

Sheltered Housing Application Form Guidance Notes for Applicants

These notes are intended to help you fill in our application form for Sheltered Housing. They begin by giving you some general information, then are numbered in the same order as the form. They also tell you what will happen to your application form once we receive it.

Completing the Form

- If you have any difficulty completing the form, please contact us on 0141 812 2237 so that a member of staff can assist you.
- Please complete all sections of the form. If some sections are not filled in, we may have to return the form to you. This could mean a delay in your application being assessed.

The Waiting List

- We maintain a 'Future Safeguard' waiting list for sheltered housing. This means that if an applicant has some priority for housing within our policy, but doesn't want to be made an offer of housing, we may agree to suspend the application until the

person is ready to be considered for re-housing.

To Qualify

- You must normally be aged 60 years or over to apply for sheltered housing with us. Where joint applications are made, at least one person must be aged 60 or over. Exceptions can be made where:

An applicant has some other special housing need which would be met by the allocation of sheltered housing, if under the aged of 60. Exceptions to the age restriction may be made on a discretionary basis.

- Applications will only be considered where applicants are in need of

our housing support service; and

- are able to manage independent living with or without support from health and social work agencies.

Equality

- We aim to give equality of opportunity in all areas of our activities to all people irrespective of sex or marital status, race, disability, age, sexual orientation, language or social origin, or other personal attributes, including beliefs or opinions such as religious beliefs or political opinions.

Changes in Circumstances

- We recommend that you let us know about any changes in your circumstances as these may affect your application.

1. Information about the applicant(s)

- Details are required for all people applying to us for housing.

2. Information about your household

- Information is needed on who would occupy the property with you, if a tenancy were to be granted.

3. Monitoring Information

- We aim to operate a non-discriminatory housing policy. We record the ethnic origins of applicants to ensure that our equal opportunities policy is working. This information will not affect your prospects of being offered housing.
- We also record information on disability. It is helpful if you can tell us of any sight impairment so that we can provide information in the best format for you.

4. Your choice of housing

- This part of the form asks you to select the Development you would like to live in. You can choose any or all of the Developments. It is important that you let us know the floor level you prefer and the size of property you would like. This is so that we can match your application against the property type which most suits your needs.

5. Information about where you currently live

- We require to know the type and size of accommodation you currently live in to help us assess your application for housing.

- We require to know where you have been staying over the past 10 years. This is so that we can take up tenancy references, if required.
- We need to know if you are sharing accommodation with anyone other than the people named on your application.
- We need to know if your current home has adequate facilities such as an inside toilet, a hot water supply and so on.
- You should tick the “yes” box against the question about dampness/disrepair if
 - one or more room in your home is unusable because of dampness, or
 - if your home is affected by disrepair to the extent that your health or safety may be at risk, or
 - your home is subject to wind or water penetration.

Examples of serious repair problems are dry rot, old lead pipes, old electrical wiring and serious roof problems.

- **Garden**
If your home does not have a garden, please ignore this question. If your house does have a garden you should tick the box which

best describes your circumstances.

- **Stairs**

These questions ask about any difficulties which applicants experience in negotiating stairs in their current home. If you have no internal or external stairs in your current home, then you should ignore this question. If you do have stairs, tick the boxes which best describes your situation.

- **Your Mobility**

Each applicant requires to tick the boxes which apply from the list given.

- **Your Health**

It is helpful for you to tell us about any health issues which affect your ability to live in your present home.

- **Social Contact**

Please tick the boxes which best describe how often you have contact with people who are not your care provider.

6. Reasons for Applying

Please tell us all your reasons for applying for sheltered housing, and why your current home is unsuitable.

7. Other Information

Please disclose any information about anti social behaviour.

- There are regulations about Bridgewater offering housing to its Committee members or employees, or to the relatives of these individuals.

This applies to all members and employees, irrespective of whether they are full-time or part-time, and regardless of their position or the location of their work.

We may still be able to house such applicants, but must follow different procedures to do so. This means we must be aware of any such relationship.

- Mutual exchanges occur when two tenants exchange houses with our approval. Some exceptions apply. Please record if you would be interested in applying.

8. Declaration

- If there are 2 people making an application, both should sign the form. It is important that you read and understand this section.

Our Tenancy Agreement allows for a tenancy to be ended if we gave the

tenancy as a result of false information being given by an applicant on his/her housing application. In such cases, the Sheriff must be satisfied that it is reasonable to make an order for eviction.

• Feedback

It would be helpful to us if you would give your comments on the layout of the application form.

What happens to my application?

- Once your application is returned to us, it will be assessed to ensure that sheltered housing is suitable for your needs. A letter will be sent to you confirming the points that you have been awarded.
- Our aim is to offer accommodation that best suits applicants' needs, taking into account their preferences and choices.
- If you refuse an offer of housing, we will discuss your application with you and review your needs for future offers.

• Appeals

If you disagree with any decision about your application, then we will advise you of our appeals process.