Housing Application Form

Please read this form carefully, complete all sections and return to the address above or by email to housing@newoutlook.org.uk.

Lack of proof of ID or an incomplete form will be returned to you.

The information you give us will be used to assess your housing needs and will help us to prioritise your application in line with our Lettings policy.

**Before we can process your application we will need ALL of the proofs that apply**

**to your circumstances.** *(See pages 1and 2 for a list of accepted documents).*

You will hear back from us within 14 days of our receipt of your completed and signed application form, providing all relevant proofs of ID have been submitted. If your application is accepted, we contact you to advise on the next steps

**Change of circumstances**

Once your application has been accepted, it is your responsibility to keep it up to date. You must tell us of any change in your circumstances as it may affect your application.

Please contact us if you would like this document in another format (such as large print).

**1. Documents and proof we need to register your application**

**Please supply the following documents. We can only accept copies, not originals, and proof of current address should be dated within the last 3 months. If you bring originals we can copy them for you. If you fail to supply the relevant information your application may be delayed.**

**Proof of Identity**

Please provide one of the following documents for all adults on your application:

 Full Birth Certificate – if not in birth name, please supply proof of name change

 Valid Passport

 Full or provisional driving licence (counterparts on their own will not be accepted)

**Proof of current address**

Please provide one of the following for all adults on your application, whether or not they currently live with you:

 Current tenancy agreement Council Tax bill

 Utility bill *(e.g. gas, electricity, water)* DWP Benefit document

 Full or provisional Driving Licence

**Person(s) from aboard, or recently returned to the UK**

Applicants accepted as a refugee, or who have been granted Indefinite, Exceptional, Discretionary or Limited leave to remain in the UK, must provide

Home Office documentation to support this

Nationals of the EEA must provide proof of current employment or

self-employment

If you are a UK citizen but have recently returned from abroad, please provide proof that you are habitually resident in the UK.

 **Proof of Benefits**

Copies of your most recent benefit award letters, including any disability related
 benefit.

 **Proof of Visual Impairment (sheltered/supported housing only)**

 Please provide one of the following:

Hospital/GP or Optometrist Visual Impairment diagnosis letter

 Registered certificate or documentation

 **Proof of rent account on current property**

 If you are renting, you must provide one of the following:

 Rent statement

 Bank statement showing rent payments to your landlord for the last 3 months

 Reference from your landlord

**2. Type of Housing**

**What type of housing are you looking for? Please tick all that apply**

|  |  |  |  |
| --- | --- | --- | --- |
| General Needs. |  | Flat |  |
| Sheltered/Housing with care |  | House |  |
| Supported Living |  | Shared accommodation |  |
|  |  |  |  |

 Please list your preferred areas:

 …………………………………………………………………………………………………

 **3. Personal Details – All Applicants**

|  |  |  |
| --- | --- | --- |
|    | **Main Applicant** | **Joint Applicant** |
| **Title:** *(Mr/Mrs/Miss/Ms/other)* |  |  |
| **First names:** |  |  |
| **Surnames:** |  |  |
| **Previous name(s):** |  |  |
| **Gender:** |  |  |
| **Date of Birth:** |  |  |
| **National Insurance Number:** |  |  |
| **Home phone number:** |  |  |
| **Mobile phone number:** |  |  |
| **Email address:** |  |  |

|  |
| --- |
| **Please provide details for all people that will be moving with you to the property, including the joint applicant.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Full Name | DOB | Relationship to the main applicant |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4. Your Current Address**

|  |  |  |
| --- | --- | --- |
|  | **Main Applicant** | **Joint Applicant** |
| **Address including postcode:** |  |  |
| **Time at current address:** |  |  |
| **Current Accommodation status?***Owner/Council tenant/**Housing association/ Private/Living with family/Lodger/other* |  |  |

**5. Current Landlord details**

|  |  |  |
| --- | --- | --- |
|  | **Main Applicant** | **Joint Applicant** |
| **If you have a landlord, can we obtain a reference?** *(Please delete as applicable)* | **Yes / No** | **Yes / No** |
| **Name and address of your landlord:** |  |  |
| **If less than 2 years at your present address, who was your previous Landlord?** (*Please give full details):* |  |  |

**If you do not have a previous landlord that we can contact for a reference, please provide details of a referee. This can be anyone that knows you well and is not a relative.**

|  |
| --- |
|  |

**6. Alternative address for correspondence**

**If you would like to use a different correspondence address, please provide details below**

|  |  |  |
| --- | --- | --- |
| **Main Applicant** | **Joint Applicant** | **What is the reason for this different contact address?** |
|  |  |  |

**7. Reason for applying**

**What has led you to your application?** *(Please tick all boxes that are applicable)*

 Received notice to quit Current rent too expensive

 Current property not suitable Escaping domestic abuse

 To be closer to family Relationship breakdown

 In need of Sheltered Housing Disrepair of current property

 Social reasons Suffering from ill health

 Hospital discharge Other… *(please specify in box below)*

 In Need of Extra Care or Support

**8. Do You Receive or Require Support?**

|  |  |  |
| --- | --- | --- |
| **New Outlook Can provide extra care services**  *(supported living schemes*) | **Main Applicant** | **Joint Applicant** |
| Do you currently receive extra care support? | **Yes / No** | **Yes / No** |
| Do you require Extra Care support? | **Yes / No** | **Yes / No** |
| Details of current Care Provider?  |  |  |

**Other Support**

**Do you receive support from any of the following?** *(Please provide details below)*

**Do you give permission for us to contact them regarding your housing application? Y/N**

|  |  |  |
| --- | --- | --- |
|  | **Main Applicant** | **Joint Applicant** |
| **Social Services****Contact details needed** |  |  |
| **Private Carers****Contact details needed** |  |  |
| **Probation****Contact details needed** |  |  |
| **Any other Support provider or family member** |  |  |

**9. Pets**

|  |  |  |
| --- | --- | --- |
| Do you have any pets? | **Yes / No** | If ‘Yes’, please provide details of type/breed? |
| Do you intend to have a guide dog? | **Yes / No** | If ‘Yes’, please provide details of type/breed |

|  |  |  |
| --- | --- | --- |
|  | **Main Applicant** | **Joint Applicant** |
| **Employed** |  |  |
| **Self Employed** |  |  |
| **Unemployed** |  |  |
| **Retired** |  |  |

**What is your current employment status?** *(Please tick box as appropriate)*

 **10. What is your current employment status**

|  |  |  |
| --- | --- | --- |
|  | **Main Applicant****£** | **Joint Applicant****£** |
| **JSA or Income Support** |  |  |
| **Tax credit / Working Tax credit** |  |  |
| **State Pension** |  |  |
| **Pension credit** |  |  |
| **Disability Living Allowance/PIP** |  |  |
| **Universal credit** |  |  |
| **Housing benefit** |  |  |
| **Carer’s Allowance** |  |  |
| **Employment Support Allowance** |  |  |
| **Private Pension** |  |  |
| **Other** *(please state)* |  |  |

 **11. Disability or Ill Health**

 **Do you, or does anyone moving in with you, suffer from a life-limiting illnesses, health problem or disability?**

 **No Yes** *(please provide details in the relevant box below)*

|  |  |
| --- | --- |
| **Type of Disability** | **Person Affected/Details** |
| **Visual Impairment** |  |
| **Mental Health Diagnosis** |  |
| **Hearing Impairment** |  |
| **Learning Disability** |  |
| **Mobility Impairment** *(difficulty getting around)* |  |
| **Other** *(please state)* |  |

 **12. Rent History**

|  |
| --- |
| **If you, or anyone else included in this application, have outstanding rent arrears please provide details in the box below:** |
|  |

 **If you, or anyone else included in this application, have ever been the subject of an eviction order or anti-social behaviour order, please provide details in the box below:**

|  |
| --- |
|  |

**13. Rehabilitation of Offenders Act (1974)**

**Do you, or anyone else included in this application, have any convictions or cautions (spent or unspent under the rehabilitation of offender’s act 1974)?**

 **No Yes** *(please give details/dates of offence(s)and sentence(s) below):*

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| --- |
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**14. Connection**

**We treat everyone regardless of any connection with New Outlook.**

**Are you, or the joint applicant, related to any staff or Board member of New Outlook?

 No Yes** *(please provide details below):*

|  |
| --- |
|  |

**15. Eligibility and immigration status**

**You will be required to provide supporting documentation at the assessment stage.**

|  |  |  |
| --- | --- | --- |
|  | **Main Applicant** | **Joint Applicant** |
| If you are a citizen of another country, do you have the right to reside in the UK? | **Yes / No** | **Yes / No** |
| Are you subject to any immigration controls? (*If yes, please supply your status)* | **Yes / No** | **Yes / No** |

**Please provide any other relevant information below to support your application.**

|  |
| --- |
|  |

 **17. Equality and Diversity**

**We operate a non-discriminatory Allocations Policy. We ask for the following information to help us ensure that all applicants are treated fairly and that everyone receives a service that takes account of their needs.**

*You do not have to answer these questions – it will not affect your application or priority status.* **Please tick the appropriate box of how you would describe your ethnic origin.**

**Asian/Asian British Main Joint Black/Black British Main Joint**

 **Applicant Applicant Applicant Applicant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Indian |  |  |  |  |
| Pakistani  |  |  |  |  |
| Bangladeshi |  |  |  |  |
| Other (please specify) |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| African |  |  |  |  |
| Caribbean  |  |  |  |  |
| Other (please specify) |  |  |  |  |

**Chinese/ other ethnic group Main Joint Mixed Heritage Main Joint**

 **Applicant Applicant Applicant Applicant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chinese |  |  |  |  |
| Other (please specify) |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| White & Asian |  |  |  |  |
| White & Black Caribbean  |  |  |  |  |
| Other (please specify) |  |  |  |  |

**White Main Joint**

 **Applicant Applicant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| White |  |  |  |  |
| Irish |  |  |  |  |
|  |  |  |  |  |
| Other (please specify) |  |  |  |  |

**18. Equality and Diversity *(Continued…)***

**How would you describe your religion?**

 **Main Joint Main Joint Applicant Applicant Applicant Applicant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Christian |  |  |  |  |
| Muslim |  |  |  |  |
| Hindu |  |  |  |  |
| Sikh  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Buddhist |  |  |  |  |
| Jewish |  |  |  |  |
| Other (please specify) |  |  |  |  |
| None |  |  |  |  |

**How would you describe your sexual orientation?**

 **Main Joint**

 **Applicant Applicant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Heterosexual |  |  |  |  |
| Bisexual  |  |  |  |  |
| Gay  |  |  |  |  |
| Lesbian |  |  |  |  |
| Prefer not to say |  |  |  |  |

 **19. Source of referral**

**Where did you hear about New Outlook?**

 **20. Additional Information**

**Please use this space to tell us anything you think we may need to know to support your application.**

|  |
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|  |

**This must be signed before submitting your application.**

**Housing fraud** - It is a criminal offence to knowingly provide a false statement or withhold information to assist you in obtaining accommodation with New Outlook. We will take legal action against anyone found committing an offence and may also seek possession of any property obtained.

**Confidentiality** - New Outlook is the Data Controller for all personal data collected in this application. We collect personal information under legal obligation to allow us to provide administration for your application. We may share your personal information with third parties where required to by law or where it necessary to process your application. Full details can be found in our GDPR policy.

***Please read this declaration carefully before you sign and date it. If you are making a joint application, both applicants must sign. Once you sign and date this form it becomes a legal binding document. If there is any part of this declaration that you do not understand, it is your responsibility to find someone to explain it to you or contact a member of our team, who will be happy to explain anything you do not understand.***

To the best of my knowledge and belief the information that has been provided on this form is true, complete and correct.

I will immediately declare any changes in this information.

I understand that if I give false or misleading information or I omit information for the purpose of obtaining accommodation, it may be regarded as a criminal offence and action could be taken against me, including refusal of my application, court action and recovery of property.

I understand that the information I have provided will be used to help determine my eligibility for housing, and that any information given by me relating to this housing application, or given with my consent for others, will be placed on New Outlook’s housing register. Where other people’s personal information is given on the form, I confirm that they have consented to its use.

I give permission for you to contact individual agencies referred to by me on this form, if necessary, and also other individuals and agencies in order to process my application.

 **Applicant’s signature** **Date**

 **/ /**

**Joint Applicant’s signature Date**

 / /

**Office use**

|  |  |
| --- | --- |
| **Outstanding ID & Proof** | **Date Received** |
|  |  |
|  |  |
|  |  |
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|  |  |
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|  |  |
| --- | --- |
| **ID and proof supplied** | **Please tick** |
| Identity |  |
| Address |  |
| UK residential status |  |
| Benefit |  |
| VI |  |
| Rent |  |

**Application Accepted / Declined** (delete as appropriate)

|  |
| --- |
| Reason for decline |

**Assessment Booked**

|  |  |
| --- | --- |
| Scheme |  |
| Date |  |
| Carried out by |  |

Notes