nature of the harassment.
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Domestic Abuse	If possible, supporting proof from, for example, Social Work, Victim Support or Women's Aid or written confirmation from applicant that you are experiencing domestic abuse.
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Partnership breakdown	Letter from your solicitor or other written proof confirming the partnership breakdown.
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What you need to send us with your application (continued)

Where you see **P** you will need to send us proof. We have listed some examples below of the kind of proof you should send. If you have any questions about what you should send, please contact our Housing Management Section on 0141 812 2237 before you send your form back.

Section 4 Reason for applying for housing (continued)

Looking for work in the area	We will only consider you for this priority if you currently live outside Renfrewshire. A letter/confirmation from Job Centre/employment agency in Renfrewshire, stating you are actively looking for work in Renfrewshire.
Take up or stay in employment	We will only consider you for this priority if you currently live outside Renfrewshire. Letter from employer/prospective employer stating that you need to move from outside Renfrewshire into the area to keep/take up employment.
Repossession order/court order	Copy of the repossession/court order confirming that your house is to be repossessed or sold and reasons why.
To receive or provide support	For example, a letter from a relevant agency e.g. social work, health professional, proof of DLA carers allowance/attendance allowance also a letter from both parties explaining why the move is necessary.
Notice to quit (rented house)	Written proof confirming your tenancy is not being renewed and you have to leave through no fault of your own. Copy of notice to quit and copy of the notice of proceedings or court decree. Your landlord should give you these if he/she wants you to leave. If you are not sure what these documents are, please contact us.
Leaving tied accommodation	A letter from your landlord confirming your date to leave and the reasons you have to leave.
Leaving residential care/hospital/prison	A letter from a relevant agency, for example, social work confirming your date to leave and that you have nowhere to live when you leave.
Leaving HM forces	A letter from the service confirming the date you will be leaving and that you have nowhere to live when you leave.

Section 6 Supporting information

Support	Carers Allowance award letter.
Mobility	Disability Living Allowance mobility component award letter.

