

HOUSING APPLICATION FORM



A joint approach to housing in Argyll involving:



This form is available in a range of languages and formats. Please contact any of the partner housing associations and we will be happy to assist.

Jezeli chieliby Państwo otrzymaO ten dokument w innym języku lub w innym formacie albo jeeli potrzebna jest pomoc Uumacza, to prosimy o kontakt z nami.

本文件可以翻譯為另一語文版本，或製作成另一格式，如有此需要，或需要傳譯員的協助，請與我們聯絡。

Ma tha sibh ag iarraidh an sgrìobhainn seo ann an cànan no riochd eile, no ma tha sibh a' feumachdainn seirbheis eadar, feuch gun leig sibh fios thugainn.

यह दस्तावेज़ यदि आपको किसी अन्य भाषा या अन्य रूप में चाहिये, या आपको आनुवाद-सेवाओं की आवश्यकता हो तो हमसे संपर्क करें

本文件可以翻译为另一语文版本，或制作成另一格式，如有此需要，或需要传译员的协助，请与我们联系。

یہ دستاویز اگر آپ کو کسی دیگر زبان یا دیگر شکل میں درکار ہو، یا اگر آپ کو ترجمان کی خدمات چاہئیں تو برائے مہربانی ہم سے رابطہ کیجئے۔

For Office Use Only:

DATE RECEIVED:	REF NO:	LIST:	POINTS:	NAME:	AREA/ DEVELOPMENT:

ACHA	DUNBRITTON	FYNE HOMES	WHHA

About the Common Application Form

This 'Common Application Form' can be used to apply for housing from any or all of the four locally based housing associations in the Argyll and Bute area:

- West Highland Housing Association
- Argyll Community Housing Association
- Dunbritton Housing Association
- Fyne Homes

This form should be completed by the person(s) seeking housing within the Argyll and Bute area. The information you provide us with will be shared between the four partner housing associations. All information provided will be treated in a sensitive manner.

Anyone aged 16 years or over can apply for a house from any of the above housing associations. Whichever association(s) you apply to, this form can be returned to any of the above associations. Contact details for each association are provided at the end of this form.

All of the housing associations are happy to offer you any information, advice and assistance you may need in completing this application form – just contact your nearest office to arrange an appointment.

About HOME Argyll

HOME (Housing Options Made Easy) Argyll is a partnership between Argyll Community Housing Association, Dunbritton Housing Association, Fyne Homes and West Highland Housing Association. It is a way of making it easier for people to find housing in Argyll and Bute, and focuses on providing better housing information and advice to all.

A website with more information about housing options in Argyll is available at www.homeargyll.co.uk.

Argyll Community Housing Association: is the largest Housing Association in Argyll and Bute. Most properties are general needs homes, but the Association also has sheltered and amenity houses for older people. The Association operates across the whole of Argyll and Bute.

Dunbritton Housing Association: has properties in the Helensburgh and Lomond area. Again most are general needs homes. There are also a small number of amenity and wheelchair accessible properties in the Helensburgh area. The Association has one office, located in Dumbarton. It also has properties in West Dunbartonshire.

Fyne Homes: is the second largest Housing Association in Argyll and Bute. It has properties in mid Argyll, the Cowal and Kintyre Peninsulas and on the Isle of Bute. The Association has four offices located in Rothesay, Lochgilphead, Dunoon and Campbeltown.

West Highland Housing Association: the Association has properties in the northern areas of Argyll and Bute and many of the Argyllshire islands. The majority of properties are in Oban and the Isle of Mull. A small number of properties are located in rural settlements in Lorn, Islay, Jura and Colonsay. Most of the stock is for general needs with only a very small number of amenity properties.

Privacy and confidentiality

This application form gathers basic information about your housing circumstances. It helps us to decide who should receive priority for housing. But we recognise that in some cases you will not want to provide sensitive information in this way. Please speak to us directly if you have a sensitive issue to discuss.

Important note for registered offenders

If you are an offender who is required to register with the police, you have a responsibility to tell the police if you are considering moving home. The police may pass this information back to us, which means that we do not have to ask for this sensitive information in this form.

Section One – Your Details

1. Your Application

Are you using this form to apply for: (please tick as many as apply)

Rented housing (either as a new applicant or a transfer applicant)	
A mutual exchange (swapping your rented home with another tenant)	
A shared ownership property (where you partly own your home)	
A 'Homestake' property (where you own your home)	

Information on the different kinds of property you can apply for is included within the 'Information Booklet' which you will have received along with this form.

2. About You

If more than one adult is applying for housing, you will normally be given a joint tenancy if housing is offered. If you are applying jointly please complete the 'joint applicant's' section.

	Applicant	Joint Applicant
Title		
First name		
Last name		
Present address		
Postcode		
Daytime telephone no.		
Evening/ mobile telephone no.		
Email address		
National Insurance Number		

If you have difficulty providing any of this information, please discuss this with us.

3. Our Contact With You

Would you prefer correspondence regarding your application is sent to:
(please tick one option)

You - the applicant	<input type="checkbox"/>
The joint applicant	<input type="checkbox"/>
A friend, relative, carer or other	<input type="checkbox"/>

If friend, relative, carer or other please provide contact details below:

Contact name:

Relationship to you:

Address:

Postcode:

Daytime telephone no:

We take the private and confidential nature of all applications very seriously. If you decide at a later date that you would like someone else to deal with your application, we will need to ask you to complete and sign a mandate giving this person permission to act on your behalf.

4. Communication

Please state the first language of:

You - the applicant:

The joint applicant:

If we contact or visit you, do we need an interpreter or someone to help with communication?

Yes **No**

If yes, please give details:

5. People Seeking Asylum

Are you currently awaiting a decision on an application for asylum in this country?

Yes **No**

6. Your Household

Please give details of everyone living at your current address. If someone who is living with you is pregnant, please include the unborn child on the form along with an estimated date of birth.

First name	Surname	Date of Birth	Sex (M/F)	Relationship to you	Will this person move with you?	
					YES	NO
				Self		

Please give details of anyone who will live with you when you move, but currently lives elsewhere.

Name	Date of Birth	Relationship to you	Sex (M/F)	Address

7. Access Arrangements

If you have a child or children from a former relationship who stay with you regularly overnight, please give details of each child below.

Name	Date of Birth	Sex (M/F)	Relationship to you	Present address

How often do they or will they stay overnight with you each week?

Please provide written confirmation of the above information, for example letter from the child's other parent or a lawyer.

Section Two – Current Accommodation

1. Your Housing Situation

Please indicate which of the following best describes your present situation:

I own my own home		I live with friends or relatives	
I own my home through a 'Shared Ownership' or 'Homestake' scheme		I live in a caravan/ mobile home/ boat	
I rent from a Housing Association		I live in a hospital/ residential care	
I rent from a Local Authority		I am in HM Forces	
I rent from a private landlord		I am in prison	
I rent from my employer		I live in a hostel, B&B or refuge	
I am a lodger/ sub tenant		I have no fixed address	
I live with my parents		Other (please specify below)	

If you rent your accommodation please give your landlord's details below:

Landlord name:

Address:

Telephone Number:

How many bedrooms does your household have available for use in your home?

Please tell us whether you have the following facilities... (please tick)

	My current home does not have this	I share this with non-household members
Bath, shower or sink		
Inside toilet		
Kitchen/ cooking facilities		
Separate bedroom		
Living room		
Piped water		n/a
Mains electricity		n/a
Hot water supply		n/a
Heating in all rooms		n/a

Do you think that your home has any of the following problems...?

	Yes	No
My home has structural problems/ is unstable		
My home has very bad dampness/ water penetration		
My home has moderate dampness/ water penetration		
My kitchen or bathroom does not have a window or other ventilation (like a fan)		
Access to my home is dangerous or awkward		

Please remember that we will visit you to make sure that the information provided on this form is accurate. This will involve looking at the property and any problems it might have.

2. Security of Accommodation

Please tick if any of the following statements apply to you or the joint applicant:

	You – the applicant	Joint Applicant	Date you must leave your home
I have received a 'Notice To Quit' rented housing			
I rent my home but don't have a written tenancy agreement			
I rent my home and have a short assured tenancy			
I rent my home and have an assured tenancy			
My/ our house is to be repossessed or demolished			
I have to leave my house, which I rent from my employer			
I am leaving the forces/ force accommodation			
I have been asked to leave my family home			

If you have ticked any of the above boxes, please enclose copies of any relevant letters you have received from your landlord, employer, lender or family.

3. Harassment and Abuse

Are you, or anyone who will be moving with you, experiencing any form of harassment or abuse?

Yes No

If yes, please briefly explain what problems you are experiencing:

Has this been reported to the police or another agency (e.g. Social Work/ your landlord)?

Yes No

If yes, please tell us who you reported the problem to:

4. Homelessness

Do you consider yourself to be homeless or threatened with homelessness?

Yes No

If yes, have you been assessed by Argyll and Bute Council Homelessness Service?

Yes No

We want to make sure that all homeless applicants receive high priority for housing. If you need any information and advice about homelessness, please contact us and we will be happy to help.

5. Community and Social Reasons for Moving

Are you applying for housing because of any of the following factors? (please tick)

I need to move to take up employment		<i>Please provide proof</i>
I need to move to look for a job		
I need to move to be near a relative or carer		<i>Please provide proof</i>
I need to be closer to my children to obtain access		<i>Please provide proof</i>
I need to move to the area for social/ health reasons		<i>Please provide proof</i>
I need to move because of domestic violence or harassment		
None of the above		

If you need to move for any of these reasons, which area do you need to be near?

Please provide proof if you are moving to the area to give/ receive support or be closer to medical facilities (e.g. a letter from a GP/ Social Work), to take up employment (e.g. a letter from your future employer), or to obtain access to your children (e.g. a letter from the child's other parent or a lawyer).

Section Three – Your Housing History

1. Length of Residency

How long have **you** lived in your current accommodation?

If less than five years, please provide details of your previous address in the past five years:

Previous Address	Dates	Landlord name and address (if Council/ housing association or private landlord)	Did you rent or own your home?
	to		
	to		

How long has the **joint applicant** lived in their current accommodation?

If less than five years, please provide details of the **joint applicant's** previous address in the past five years:

Previous Address	Dates	Landlord name and address (if Council/ housing association or private landlord)	Did you rent or own your home?
	to		
	to		

Please continue on a separate sheet if you need to.

2. Other Properties

Have you or the joint applicant ever held a Housing Association or local authority tenancy which has not been mentioned above?

Yes

No

If yes, please complete the following:

Address	Dates	Name of Housing Association/ Local Authority	Reason for leaving
	to		
	to		

Please continue on a separate sheet if you need to.

3. Anti Social Behaviour

Have you, or anyone who will be housed with you, ever been served with an Anti-Social Behaviour Order, or been evicted from a previous Housing Association or Local Authority tenancy?

Yes

No

If yes, please provide brief details:

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4. Committee and Staff Connections

Please tell us if any person included in this application:

- Has ever worked for any of the partner Housing Associations
- Has ever been a Committee/ Board member of any of the partner Housing Associations
- Is related to any Committee/ Board members or staff

Association	Name	Position Held	Relationship to you

Section Four - Health and Housing Needs

Do you or any of the other people who will be moving with you have a medical condition which is affected by your current housing circumstances?

Yes

No

Do you or anyone who will move with you need any assistance or support in living in your home?

Yes

No

Do you or anyone who will move with you need an extra bedroom because of a health problem or disability?

Yes

No

If you have answered 'YES' to any of the above questions, please complete a separate 'Health and Housing Need' form. This is available from any of the partner organisations.

Section Five - Choice of Accommodation

1. Choice of Housing Association

Please tick which of the following Housing Associations you would like to apply to:

	Yes	No
Argyll Community Housing Association	<input type="checkbox"/>	<input type="checkbox"/>
Dunbritton Housing Association	<input type="checkbox"/>	<input type="checkbox"/>
Fyne Homes	<input type="checkbox"/>	<input type="checkbox"/>
West Highland Housing Association	<input type="checkbox"/>	<input type="checkbox"/>

More information on each of the Housing Associations and their properties is available in the 'Information Booklet' provided with this application form.

Dunbritton Housing Association also has properties in the West Dunbartonshire area. Would you like to be considered for a property in West Dunbartonshire?

Yes

No

2. Choice of House Size

We will calculate how many bedrooms would suit your household. If you want, you can choose to apply for a larger house size.

You always have more chance of being housed in the size of house which your family needs, rather than a larger house size. The reasons for this are explained in the information booklet.

Would you like to be considered for a house size which is larger than you are entitled to under our policy?

You should remember that you are less likely to be allocated this size of house:

I would only like to be considered for the size I am entitled to	<input type="checkbox"/>
I would only like to be considered for a larger house (with less priority for rehousing)	<input type="checkbox"/>
I would like to be considered for both house sizes	<input type="checkbox"/>

3. Choice of House Type

The Information Booklet provides more information on the types of accommodation available. All partner Housing Associations are also happy to provide advice and information.

What type of accommodation would you like?

General needs	
Amenity housing for older people	
Sheltered housing for older people	
Housing with support	
Wheelchair accessible housing	

Which of the following property types would you consider? (please tick all that apply)

House only	
Ground floor flat or maisonette only	
First floor flat or maisonette only	
Flat or maisonette, any floor, with lift	
Flat or maisonette, any floor, with or without lift	
Studio flat / bedsit for single person	
Furnished property	
Any	

Please tell us about any particular requirements your new home should meet:

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4. Choice of Area

We would like you to choose which areas you would like to be considered for housing in. Please complete the enclosed 'Choice of Area' sheet and return it with your application form.

Once you have completed the separate 'Choice of Area' form, please tell us the top three areas in which you would like to be housed:

	Area	Association
1 st choice		
2 nd choice		
3 rd choice		

We are always developing new properties, and would be interested to hear whether you are looking for housing in any areas which are not mentioned in the 'Choice of Area' form. Although we will not have houses in these areas at the moment, it helps us to plan our future developments:

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Section Six – Further Information and Declaration

1. Further Information

We recognise that our application form may not cover every possible set of circumstances that apply to you. Please use the space below to provide any additional information which you think would be relevant to your housing application (for example if you do not want a certain kind of heating):

2. Power of Attorney

We will accept forms signed by individuals on the applicants' behalf, provided this individual has Power of Attorney. Please provide details below if relevant:

Name of person with Power of Attorney:

Address:

Post Code:

Telephone Number:

Please provide a copy of the Power of Attorney authorisation if applicable.

3. Declaration

I/we have completed this form with answers that are true and correct. I/we understand that a tenancy may be terminated, or application suspended, if any answers or statements are found to be false, misleading or deliberately deficient.

I/we consent to information contained within this form being shared between the Housing Associations participating in the HOME Argyll Common Application Form. Information may also be shared with other agencies, such as the Council and the NHS, in order to ensure that my/our housing needs and housing support needs are assessed in accordance with the HOME Argyll common allocation policy.

I/we consent to the Housing Associations making such tenancy, financial, medical, legal and other enquiries deemed necessary to obtain confirmation from previous landlords, employers, mortgage lenders, Social Work agencies, the Police or health professionals, in order to verify information provided in this form.

I/we undertake to notify one of the partner Associations immediately should my/ our circumstances change.

I/we understand that in completing this form we are applying to be admitted to the common housing list. This does not guarantee access to housing, as the number of people seeking housing in Argyll and Bute is larger than the number of houses which become available.

Signature of Applicant:

Signature of Joint Applicant:

Date:

Equal Opportunities Monitoring – Voluntary

We are committed to equal opportunities and would like to monitor our performance in this area. We would therefore be grateful if you could assist us by answering the following questions.

You do not have to provide this information if you do not wish to. If you do not want to provide this information, it **will not** in any way affect your chances of being allocated a property.

Please indicate the gender of the applicant and joint applicant:

You – The Applicant:	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
Joint Applicant:	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>

Please indicate the ethnic group of both yourself and the joint applicant (if relevant):

	You	Joint Applicant
White		
Scottish		
Irish		
Other British		
Any other white background (please specify)		
Asian, Asian Scottish or Asian British		
Indian		
Pakistani		
Bangladeshi		
Chinese		
Any other Asian background (please specify)		
Black, Black Scottish or Black British		
Carribbean		
African		
Any other black background (please specify)		
Other ethnic background		
Gypsy/ Traveller		
Any mixed background (please specify)		
Other ethnic background (please specify)		

Do you consider yourself to have a disability? **Yes** **No**

Returning Your Form

When completed, your form can be returned to any of the offices below:

Argyll Community Housing Association

Area Office	Address	Telephone
Mid Argyll	Dalriada House, Lochgilphead, PA31 8ST	01546 604 800
Kintyre	Old Quay Head, Campbeltown, PA28 6ED	01586 559 055
Cowal	Manse Avenue, Dunoon, PA23 8DQ	01369 708 688
Bute	Union Street, Rothesay, PA20 0HD	01700 501 300
Oban, Lorn & Isles	Albany Street, Oban, PA34 4AW	01631 567 911
Islay	Jamieson Street, Bowmore, PA43 7HP	01496 301 301
Lomond	31 James Street, Helensburgh, G84 8BW	01436 658 700

Email: enquiries@acha.co.uk

Web Address: www.acha.co.uk

Fyne Homes

Area Office	Address	Telephone	Fax
Rothesay	81 Victoria Street, Rothesay, Isle of Bute, PA20 0AP	01700 504 668	01700 505 267
Dunoon	63 Hillfoot Street, Dunoon, Argyll, PA23 7DR	01369 706 140	01369 706 939
Lochgilphead	1 Smithy Lane, Lochgilphead, Argyll, PA31 8TA	01546 606 775	01546 606 519
Campbeltown	3 Harvey's Lane, Campeltown, Argyll, PA28 6GE	01586 551 166	01586 552 680

Email: postmaster@fynehomes.co.uk

Web Address: www.fynehomes.org.uk

Dunbritton Housing Association

Head Office	Address	Telephone	Fax
Dumbarton	Unit 14, Leven Valley Enterprise Centre, Castlehill Road, Dumbarton, G82 5BN	01389 761 486	01389 730 067

Email: admin@dunbritton.org.uk

Web Address: www.clydehousingconnections.org.uk/?info=dunbritton_home

West Highland Housing Association

Head Office	Address	Telephone	Fax
Oban	Crannog Lane, Oban, Argyll, PA34 4HB	01631 566 451	01631 565 711

Email: mail@westhighlandha.co.uk

Web Address: www.westhighlandha.co.uk

Any of the above Housing Associations are happy to provide information and advice on completing your application form. We can also advise on the range of other housing options available to you in Argyll and Bute. Please contact any of the above offices by phone or in person.