

# HOUSING AND ECONOMY

## HOUSING APPLICATION FORM

**Please fill in this form if you:**

- **Want to rent a home from the Council**
- **Are already a tenant of Wrexham County Borough Council but you would like to move to another Council property in the County Borough.**

### **Completing this form**

It is important that you complete this form as fully as possible and complete ALL sections. You must also supply copies of the documents that we ask you to provide. It is important that you do this, as we use the information you give us to assess the housing needs and eligibility of you, your family or any people who you want to be re-housed with you.

If you do not complete this form or you do not sign it, we will not be able to process your application and we will return it to you. If you do not provide us with all the proof that we need, this will also delay your application.

We have included information boxes, to help you to fill out this form but if you do need any help or advice, please contact your Local Estate Office.

If you would like to know how we assess and deal with your application once we have received it, please read our information booklet “Applying for Housing”. Copies are available from your Local Estate Office or from Contact Wrexham, Lord Street, Wrexham.

If you would like a copy of this form in another language or format, please ask at your Local Housing Office.



# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## 1. Equality & Diversity Monitoring

We ask you for this information to make sure that all applicants are treated fairly and that everyone receives a service that takes account of their needs. You do not have to fill out this section. If you choose not to answer these questions, it will not affect the service you receive.

### How would you describe your ethnic group? (Please tick)

#### White

- |  |   |
|--|---|
| <input type="checkbox"/> Welsh/English/Scottish/Northern Irish/British | <input type="checkbox"/> Irish                      |
| <input type="checkbox"/> Gypsy or Irish Traveller                      | <input type="checkbox"/> Any other White Background |

#### Mixed

- |  |   |
|--|---|
| <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> White and Black African    |
| <input type="checkbox"/> White and Asian           | <input type="checkbox"/> Any other mixed background |

#### Asian/Asian British

- |                                  |   |                                      |
|----------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Indian  | <input type="checkbox"/> Pakistani                  | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Any other Asian background |                                      |

#### Black/African/Caribbean/Black British

- |                                  |                                    |   |
|----------------------------------|------------------------------------|---|
| <input type="checkbox"/> African | <input type="checkbox"/> Caribbean | <input type="checkbox"/> Any other Black background |
|----------------------------------|------------------------------------|---|

#### Other ethnic group

- |  |   |
|--|---|
| <input type="checkbox"/> Arab              | <input type="checkbox"/> Any other ethnic group |
| <input type="checkbox"/> Prefer not to say |   |

### Are you:

- |                                 |                               |  |
|---------------------------------|-------------------------------|--|
| <input type="checkbox"/> Female | <input type="checkbox"/> Male | <input type="checkbox"/> Prefer not to say |
|---------------------------------|-------------------------------|--|

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

Application Number:

Application Date:

## What is your age group?

- 15 or under    16 – 24    25 - 34    35 - 44    45 - 54  
 55 - 64    65-74    75+ years    Prefer not to say

## Do you consider yourself to have a disability as defined by the Equality Act 2010?

- Yes    No    Prefer not to say

Please write in **BLOCK CAPITALS**. Please read each question carefully before you fill in the form. Please remember you must also supply:-

- One proof of identity for you and one proof of identity for your partner, or joint applicant, including dates of birth e.g. current passport, current driving licence, birth certificate.
- One proof of address for you and one for your partner, or joint applicant, e.g. Latest Council Tax demand, most recent Utility Bill.

**We cannot accept your application without this information.**

## 2. About you

Title (Miss/Mr/Mrs/Ms):

First Names:

Surname:

Have you been known by a different name?

Date of birth:

Marital status:

National Insurance No.:

Address:

## Joint Applicant

Title (Miss/Mr/Mrs/Ms):

First Names:

Surname:

Have you been known by a different name?

Date of birth:

Marital status:

National Insurance No.:

Address:

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## About you

Post Code:

Tel no.:

Email:

How do you prefer to be contacted?

Which language do you prefer to speak, read or write in?

Are you subject to Immigration Control?  
If yes, please give details:

Are you the spouse or civil partner of HM forces personnel or veteran who has died?

If yes, please give details

## Joint Applicant

Post Code:

Tel no.:

Email:

How do you prefer to be contacted?

Which language do you prefer to speak, read or write in?

Are you subject to Immigration Control?  
If yes, please give details:

Yes  No

Please indicate your employment status (✓)

Full time work

Part time work

Retired

Student

Job Seeker (claiming JSA)

Job Seeker (claiming Universal Credit)

You

Joint Applicant

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## 3a. Why do you need re-housing -

Please indicate (✓)

	You	Joint Applicant
Overcrowding	<input type="checkbox"/>	<input type="checkbox"/>
Property too large	<input type="checkbox"/>	<input type="checkbox"/>
Health Problems	<input type="checkbox"/>	<input type="checkbox"/>
Present property in poor condition	<input type="checkbox"/>	<input type="checkbox"/>
Relationship breakdown	<input type="checkbox"/>	<input type="checkbox"/>
Homeless temporary accommodation	<input type="checkbox"/>	<input type="checkbox"/>
Financial problems <b>(Please provide proof. Ask your Local Housing Office for an Income &amp; Expenditure Form)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Threat of eviction <b>(Please provide a copy of any written notice you have received)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Private tenancy ending	<input type="checkbox"/>	<input type="checkbox"/>
Leaving HM Prison	<input type="checkbox"/>	<input type="checkbox"/>
Leaving hospital <b>(Please provide copies of any supporting documents)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Leaving HM Armed Forces <b>(Please provide copies of any discharge papers)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Moving to be nearer family	<input type="checkbox"/>	<input type="checkbox"/>
Homeless <b>(If you have to leave where you live, you must provide proof)</b>	<input type="checkbox"/>	<input type="checkbox"/>

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## 3a. Why do you need re-housing - cont..

	You	Joint Applicant
Threat of violence/harassment	<input type="checkbox"/>	<input type="checkbox"/>
Domestic violence/abuse	<input type="checkbox"/>	<input type="checkbox"/>
Loss of tied accommodation	<input type="checkbox"/>	<input type="checkbox"/>
Sharing accommodation	<input type="checkbox"/>	<input type="checkbox"/>
Property unsuitable	<input type="checkbox"/>	<input type="checkbox"/>
Living in an HMO (sharing facilities)	<input type="checkbox"/>	<input type="checkbox"/>

## 3b. Where do you live at the moment?

Please indicate (✓) where you live

	You	Joint Applicant
Tenant of Wrexham Council	<input type="checkbox"/>	<input type="checkbox"/>
Tenant of another Council	<input type="checkbox"/>	<input type="checkbox"/>
Housing Association Tenant <b>(Please supply a copy of your Tenancy Agreement)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Privately renting <b>(Please supply a copy of your Tenancy Agreement)</b>	<input type="checkbox"/>	<input type="checkbox"/>
In tied accommodation <b>(Tied accommodation is housing provided for you with your job)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Living with family or friends	<input type="checkbox"/>	<input type="checkbox"/>
Lodging	<input type="checkbox"/>	<input type="checkbox"/>

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## 3b. Where do you live at the moment? Cont..

Owner Occupier  
**(Please supply any documents you have as proof of ownership/ outstanding mortgage, details of sale)**

You

Joint Applicant

In Armed Forces Accommodation

A young person leaving Local Authority care

In prison

In hospital

In temporary accommodation  
**(Temporary accommodation can be a B&B, hostel, or anywhere you are staying on a temporary basis).**

In NASS accommodation

No fixed abode

**If you or any joint applicant are the tenant of a Private Landlord, Housing Association or other Council, please provide details below:-**

Name of Landlord: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. No./ Contact Details: \_\_\_\_\_

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

What type of property do you live in?  
Please indicate (✓)

You

Joint Applicant

House

Rooms in a property

Bungalow

Flat/Apartment

Caravan

Maisonette

Hostel/Refuge/B&B

Bedsit

Any other:- \_\_\_\_\_

If you live in a flat, which floor?:- \_\_\_\_\_

How many bedrooms are there?

What date did you move in?

Is your home in a poor state of repair? If so, please give details. **Please remember we will only class your home as being in a poor condition following an inspection by a Council Environmental Health Officer and if your landlord does not complete any work needed, in a reasonable period of time.**

Have you been given written notice to leave your home?

Yes

No



# HOUSING AND ECONOMY HOUSING APPLICATION FORM

If yes when do you have to leave?

Why have you been asked to leave?

Has any legal action, including eviction, been taken against you, your partner or any person living with you for anti-social behaviour, harassment or nuisance?

Yes

No

If yes, please tell us when you lived there, the address, the name of your landlord and the action taken.

## 4. Your Pets

Do you have any pets?

Yes

No

**If yes, please tell us what kind of pets you have and how many? Please remember the Council does not allow some pets in certain types of properties. If you are unsure whether you can take your pets with you if you are offered a Council property, please ask your Local Housing Office for more details.**

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## 5a. Who lives with you?

Please tell us about each person who lives with you but don't include yourself or anyone who is applying as a joint applicant.

I don't live with anybody else

First Name	Last Name	Gender M/F	Date of Birth	Relationship to you	Moving with you? Y/N

Please tell us who sleeps in each room.

Bed 1:

Bed 2:

Bed 3:

Bed 4:

If anyone who will be living with you is an expectant mother, please give details below & provide proof of pregnancy.

First Name	Last Name	Relationship to you	Date baby due

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## 5b. Armed Forces Personnel

Are you or anyone who is going to be housed with you a veteran who was either a regular or reservist member of HM armed forces and served at least one day?

Yes  No

If yes, please give details

## 5c. Access to Children

Do you, your partner or joint applicant have access to children? Please indicate (✓) Remember we will need to see proof of access arrangements.

Yes  No

Please tell us how often they stay with you?

Please give details below of any children you have access to

First Name	Last Name	Gender M/F	Date of Birth	Relationship to you	Current Address

**Proof Required - We need to see proof of access arrangements you have.**

**If you do not supply proof, we will not be able to take account of any additional family members when assessing the type of accommodation you need.**

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## 6. Other People

Please tell us about anyone who does not live with you now, but who will be re-housed with you. Briefly tell us why they will be moving with you.

**If you do not give us this information, your application may not be assessed correctly. This could mean that you are offered a property that is not suitable for you.**

**You must provide:-**

- One proof of identity for each person that includes dates of birth, e.g. current passport, current driving licence, birth certificate or Home Office papers.
- A proof of address for each person

Please provide copies not original documents.

**If you do not give us this information, your application will not be accepted.**

First Name	Last Name	Date of Birth	Current Address	Reason for moving with you & Relationship to you

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## 7. Your Choice of Accommodation & Area

Please refer to the table overleaf and indicate (✓) in the appropriate boxes, the communities where you would like to be considered for re-housing.

**Important - When choosing communities you must remember that you will have less priority for any that you do not have a local connection with.**

**Please refer to the 'Applying for Housing' booklet for further information on our criteria for Local Connection.**

Please tell us which area we should class as your first choice

### Broughton Area

- |  |   |                                    |                                   |
|--|---|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Brymbo        | <input type="checkbox"/> Brynteg          | <input type="checkbox"/> Bwlchgwyn | <input type="checkbox"/> Caego    |
| <input type="checkbox"/> Coedpoeth     | <input type="checkbox"/> Gwynfryn         | <input type="checkbox"/> Minera    | <input type="checkbox"/> Moss     |
| <input type="checkbox"/> New Broughton | <input type="checkbox"/> Pentre Broughton | <input type="checkbox"/> Southsea  | <input type="checkbox"/> Tanyfron |

### Caia Area

- |   |   |                                       |  |
|---|---|---------------------------------------|--|
| <input type="checkbox"/> Coed Aben/<br>Tanycoed | <input type="checkbox"/> Fenwick Dv.<br>Tanydre | <input type="checkbox"/> Glan Gors    | <input type="checkbox"/> Kingsley Circle |
| <input type="checkbox"/> Montgomery Road        | <input type="checkbox"/> Queensway              | <input type="checkbox"/> Spring Lodge | <input type="checkbox"/> Whitegate       |

### Gwersyllt Area

- |                                  |  |                                     |                               |
|----------------------------------|--|-------------------------------------|-------------------------------|
| <input type="checkbox"/> Bradley | <input type="checkbox"/> Cefn y Bedd/Tanyrallt | <input type="checkbox"/> Gwersyllt  | <input type="checkbox"/> Llay |
| <input type="checkbox"/> Pandy   | <input type="checkbox"/> Rhosrobin             | <input type="checkbox"/> Summerhill |                               |

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## Plas Madoc Area

- |   |  |                                 |                                       |
|---|--|---------------------------------|---------------------------------------|
| <input type="checkbox"/> Acrefair               | <input type="checkbox"/> Cefn                                      | <input type="checkbox"/> Chirk  | <input type="checkbox"/> Froncysyllte |
| <input type="checkbox"/> Garth                  | <input type="checkbox"/> Glyn Ceiriog/Tregeiriog<br>Llanarmon D.C. | <input type="checkbox"/> Halton | <input type="checkbox"/> Plas Madoc   |
| <input type="checkbox"/> Pontfadog/<br>Dolywern | <input type="checkbox"/> Rhosymedre                                | <input type="checkbox"/> Ruabon | <input type="checkbox"/> Trevor       |

## Rhos Area

- |                                    |                                  |                                  |                               |
|------------------------------------|----------------------------------|----------------------------------|-------------------------------|
| <input type="checkbox"/> Johnstown | <input type="checkbox"/> Penycae | <input type="checkbox"/> Ponciau | <input type="checkbox"/> Rhos |
|------------------------------------|----------------------------------|----------------------------------|-------------------------------|

## Wrexham Central (Town)

- |   |                                     |  |                                       |
|---|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Acton            | <input type="checkbox"/> Bryn Offa  | <input type="checkbox"/> Colliery Road | <input type="checkbox"/> Crescent Cl. |
| <input type="checkbox"/> Hermitage        | <input type="checkbox"/> Huntroyde  | <input type="checkbox"/> Little Acton  | <input type="checkbox"/> Maesgwyn     |
| <input type="checkbox"/> Maesydre         | <input type="checkbox"/> Meifod Pl. | <input type="checkbox"/> Rhosddu       | <input type="checkbox"/> Rhosnesni    |
| <input type="checkbox"/> Other Town Areas |                                     |  |                                       |

## Wrexham Central (Rural)

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Bangor is y Coed | <input type="checkbox"/> Bettisfield               | <input type="checkbox"/> Bronington                | <input type="checkbox"/> Erbistock/<br>Eyton |
| <input type="checkbox"/> Gresford/Marford | <input type="checkbox"/> Hanmer                    | <input type="checkbox"/> Holt                      | <input type="checkbox"/> Marchwiell          |
| <input type="checkbox"/> Overton          | <input type="checkbox"/> Penley                    | <input type="checkbox"/> Pentre Maelor/<br>Isycoed | <input type="checkbox"/> Rhostyllen          |
| <input type="checkbox"/> Rossett          | <input type="checkbox"/> Tallarn Green/<br>Isycoed | <input type="checkbox"/> Worthenbury               |  |

# HOUSING AND ECONOMY

## HOUSING APPLICATION FORM

Please tell us about the type of property you would like to move to

**Important** - When deciding the number of bedrooms and the type of property you want to apply for, please refer to the 'Applying for Housing' Booklet.

If you apply for a property that is too big for your needs or one that we think is unsuitable for you, this may make it difficult for us to help you.

Only some of the Council's Sheltered Housing Schemes have storage facilities for mobility scooters. It is not possible to store one in any communal area or corridor. Please contact your Local Housing Office, to discuss your options, if you think that this will be an issue for you.

How many bedrooms do you need?

Please indicate (✓) the type of accommodation you would like to move to:

House       Bedsit       Flat       Bungalow       Maisonette

Please indicate (✓) in the box below, which floor level you need.

Ground       First       Any floor with a lift       Any floor without a lift

Please indicate (✓) in the box below, whether you wish to apply for any of the following

A property with adaptations

Please tell us about the adaptations you need

Do you own or have the use of a mobility scooter?  Yes       No

Please indicate (✓) if your current home has, does not have or share any of the following facilities.

	Have	Not have	Shared
Toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bath or Shower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## 8. Health & Housing

Is your current home affecting a medical condition or welfare issue that you or any member of your family has?

Yes       No

Do you need to move to give support to a family member who has a Medical condition or welfare issue?

Yes       No

If you have answered “yes” to either of these questions you should also complete a Special Needs & Medical Assessment Form. Please ask at your Local Housing Office if you would like a copy.

**Important** - We can only take into account any health or welfare needs if you fully complete a Health & Welfare Assessment Form and provide any proof of the services and/or support you give or receive. Depending on your circumstances, any medical or welfare need you have may not alter the priority we give to your application.

**Please refer to the ‘Applying for Housing’ Booklet for further details.**



# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## 9. Local Connection

Please provide details of where you or any person who is moving with you has lived in the last 5 years? YOU MUST PROVIDE THIS INFORMATION.

Name	Address	Name & Address of Landlord	Relationship to you	Date moved there? (dd/mm/yy)	Date left? (dd/mm/yy)

If you don't live in the area where you would like to live, tell us if you have any close family living there. By close family member we mean:- mother, father, brother, sister, grandparent, or any person who has acted as your parent . You will also need to provide proof of residency, for example an up to date utility bill or Council Tax demand.

Name	Address	Name & Address of Landlord	Relationship to you	Date moved there? (dd/mm/yy)	Date left? (dd/mm/yy)



# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## 11. Your Other Housing Options

If you would like more information regarding any of the following housing options that might be suitable for you, please read the 'Applying for Housing' booklet, or contact your Local Housing Office.

If you are a tenant of Wrexham County Borough Council, another Council or a Housing Association, you may want to consider a mutual exchange with another tenant, provided you have the written permission of your landlord.

Wrexham Council participates in a national mutual exchange scheme called Homeswapper. To register for a mutual exchange or to find out who else has already registered for a mutual exchange, please visit the website:- [www.homeswapper.co.uk](http://www.homeswapper.co.uk) or ask for more details at your Local Housing Office.

### Housing Association Accommodation

We can also nominate applicants from our Housing Register to local Housing Associations.

If you would like to be considered for a nomination indicate (✓) in the box below. Please remember, to do this, we will have to share your details with the Housing Associations.

Yes  No

### Affordable Housing

We also work with Local Housing Associations to provide shared ownership and affordable housing in the County Borough. If you would like to be considered for affordable housing please indicate (✓) in the box below.

Yes  No

### Local Lettings Agency

We may also be able to offer you accommodation through our Local Lettings Agency. We work with private landlords in the County Borough to offer a range of accommodation for applicants with a housing need.

If you would like to be considered for accommodation through our Local Lettings Agency, please indicate (✓) in the box below.

Yes  No

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## Warden Assisted/Sheltered Housing

If you would like to be considered for accommodation in one of our Sheltered Housing Schemes, please indicate (✓) in the box below. If you would like more information regarding Sheltered Housing, please ask for a copy of our Information Pack, or contact your Local Housing Office.

Yes  No

## Wrexham County Borough Council's Travellers' Site

Wrexham Council owns and manages a Travellers' Site. If you would like to apply to rent a plot at the site, please indicate (✓) in the box below.

Yes, I am interested in renting a plot at the Council's Travellers' Site

## 13. Your Supporting Evidence

We ask for proof of your housing circumstances so that we can assess your application correctly. If you do not supply this information, we will not be able to process your application.

Please do not send original documents through the post. Staff at any of our Local Housing Offices will be happy to photocopy original documents.

Please indicate (✓) the evidence you are supplying

### All Applicants & Joint Applicants

**Proof of Identity** (e.g. current passport, current driving licence, birth certificate)

**Proof of current address** (e.g. Utility or Council Tax bill, bank statement, current Tenancy Agreement)

### If you are subject to Immigration Control

**Proof of your Immigration Status** (e.g. passport, Home Office documents)

### If you have dependent children

**Proof of Child Benefit** (e.g. bank statement, most recent notification letter from DWP)

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

**If someone in your household is pregnant**

**Proof of pregnancy** (e.g. Medical Certificate supplied by your Doctor, midwife or hospital)

**If you have access to children**

**Proof of access arrangements** (e.g. Joint Residence Order, Contact Order, Solicitor's letter, letter from the child's legal guardian)

**If you must leave your current home**

**Written Notice to Quit**

**If your employment is the only connection to the Borough**

**Proof of employment** (e.g. wage slip, contract of employment)

Please indicate (✓) if you or anyone included on your application is related to any of the following?

A Councillor  Yes  No

A tenant member of Wrexham Tenant & Member Partnership  Yes  No

An employee of Wrexham County Borough Council  Yes  No

Name & address of relative	How are they related	What is their connection to Wrexham County Borough Council?

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## Data Protection Notice

- Wrexham County Borough Council will use your personal information (as provided by you in this application form and any additional information which you may give the Council for this purpose in the future), for all purposes in connection with your application for housing and for administration of your tenancy if you are successful.
- Wrexham County Borough Council may disclose this information for these purposes to service providers and agents who carry out services on behalf of the Council.
- By signing this form you consent to Wrexham County Borough Council processing your sensitive personal information for these purposes. Sensitive personal information can include health, ethnic origin or criminal record.
- You have a right to ask for a copy of your information (for which we may charge a small fee) and to correct any inaccuracies in your information.

## Declaration

I / We (the Applicant / Joint Applicant) declare that.

- Wrexham County Borough Council may make the necessary enquiries in connection with any information given by me / us in order to verify it. I / We give permission for information to be disclosed to Wrexham County Borough Council by my current or previous landlords, health and support agencies, statutory bodies (such as the Police or Social Services) and any other relevant professional or individual.
- I/We understand that since the Council must protect the public funds it handles, it may use the information I/we have provided on this form to prevent and detect fraud. The Council may, therefore, share this information and compare it with Departments within Wrexham County Borough Council and other Organisations for this purpose, such as the Department for Works and Pensions.
- The information given on this form is true and I/we acknowledge the Council's right to verify all the information given. The Council will take legal action to end any tenancy which they have granted me / us as a result of a false or misleading statement made by myself / ourselves.
- Failure to keep the Council informed of any changes in my / our housing circumstances may affect my / our position on the housing register or result in my / our applications being cancelled. I / We must notify the Council of any changes.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Joint Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have completed this form for the applicant(s), please give your details below.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organisation / Relationship to Applicant: \_\_\_\_\_

Contact Tel. No.: \_\_\_\_\_

# HOUSING AND ECONOMY HOUSING APPLICATION FORM

## Office Use Only

Date Received (Date Stamp)

Is the form fully completed?  Yes  No

Has all the relevant evidence been enclosed?  Yes  No

If no to either of the questions above, date form returned to applicant

Date form returned from applicant

All original documents seen?  Yes  No

Is the applicant eligible?  Yes  No

If no, reason for decision

Does the applicant require a Special Needs and Medical Assessment Form?  Yes  No

Date form sent to applicant  Date form sent to Panel

Is the applicant Homeless?  Yes  No Decision date

Date Advice letter sent to applicant to contact Homeless

Has the applicant indicated on their housing application or Special Needs and Medical Assessment Form that they applied for welfare adaptations in their current home?

Yes  No If yes, inform Social Services / Occupational Therapists

Does the applicant require information about shared ownership / affordable housing?

Yes  No

Date banding letter / exclusion letter sent

Input date  Input by

