

**General Housing**

**REFERENCE NUMBER**



**HOUSING APPLICATION FORM**

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





🕿 0141 812 2237 🖃 admin@bridgewaterha.org.uk

You can get more information by visiting our website at: www.bridgewaterha.org.uk

**FOR OFFICE USE ONLY**

**Application Date**

**Information Received**

**Input by**

**Effective Date**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| We aim to contact you in a format that is accessible to you. Please tell us if you require future communications in an alternative format: | | | | | |
| Audio CD ⬜ | Audio Tape ⬜ | Braille ⬜ | Computer CD ⬜ | Clear Print ⬜ | Large Print ⬜ |
| Email ⬜ | Other Language (please state): | | | | |
| Another Format (please state): | | | | | |

**Supporting Proof**

We will tell you what Group and Priority you have been given, based on the information that you provide on this form.

Some of the questions in the form ask you to supply proof or evidence of your circumstances. It is important that you supply this information so that your application can be fully assessed, and we can give you the correct group and level of priority.

If you don’t supply all the information required, we will get in touch with you. However, if we don’t receive what is needed within 28 days of us asking for it, your application may be cancelled.

**HOUSING APPLICATION FORM**

We will share your information with Renfrewshire Council and housing associations in Renfrewshire to support your application for housing or to assist with the selection of an applicant to a property. We will share the appropriate details with the relevant landlord prior to them making any offer of housing to you to ensure it meets any offer meets your requirements.

We collect, process and share personal information or special categories of personal information, in some cases with our partners such as the NHS, housing associations, schools, central government, other councils and law enforcement agencies such as Police Scotland and the Crown Office and Procurator Fiscal Service, for the following purposes:

* health and wellbeing and public health
* safeguarding of vulnerable adults and children
* the prevention and detection of crime
* the assessment of any tax or duty
* collection of debt
* if we are required to do so by any court or law
* prevention of fraud
* the national fraud initiative
* protect you or other individuals from serious harm
* protect public funds
* public safety and law enforcement
* criminal or civil prosecution of offenders
* national security

We will never use or share your personal information with third parties for marketing purposes without your permission.

Full details of how we collect and process your personal information are contained within Bridgewater Housing Association’s Privacy Policy, which can be found at www.bridgewaterha.org.uk/Privacy

**Confidentiality and data protection**

If you are homeless, are about to become homeless, are a refugee, or you or your children are experiencing violence or abuse from a member of your household, you should contact:

**Renfrewshire Council,   
Housing Advice and Homeless Services,**

**15 Abercorn Street, Paisley, PA3 4AA**

**Tel: 0300 300 0222 during office hours or 0800 121 4466 outwith office hours.**

**Emergency housing**

Your personal information will be collected and processed in accordance with Bridgewater Housing Associations Privacy Policy. Further information about how we will use your personal information can be found at www.bridgewaterha.org.uk

**i**

**HOUSING APPLICATION FORM**

**If you need help to fill in this form, please contact us on 0141 812 2237.**

**Please complete this form in ink and answer all questions fully, as not doing so may delay the processing of your application.**

**Monitoring Information**

**A What is your ethnic group?**

In order to ensure that we do not discriminate on racial grounds in the provision of housing, we are collating information about ethnic origins of people applying for housing. This information is for monitoring purposes only and will not be used when assessing your application. Please choose ONE section from A to E that best described you and any joint applicant’s cultural background.

Whilst we would be very grateful for your help in completing this section of the form, if you do not wish to, please tick the box below.

🞎 I do not wish to give this information

|  |  |  |  |
| --- | --- | --- | --- |
| **Main Applicant** | | **Joint Applicant** | |
| **A White** | | **A White** | |
| Scottish | 🞎 | Scottish | 🞎 |
| Other British | 🞎 | Other British | 🞎 |
| Irish | 🞎 | Irish | 🞎 |
| Gypsy/Traveller | 🞎 | Gypsy/Traveller | 🞎 |
| Polish | 🞎 | Polish | 🞎 |
| Any other white background | 🞎 | Any other white background | 🞎 |
| Please Specify: | | Please Specify: | |
| **B Asian, Asian Scottish/Asian British** | | **B Asian, Asian Scottish/Asian British** | |
| Indian | 🞎 | Indian | 🞎 |
| Pakistani | 🞎 | Pakistani | 🞎 |
| Bangladeshi | 🞎 | Bangladeshi | 🞎 |
| Chinese | 🞎 | Chinese | 🞎 |
| Any other Asian background | 🞎 | Any other Asian background | 🞎 |
| Please Specify: | | Please Specify: | |
| **C Black, Black Scottish/Black British** | | **C Black, Black Scottish/Black British** | |
| Caribbean | 🞎 | Caribbean | 🞎 |
| African | 🞎 | African | 🞎 |
| Any other black background | 🞎 | Any other black background | 🞎 |
| Please Specify: | | Please Specify: | |
| **D Other ethnic background** | | **D Other ethnic background** | |
| Arab, Arab Scottish/Arab British | 🞎 | Arab, Arab Scottish/Arab British | 🞎 |
| Any other group | 🞎 | Any other group | 🞎 |
| Please Specify: | | Please Specify: | |
| **E Mixed** | | **D Other ethnic background** | |
| Any mixed or multiple ethnic background | 🞎 | Arab, Arab Scottish/Arab British | 🞎 |
| Please Specify: | | Please Specify: | |

**Monitoring Information**

**B What is your first language?**

If English is not your first language, please tell us what it is:

Main Applicant:……………………………………………….. Joint Applicant:………………………………………………….

**C Do you have a disability?**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you or any joint applicant have any of the following disabilities?** | | | | | | | | | |
| **Main Applicant** | | | | | **Joint Applicant** | | | | |
| **Acquired Brain Injury** | **Yes** | 🞎 | **No** | 🞎 | **Acquired Brain Injury** | **Yes** | 🞎 | **No** | 🞎 |
| **Physical Disability** | **Yes** | 🞎 | **No** | 🞎 | **Physical Disability** | **Yes** | 🞎 | **No** | 🞎 |
| **Mental Health Problem** | **Yes** | 🞎 | **No** | 🞎 | **Mental Health Problem** | **Yes** | 🞎 | **No** | 🞎 |
| **Hearing Difficulties** | **Yes** | 🞎 | **No** | 🞎 | **Hearing Difficulties** | **Yes** | 🞎 | **No** | 🞎 |
| **Learning Difficulties** | **Yes** | 🞎 | **No** | 🞎 | **Learning Difficulties** | **Yes** | 🞎 | **No** | 🞎 |
| **Blindness** | **Yes** | 🞎 | **No** | 🞎 | **Blindness** | **Yes** | 🞎 | **No** | 🞎 |
| **Partial Sight** | **Yes** | 🞎 | **No** | 🞎 | **Partial Sight** | **Yes** | 🞎 | **No** | 🞎 |
| **If you or any joint applicant are blind or have partial sight please tell us if you wish to receive any future correspondence or information in an alternative format.** | | | | | | **Braille**  **Audio Tape**  **Large Format** | | | 🞎  🞎  🞎 |

**1**

**Information we need about you and any joint applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **You** | **Preferred Method** | **Joint Applicant** | **Preferred Method** |
| **Email Address** |  | 🞎 |  | 🞎 |
| **Home phone No** |  | 🞎 |  | 🞎 |
| **Work phone No** |  | 🞎 |  | 🞎 |
| **Mobile No** |  | 🞎 |  | 🞎 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant** | | | | **Joint Applicant** | | | | |
| **Title** | Mr/Mrs/Miss/Ms | | | | Mr/Mrs/Miss/Ms | | | | |
| **First name** |  | | | |  | | | | |
| **Last name** |  | | | |  | | | | |
| **Date of birth** | / / | | | | / / | | | | |
| **Gender** | Male / Female | | | | Male / Female | | | | |
| **If you are pregnant, please give your expected date of delivery.\*(We will include your unborn child or children when working out the size of house you need 3 months before the due date). We will need to see your MATB1 as proof.** | / / | | | | / / | | | | |
| **Relationship to joint applicant (if any)** |  | | | |  | | | | |
| ***Current address*** | | | | | | | | | |
| **Tenure\*** |  | | | |  | | | | |
| **House number:** |  | **Flat position:** | |  |  | | **Flat position:** | |  |
| **Street:** |  | | | |  | | | | |
| **Town:** |  | | | |  | | | | |
| **Postcode:** |  | | | |  | | | | |
| **Date moved in:** | / / | | | | / / | | | | |
| **Can we contact you at this address?** | Yes | 🞎 | No | 🞎 | Yes | 🞎 | | No | 🞎 |
| **If no, please give us the correspondence address for you and any joint applicant** |  | | | |  | | | | |

**How can we contact you?**

**B**

*\* By tenure we want to know if you are a home owner, rent your home from a local authority (council), housing association or a private landlord. You may also be a tied tenant, live ‘care of’ family or friends or have other living arrangements, which you should clearly state.*

**Information about you and your joint applicant (if applicable)**

**A**

**2**

**Information about previous addresses**

**Apart from your current address, have you lived anywhere else in the last 3 years?**

**A**

|  |
| --- |
| ***Applicant*** |
| **Address** | **Date moved in** | **Date moved out** | **Type of tenure\*** | **Landlords name** | **Reason for leaving** |
|  | / / | / / |  |  |  |
|  | / / | / / |  |  |  |
|  | / / | / / |  |  |  |
|  | / / | / / |  |  |  |
| ***Joint Applicant*** |
| **Address** | **Date moved in** | **Date moved out** | **Type of tenure\*** | **Landlords name** | **Reason for leaving** |
|  | / / | / / |  |  |  |
|  | / / | / / |  |  |  |
|  | / / | / / |  |  |  |
|  | / / | / / |  |  |  |
|  |  |  |  |  |  |

*\* By tenure we want to know if you are a home owner, rent your home from a local authority (council), housing association or a private landlord. You may also be a tied tenant, live ‘care of’ family or friends or have other living arrangements, which you should clearly state.*

**3**

**Information on who will be moving with you**

**A**

**Please give details of everyone who will live with you when you move. (You need to tell us about people who do not currently live with you but will when you move)**

Where you have a child/children staying with you overnight, for part of the week, or if you have a shared residency agreement, we will require proof of these arrangements.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Male/**  **Female/**  **Unborn** | **Relationship to you** | **Date of birth**  **(or date expected)** | **Are they living with you now?** | | | |
|  |  |  | **/ /** | **Yes** | 🞎 | **No** | 🞎 |
|  |  |  | **/ /** | **Yes** | 🞎 | **No** | 🞎 |
|  |  |  | **/ /** | **Yes** | 🞎 | **No** | 🞎 |
|  |  |  | **/ /** | **Yes** | 🞎 | **No** | 🞎 |
|  |  |  | **/ /** | **Yes** | 🞎 | **No** | 🞎 |
| **If they do not live with you now, please give their current address below** | | | **Date moved in** | **Tenure** | | | |
|  | | | **/ /** |  | | | |
|  | | | **/ /** |  | | | |
|  | | | **/ /** |  | | | |
|  | | | **/ /** |  | | | |
|  | | | **/ /** |  | | | |

**B People who live with you now but who will not move with you - Applicant**

|  |
| --- |
| ***Applicant*** |
| **Name** | **Male/Female** | **Date of birth** | **Relationship you** |
|  |  | **/ /** |  |
|  |  | **/ /** |  |
|  |  | **/ /** |  |
|  |  | **/ /** |  |
| ***Joint Applicant*** |
| **Name** | **Male/Female** | **Date of birth** | **Relationship to you** |
|  |  | **/ /** |  |
|  |  | **/ /** |  |
|  |  | **/ /** |  |
|  |  | **/ /** |  |

**4 Information we need about you and any joint applicant**

**A**

**Type of property do you live in?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Property type** | **You** | **Joint applicant** | **Property type** | **You** | **Joint applicant** |
| **House:** | | | **Maisonette:** | | |
| Detached | 🞎 | 🞎 | Balcony access | 🞎 | 🞎 |
| Semi detached | 🞎 | 🞎 | Walk-up | 🞎 | 🞎 |
| End terrace | 🞎 | 🞎 | Own door | 🞎 | 🞎 |
| Mid terrace | 🞎 | 🞎 | **Other:** | | |
| **Flat:** | | | Caravan | 🞎 | 🞎 |
| Tenement | 🞎 | 🞎 | Prison | 🞎 | 🞎 |
| Multi storey | 🞎 | 🞎 | Hospital | 🞎 | 🞎 |
| Balcony access | 🞎 | 🞎 | Homeless accommodation | 🞎 | 🞎 |
| Own door | 🞎 | 🞎 | Pre-fab | 🞎 | 🞎 |
| Walk-up | 🞎 | 🞎 | HM Forces accommodation | 🞎 | 🞎 |
| **Bungalow:** | | | Hostel | 🞎 | 🞎 |
| Detached | 🞎 | 🞎 | No fixed address | 🞎 | 🞎 |
| End terrace | 🞎 | 🞎 | **Sheltered:** | | |
| Semi detached | 🞎 | 🞎 | Flat | 🞎 | 🞎 |
| Mid terrace | 🞎 | 🞎 | Bungalow | 🞎 | 🞎 |
| **Other (use the space below to give details)** | | | | | |
|  | | | | | |

**4 Information we need about you and any joint applicant**

**B At your present address, are you? (Please tick one box)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **You** | **Joint**  **applicant** | **Description** | **You** | **Joint**  **applicant** |
| Renfrewshire Council tenant | 🞎 | 🞎 | Lodger *(a person who rents a room in a house form the owner/tenant of that house and where the owner/tenant also lives and shares the accommodation with the lodger)* | 🞎 | 🞎 |
| Another council tenant | 🞎 | 🞎 | Supported or specialist accommodation *(where care, support or supervision is provided to occupants of that accommodation)* | 🞎 | 🞎 |
| A housing association tenant | 🞎 | 🞎 | Residential care or hospital *(provides accommodation with board, for example meals and provides personal care for people who need care because of age, disability, dependence on drugs/alcohol or mental health impairment)* | 🞎 | 🞎 |
| Private landlord tenant, please provide your tenancy agreement and Notice to Leave. | 🞎 | 🞎 | I have nowhere permanent to live | 🞎 | 🞎 |
| Owner occupier | 🞎 | 🞎 | Staying with family | 🞎 | 🞎 |
| HM Forces accommodation | 🞎 | 🞎 | Staying with friends | 🞎 | 🞎 |
| Housing tied to employment**, please see question 5 a** | 🞎 | 🞎 | Prison | 🞎 | 🞎 |
| If none of the above, please describe your current circumstances: |  | | | | |

**C If you are a tenant, please give your landlord’s details.**  
*We may ask them for a reference before we make an offer of housing.*

|  |  |  |
| --- | --- | --- |
| **You** | **Name of landlord** |  |
| **Address of landlord** |  |
| **Landlords Telephone number** |  |
| **Landlords**  **Email address** |  |
| **Joint applicant** | **Name of landlord** |  |
| **Address of landlord** |  |
| **Landlords**  **Telephone number** |  |
| **Landlords**  **Email address** |  |
| **If there is any reason why we cannot contact your landlord, you must let us know the reason** | |  |

**4 Information we need about you and any joint applicant**

**D What size of property do you live in?**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please tell us the number of rooms you have in your home** | **You** | | | | **Joint applicant** | | | | | | |
| Living room(s) |  | | | |  | | | | | | |
| Separate dining room |  | | | |  | | | | | | |
| Double bedroom(s) |  | | | |  | | | | | | |
| Single bedroom(s) |  | | | |  | | | | | | |
| **Do you have your own bedroom?** | Yes | 🞎 | No | 🞎 | Yes | | 🞎 | | No | | 🞎 |
| **If not, who do you share with?** |  | | | |  | | | | | | |
| **What floor is your present home on?** *For example: ground, first floor.* |  | | | |  | | | | | | |
| **Do you require housing that is specially adapted for a disability?** | Yes | 🞎 | No | 🞎 | Yes | 🞎 | | No | | 🞎 | |
| *If yes, would you prefer to remain in your current home, if adaptations could be done to meet your needs?* | Yes | 🞎 | No | 🞎 | Yes | 🞎 | | No | | 🞎 | |
| If yes please contact your local Social work office or Housing office for more information. | | | | | | | | | | | |

**5 Applying for a house**

**A Reason for applying – please tell us why you are applying for a home.** *Please tick all reasons as to why you are applying for a property with us.*

**We require formal identification and proof for all reasons you state.**

***More reasons for applying on next page***

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason** | **Evidence required** | **You** | **Joint applicant** |
| Current home is too small | A copy of your tenancy agreement, property missives or other formal proof of your property size (if you are not a tenant of the landlord to whom you are applying to). | 🞎 | 🞎 |
| Current home is too big | A copy of your tenancy agreement, property missives or other formal proof of your property size (if you are not a tenant of the landlord to whom you are applying to). | 🞎 | 🞎 |
| Because of harassment targeted to you in or around your home (e.g. threatening  behaviour, assault, disturbance) **please fill in question 5b** | We will only give priority to you if there is evidence that the harassment is targeted at you or a member of your household, in or around your current accommodation. You must provide written confirmation from a relevant agency. For example: Police/landlord confirming this and the nature of the harassment. We will obtain police reports, where Police incident numbers are provided. | 🞎 | 🞎 |
| Because of domestic abuse | Supporting documents from a relevant agency for example social worker, Victim Support or Women’s Aid or written confirmation from the applicant that they are experiencing domestic abuse. | 🞎 | 🞎 |
| Because of a relationship breakdown | Letter from your solicitor or written proof from your partner confirming the relationship breakdown. | 🞎 | 🞎 |
| To receive support, **please fill in question 5c** | Letter from a relevant agency e.g. social work, health professional, or proof of DLA/PIP/carers allowance/attendance allowance, also a letter from both parties explaining why you need to move. | 🞎 | 🞎 |
| To give support, **please fill in question 5c** | Letter from a relevant agency e.g. social work, health professional, or proof of DLA/PIP/carers allowance/attendance allowance, also a letter from both parties explaining why you need to move. | 🞎 | 🞎 |
| For mobility reasons, **please complete mobility section 5d** | Please also complete our mobility section at 5.d. | 🞎 | 🞎 |
| Want a home of my own | Your ID and official proof of address. | 🞎 | 🞎 |
| Homeless or threatened with homelessness | Your ID. If you are in a homeless siutaion we would encourage you to approach the Local authority to discuss your options. Renfrewshire council can be contacted on 0300 300 0222. | 🞎 | 🞎 |
| Repossession order/court order | Copy of the repossession/court order confirming that your house is to be repossessed or sold and the reasons why. | 🞎 | 🞎 |
| Notice to Leave (private rented tenancy) | Written proof confirming that your tenancy is not being renewed and you must leave through no fault of your own. Copy of the Notice to Leave. Your landlord should give you these if they want you to leave. | 🞎 | 🞎 |
| Leaving tied accommodation | A letter from your landlord confirming your date to leave and the reasons you must leave. We also require a copy of your employment contract. | 🞎 | 🞎 |

**5 Applying for a house**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason** | **Evidence required** | **You** | **Joint applicant** |
| Leaving residential care/hospital/supported accommodation. | Written confirmation from the relevant agency that you have nowhere to live when you leave. If you have a date to leave, please provide written confirmation. | 🞎 | 🞎 |
| Currently in prison | Written confirmation from the relevant agency that you are currently in prison and will have nowhere to live when you leave. If you have a date to leave, please provide written confirmation. | 🞎 | 🞎 |
| Leaving HM Forces | A letter from HM Forces confirming that you are leaving HM Forces and will have nowhere to live when you leave. If you have a date of discharge, please provide written confirmation. | 🞎 | 🞎 |
| To take up or stay in employment | Written evidence to support your circumstances e.g. letter from employer/prospective employer supporting the application and outlining why the applicant needs to move to keep/take up employment. | 🞎 | 🞎 |
| Access to children/joint/shared custody | Written confirmation from a solicitor/ex-partner confirming details of overnight access. | 🞎 | 🞎 |
| I have applied to foster/adopt a child | Written confirmation from the local authority or agency you have applied to that you are in the final stages of the assessment process and require an additional bedroom to be approved to foster/adopt. We will only consider applications that are in the final stages of this process and are approved subject to having an additional bedroom where applicant has no spare bedroom. | 🞎 | 🞎 |
| Property is below tolerable standard, for example structurally unstable, rising or penetrating damp, **please fill in question 6e** | Copy of confirmation from Renfrewshire Council’s Environment and Infrastructure Services confirming that your property fails to meet the tolerable standard. | 🞎 | 🞎 |
| I have been awarded priority through the Health and Social care panel (formerly CCP – Community Care Panel) | Please provide written confirmation of your award from the Council | 🞎 | 🞎 |
| Other – please state  (Proof will be dependent on circumstances) | | | |

**5 Applying for a house**

**B If you are applying because of harassment, please answer the following:**

|  |  |
| --- | --- |
| **What is the harassment?** |  |
| **Who is causing the problem? (e.g. someone who lives/lived with you, your neighbour or someone else)** |  |
| **How often does it happen? (e.g. daily, weekly, monthly, occasionally)** |  |
| **When was the last incident?** |  |
| **Who have you reported the problems to?** |  |
| **Please state any police incident numbers if you have them.** |  |

**Are you experiencing any domestic or external violence or abuse? (from a partner or ex-partner)**

**C**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes | 🞎 |  | No | 🞎 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| By someone within the household | 🞎 | | | |
| By an ex-partner | 🞎 | | | |
| By someone outwith the household that is known by you | 🞎 | | | |
| By someone outwith the household not known by you | 🞎 | | | |
| Have you reported the violence to any agencies, for example Police Scotland, Social Workers, GP? | Yes | 🞎 | No | 🞎 |
| Have you been in contact with any agencies that can help and support them, such as Women’s Aid, Women and Children 1st, Victim Support? | Yes | 🞎 | No | 🞎 |

**If you are applying because you are providing or receiving support, please provide details of who will support you or of the person you wish to support.**

**D**

|  |  |  |
| --- | --- | --- |
| **Name** |  | Briefly describe the support you give/ receive and how often. |
| **Address** |  |
|  |
|  |
| **Telephone** |  |
|  |  | Please tell us why you need to move to give/receive this support |

**5 Applying for a house**

**E Mobility**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Have you ticked for mobility reasons as a reason for applying for housing?**  *If yes please complete all questions below and on the following page* | | | | | | | | | | | | | | | | | | | **Yes** | | | | 🞎 | | | **No** | | 🞎 |
| **Who has the mobility problem?** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| **Do they live with your currently?** | | | | | | | | | | | | | | | | | | | **Yes** | | | | 🞎 | | | **No** | | 🞎 |
| **What is the person’s date of birth?** | | | | | | | | | | | | | | | | | | | / / | | | | | | | | | |
| **Do you or the person you are applying for live on the ground floor?** | | | | | | | | | | | | | | | | | | | **Yes** | | | | 🞎 | | | **No** | | 🞎 |
| **Are there any stairs at the front of the house?** | | | | | | | | | | | | | | | | | | | **Yes** | | | | 🞎 | | | **No** | | 🞎 |
| **If yes how many?** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| **Are there any internal stairs in the house?** | | | | | | | | | | | | | | | | | | | **Yes** | | | | 🞎 | | | **No** | | 🞎 |
| **If yes how many?** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| **Are the internal stairs straight?** | | | | | | | | | | | | | | | | | | | **Yes** | | | | 🞎 | | | **No** | | 🞎 |
| **If the internal stairs are not straight, do they have a turn or a platform?** | | | | | | | | | | | | | | | | | | | **Yes** | | | | 🞎 | | | **No** | | 🞎 |
| **Do you or the person you are you are applying for have any difficulties with the following?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Activity** | | | | | **Yes** | | | **No** | | **Please give comments** | | | | | | | | | | | | | | | | | | |
| **Getting in or out of your home** | | | | | 🞎 | | | 🞎 | |  | | | | | | | | | | | | | | | | | | |
| **Going up or down stairs** | | | | | 🞎 | | | 🞎 | |  | | | | | | | | | | | | | | | | | | |
| **Using bath, shower or toilet** | | | | | 🞎 | | | 🞎 | |  | | | | | | | | | | | | | | | | | | |
| **Working in your kitchen** | | | | | 🞎 | | | 🞎 | |  | | | | | | | | | | | | | | | | | | |
| **Do you or the person you are applying for use any of the following?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Wheelchair** | | 🞎 | | **Zimmer** | 🞎 | | | **Tripod** | | | 🞎 | **Walking stick** | | | | | 🞎 | **Other** | | | | | | | | | | 🞎 |
| **Please specify if other:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **Is the aid used (please tick appropriately)** | | | | | | | | | | | | | **Always** | | | **Regularly** | | | | | **Occasionally** | | | | | | | |
| **Inside your home** | | | | | | | | | | | | | 🞎 | | | 🞎 | | | | | 🞎 | | | | | | | |
| **Outside your home** | | | | | | | | | | | | | 🞎 | | | 🞎 | | | | | 🞎 | | | | | | | |
| **Has there been an occupational health assessment carried out at your current home or the person you are applying for?** | | | | | | | | | | | | | | | | | | | | **Yes** | | | | 🞎 | | **No** | | 🞎 |
| **How many stairs can you/the person you are applying for manage?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **None** | 🞎 | | **One or Two** | | | | 🞎 | | **One flight (13 steps)** | | | | | 🞎 | **More than one flight** | | | | | | | | | | | | | 🞎 |
| **Other (please specify number):** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **Do you receive Disability living allowance or Personal Independence Payment (mobility component)?** | | | | | | | | | | | | | | | | | | | **Yes** | | | 🞎 | | | **No** | | 🞎 | |
| **Have any adaptations been made to your current home or the joint applicants current home?** | | | | | | | | | | | | | | | | | | | **Yes** | | | 🞎 | | | **No** | | 🞎 | |

***Further questions about mobility on next page***

**5 Applying for a house**

**E Mobility**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Adaptation** | | | Fitted | Waiting to be fitted | Applied for |
| **Ramped level access** | | |  |  |  |
| **Doors widened** | | |  |  |  |
| **Level access shower** | | |  |  |  |
| **Stair lift** | | |  |  |  |
| **Other adaptation (describe below)** | | |  |  |  |
|  | | | | | |
| **Please tell us about the disabilities that you, or the person you are applying for have, how long you/they have had them** | | | | | |
| **Disabilities:** | |  | | | |
| **How long you have had them:** | |  | | | |
| **Please tell us how these disabilities make your home unsuitable and how this effects your ability to carry out day to day tasks** | | | | | |
|  | | | | | |
| **Health Professionals** | | | | | |
| **Name of GP** |  | | | | |
| **Name of practice** |  | | | | |
| **Practice Address** |  | | | | |
| **Hospital Consultant** |  | | | | |
| **Name of Hospital** |  | | | | |
| **Hospital Address** |  | | | | |

**5 Applying for a house**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you or your joint applicant own or rent any other property which you do not live in?** | | | | | | | | | |
| **You** | **Yes** | 🞎 | **No** | 🞎 | **Joint Applicant** | **Yes** | 🞎 | **No** | 🞎 |
| **Address:** | | | | | **Address:** | | | | |
| **Reason for not living there:** | | | | | **Reason for not living there:** | | | | |
| **Do you or or someone else on your application own any land?** | | | | | | | | | |
| **You** | **Yes** | 🞎 | **No** | 🞎 | **Joint Applicant** | **Yes** | 🞎 | **No** | 🞎 |
| **Please tell us what you intend to do with the land** | | | | | **Please tell us what you intend to do with the land** | | | | |

**F Condition of your current property**

**Do you consider that your property is below the ‘tolerable standard’? Yes** 🞎 **No** 🞎

*If yes, please tick the box that applies to your home (if any).* *We will require you to provide proof from Renfrewshire Council’s Environment and Infrastructure Service to confirm that your property fails the tolerable standard.*

|  |  |  |  |
| --- | --- | --- | --- |
| **You** | | **Joint Applicant** | |
| **Yes** | **No** | **Yes** | **No** |
| **Does your house have rising or penetrating dampness?** | 🞎 | 🞎 | 🞎 | 🞎 |
| **Does your house have structural defects?** | 🞎 | 🞎 | 🞎 | 🞎 |
| **Is there a current closing/demolition/environmental closing order?** | 🞎 | 🞎 | 🞎 | 🞎 |
| **Does your house lack amenities such as inside toilet, piped water supply, mains electricity, wash hand basin or sink?** | 🞎 | 🞎 | 🞎 | 🞎 |

**6 Your choice of housing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A. Will you accept any floor level?** | **Yes** | 🞎 *Move to question 6b* | **No** | 🞎 |
| **If no, what is the lowest floor level you will accept?** For example, 0 = ground floor, 1 = first floor. | |  | | |
| **If no, what is the highest floor level you will accept?** For example, 0 = ground floor, 1 = first floor | |  | | |

|  |  |  |
| --- | --- | --- |
| **B.** **Do you require an additional bedroom for any of the following reasons\*:** | **Yes** | **No** |
| **Overnight care/support\*** |  |  |
| **Medical Equipment** |  |  |
| **Access to child (please provide proof)** |  |  |
| **I have applied to foster/adopt a child** |  |  |
| ***If you have applied to foster/adopt a child, please state local authority or agency details below:*** | | |

*\*Please provide proof/supporting information if you have ticked any of the above.*

**C Choice of Housing**

*Please refer to the General information on allocations booklet for more information on property sizes and tell us which types of property you wish to be considered for and the area you want to live.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bargarran** | | **North Barr** | | **Park Mains** | |
| **Houses** | 🞎 | **Houses** | 🞎 | **Houses** | 🞎 |
| **Tenement Flats** | 🞎 | **Tenement Flats** | 🞎 | **Tenement Flats** | 🞎 |
| **Sheltered Flats** | 🞎 | **Disabled Persons Bungalows** | 🞎 | **Other Flats (Maisonettes)** | 🞎 |
| **Extra Care Housing** | 🞎 | **Sheltered Flats** | 🞎 | **Bungalows** | 🞎 |
|  | 🞎 | **Sheltered Disabled Persons Bungalows** | 🞎 | **Disabled Persons Bungalows** | 🞎 |
|  | 🞎 | **Extra Care Housing** | 🞎 | **Sheltered Flats** | 🞎 |
|  | 🞎 |  | 🞎 | **Sheltered Disabled Persons Bungalows** | 🞎 |
| **Are there street that would not be suitable? please detail below** | | | | | |
|  | | | | | |

**6 Your choice of housing**

**D Sheltered housing**

Sheltered housing aims to meet the needs of people aged 60 years and over, who wish to live independently in their own homes with support. These self-contained properties are easy to maintain and offer tenants the safety of living in a secure environment, whilst also enabling people to retain their independent lifestyle.

If you would like to apply for sheltered housing please ensure you complete the sheltered assessment form so that we can assess your need.

**E Extra Care Housing**

Extra care housing is for applicants 65 and over who require a greater level of support than is provided in sheltered housing. Residents benefit from 24 hour support and a mandatory meals service.

If you are interested in applying for Extra care housing, please ask us for an Extra care application form,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **F. Do you have any pets?** | **Yes\*** | 🞎 | **No** | 🞎 |
| **If Yes, please give details:** | | | | |

*\*You must seek permission from us if you would like to keep a pet in your tenancy.*

**G Mutual Exchange**

If you are a tenant and are interested in exchanging your current property with another tenant, let us know. Landlords of both properties must agree to the exchange before it can go ahead. If you are a tenant, are you interested in a mutual exchange?

Yes 🞎 No 🞎

**7 Other important information**

**In addition to the information you have provided earlier in this form, there are several other important areas that we need to know about when processing your application and considering you for housing.** **This information will be used to assess your eligibility for housing and to determine the suitability of housing for your needs, in line with Section 6 of the Renfrewshire Common Housing Allocation Policy.**

**Please answer all questions fully.**

**A Your eligibility for housing**

The law covering asylum and immigration is complex and applies differently to the Council and the housing association partners. If you could be affected by this legislation, you must advise us. We may be able to assist or provide you with details of agencies that can help you.

|  |  |  |  |
| --- | --- | --- | --- |
| **Main Applicant** | | **Joint Applicant** | |
| **Yes** | **No** | **Yes** | **No** |
| **Are you subject to immigration control?** | 🞎 | 🞎 | 🞎 | 🞎 |
| **If yes, please give details** |  | |  | |
| **Are there conditions or limits to your leave to remain in the UK?** | 🞎 | 🞎 | 🞎 | 🞎 |
| **If yes, please give details** |  | |  | |

**7 Other important information**

*Please provide us with the following important information about your current and previous addresses:*

|  |  |  |  |
| --- | --- | --- | --- |
| **B. Antisocial behaviour** | **Main applicant** | **Joint applicant** | **Another person** |
| In the past 3 years, has anyone ever acted against you or anyone moving with you, or a visitor to your home, for anti-social behaviour at your current or any previous address? | No 🞎 Yes 🞎  If yes, please provide details: | No 🞎 Yes 🞎  If yes, please provide details: | No 🞎 Yes 🞎  If yes, please provide details: |
| Has anyone ever acted against you, or anyone moving with you or a visitor to your home, in the past 3 years, for harassment of another person, or antisocial behaviour towards another person? | No 🞎 Yes 🞎  If yes, please provide details: | No 🞎 Yes 🞎  If yes, please provide details: | No 🞎 Yes 🞎  If yes, please provide details: |
| In the past 3 years, has anyone ever acted against you or anyone moving with you, or a visitor to your home for antisocial behaviour or a course of conduct amounting to antisocial behaviour in relation to an employee of the social landlord in course of making an application? | No 🞎 Yes 🞎  If yes, please provide details: | No 🞎 Yes 🞎  If yes, please provide details: | No 🞎 Yes 🞎  If yes, please provide details: |
| **C. Previous convictions** | **Main applicant** | **Joint applicant** | **Another person** |
| Have you or any member of your household been convicted of using a house or allowing a house to be used for immoral or illegal purposes? | No 🞎 Yes 🞎  If yes, please provide details: | No 🞎 Yes 🞎  If yes, please provide details: | No 🞎 Yes 🞎  If yes, please provide details: |
| Have you or any member of your household been convicted of an offence punishable by imprisonment which was committed in, or in the locality of a property occupied by them? | No  Yes  If yes, please provide details: | No  Yes  If yes, please provide details: | No  Yes  If yes, please provide details: |

**7 Other important information**

|  |  |  |  |
| --- | --- | --- | --- |
| **D.. Recovery of possession** | **Main applicant** | **Joint applicant** | **Another person** |
| In the last 3 years, have you ever been evicted from a tenancy? | No 🞎 Yes 🞎  If yes, please provide details: | No 🞎 Yes 🞎  If yes, please provide details: | N/A |
| **E. Abandoning or neglecting a let property** | **Main applicant** | **Joint applicant** | **Another person** |
| In the last 3 years, have you ever had a tenancy repossessed by a social landlord because the property had been abandoned by you, or where a court order has ordered recovery of possession due to the deterioration of the condition of the property or furniture provided for your use? | No 🞎 Yes 🞎  If yes, please provide details: | No 🞎 Yes 🞎  If yes, please provide details: | N/A |
| **F. Rent arrears or other tenancy debt** | **Main applicant** | **Joint applicant** | **Another person** |
| Do you or your joint applicant have any housing related debt from their current or former tenancy? | No 🞎 Yes 🞎  If yes, please state what debt is for (including address) and amount owing:  £  Do you have a repayment arrangement in place?  No 🞎 Yes 🞎 | No 🞎 Yes 🞎  If yes, please state what debt is for (including address) and amount owing:  £  Do you have a repayment arrangement in place?  No 🞎 Yes 🞎 | N/A |
| **G. Sexual Offences Act 2003** | **Main applicant** | **Joint applicant** | **Another person** |
| Are you, your joint applicant or anyone else who will be moving with you, required to register with Police Scotland under the Sexual Offences Act 2003?  A requirement to register under the Act will not affect the assessment of your application but may affect where you could be rehoused. | No 🞎 Yes 🞎If yes provide details | No 🞎 Yes 🞎If yes provide details | No 🞎 Yes 🞎If yes provide details |
| If yes answered to any question under **7G**, mark your envelope **Private and Confidential for the attention of the Housing Liaison Co-ordinator (MAPPA)** and return it to us. | | | |

**7 Other important information**

|  |  |
| --- | --- |
| **8 h.** **Personal connections with Bridgewater Housing Association** | |
| We will report to Bridgewater’s Board if we allocate housing to Board members or members of staff or their close relatives. Close relatives, including step relatives, means husband, wife, partner, father, mother, sister, brother, son or daughter. | |
| Are you, or anyone you are wishing to be rehoused with, an employee or related to one of our employees or Board members? | Yes 🞎 No 🞎 |
| **If yes, please give details below**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**{ Declaration }**

**Before returning your completed form to us please read through the following statements, sign and date the boxes below to show you understand and agree with them.**

* That I/we are 16 years of age or over and are eligible to apply for housing in Renfrewshire.
* That I/we will inform you immediately of any changes in my/our circumstances.
* That all the information given by me/us on this form is true. If I/we supply any false information or do not disclose any relevant information my/our application may be cancelled.
* That if I/we are given a tenancy because I/we may have supplied knowingly or recklessly false information or I/we have kept back any relevant information, the tenancy may be ended.
* That my/our current or previous landlords can be contacted for a reference.

**Main Applicant:**

Signature:……………………………………………………………………………. Date:…………………………………….

**Joint Applicant:**

Signature:……………………………………………………………………………. Date:…………………………………….

**Please deliver this application to Bridgewater Housing Association LTD, 1st Floor, Bridgewater Shopping Centre, Erskine, PA8 7AA**

**8 The partner landlords**

*Please visit landlord websites for details of their opening hours, as they may be subject to change.*

|  |  |  |
| --- | --- | --- |
| Image result for renfrewshire council logo | | **Renfrewshire Council**  [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)  **Communities, Housing and Planning Services**  **Tel: 0300 300 0222** |
| **Customer Service Centres** | | |
| **Paisley:** | Renfrewshire House, Cotton Street, Paisley, PA1 1AN. | |
| **Johnstone:** | Johnstone Town Hall, 25 Church Street, Johnstone, PA5 8FA. | |
| **Renfrew:** | 14 Renfield Street, Renfrew, PA4 8RN. | |
| **Partner Associations** | | |
|  | | **Bridgewater Housing Association**  [www.bridgewaterha.org.uk](http://www.bridgewaterha.org.uk)  **Head office:** 1st Floor Bridgewater Shopping Centre, Erskine, PA8 7AA.  **Telephone: 0141 812 2237** |
|  | | |
| Image result for linstone housing association logo | | **Linstone Housing Association**  [www.linstone.co.uk](http://www.linstone.co.uk)  **Head office:** 17 Bridge Street, Linwood PA3 3DB.  **Telephone: 01505 382383** |
|  | | |
| Paisley Housing Association | | **Paisley Housing Association**  [www.paisleyha.org.uk](http://www.paisleyha.org.uk)  **Head office:** 17-19 Gauze Street, Paisley. PA1 1ES.  **Telephone: 0141 889 7105** |
|  | | |
| Image result for williamsburgh housing association logo | | **Williamsburgh Housing Association**  [www.williamsburghha.co.uk](http://www.williamsburghha.co.uk)  **Head office:** Ralston House, Cyril Street, Paisley. PA1 1RW  **Telephone: 0141 887 8613** |
| **Other housing associations with housing in Renfrewshire:** | | |
| [**Bield**](http://www.bield.co.uk/) - provide housing for older people www.bield.co.uk | | |
| **Blackwood**- provide housing for general need and older and disabled people www.blackwoodgroup.org.uk | | |
| [**Cairn**](http://www.cairnha.com/) - provide housing for older people. [www.cairnha.com](http://www.cairnha.com) | | |
| [**Hanover**](http://www.hsha.org.uk/) - provide housing for older people. [www.hsha.org.uk](http://www.hsha.org.uk) | | |
| [**Horizon**](http://www.horizonhousing.org/) - provide housing for general need and also older and disabled people. [www.horizonhousing.org](http://www.horizonhousing.org) | | |
| [**Key**](http://www.keyhousing.org/) - provide housing for disabled people. [www.keyhousing.org](http://www.keyhousing.org) | | |
| [**Link**](http://www.homehunt.info/) - provide housing for general need and also older and disabled people. | | |
| **Loretto -** provide housing for general need and older and disabled people. [www.lorettoha.co.uk](http://www.lorettoha.co.uk) | | |
| **Sanctuary** - provide housing for general need and supported accommodation [www.sanctuary-group.co.uk](http://www.sanctuary-group.co.uk) | | |