

General Housing Application Form

for Housing Executive and Housing Association Accommodation



You should fill in this form if you need to be rehoused. If you have any difficulties, please contact any Housing Executive or Housing Association Office.

如你需要移住新居, 你必須填寫這份表格. 若你有什麼困難,
請聯絡任何一位房屋部行政人員或房屋協會辦事處.

يجب أن تملأ هذا النموذج إذا كنت في حاجة إلى إعادة إسكانك. إذا كان لديك أي صعوبات، فارجاء الاتصال
بأي من مشيري الإسكان Housing Executive أو مكتب نقابة الإسكان Housing Association Office.

اگر آپ کوئی رہائشی کی ضرورت ہے تو آپ کو اس فارم کو پُر کرنا پڑے گا۔ اگر آپ کو کسی مشکلت کا سامنا ہے، تو اس فارم کو کسی ہاؤسنگ
ایگزیکٹو یا ہاؤسنگ ایسوسی ایشن دفتر سے رابطہ کیجئے۔

Large print: If you require a form in large print, please contact your Landlord.

General Housing Application for Housing Executive and Housing Association Accommodation

Please read the following notes before completing this form

1. You should use this application form if you are applying for social housing in Northern Ireland (with the exception of accommodation let on a non-permanent basis); this may be provided in the form of an introductory or secure tenancy by either the Housing Executive or one of the government registered housing associations (which are simply referred to as housing associations in the rest of this form).
2. The Housing Executive and housing associations have agreed that all housing applications should be assessed in the same way. The completion of this single application means that your application can be considered by many of the social landlords (the Housing Executive and housing associations) in your preferred areas (see note 7).
3. Some social landlords provide specialised accommodation, such as supported housing for those with special needs. All social landlords use this form for their specialised accommodation as well as their general housing.
4. When you have completed this form, please return it to any Housing Executive district office or to the office of any housing association. Forms returned to a housing association office will be forwarded to the Housing Executive, who will acknowledge receipt of your application form.
5. You will be visited by Housing Executive staff and an assessment of your housing need will be carried out. **You do not, however, have to choose Housing Executive accommodation and the assessment of your need will not be affected if you choose a different landlord.** After the Housing Executive visit, some housing associations may contact you separately if you have chosen them.
6. In order to process this housing application, you must supply proof of identity. This may consist of one of the following documents: UK Driving Licence with a photograph (current and valid), current passport or National Identity Card, Translink Senior Smartpass or an Electoral Identity card.

If none of the above is available, two or more of the following should be produced: Benefit Payment Book, Birth Certificate, Credit Cards, Utility Bill (previous quarter), Medical Cards, recent Bank Statement/Wage slip, Marriage Certificate etc. **Only photocopied evidence should be posted. If you are unable to get the documents copied, please have them available for the Designated Officer who will be able to verify them during the visit.**
7. All information you give us will be placed on a computerised Waiting List and may be seen by any social landlord who participates either now or in the future. This does not affect your rights under the Data Protection Act (1998). In order to comply with the requirement of the 'Fair Processing Code' and other obligations under the Data Protection Act 1998, the Housing Executive has prepared an information leaflet which is available at your local district office/housing association.
8. In addition to this form you should receive a booklet giving general information about the Housing Executive and each housing association.

You may also request any of the following:

- A list of general rented housing provided by the Housing Executive and participating housing associations in your locality.
- A booklet called "The Housing Selection Scheme" which explains how your housing need is assessed.
- A booklet called "Homelessness: Your Rights Explained"

If you require any of the above, these may be obtained from your local Housing Executive District Office or housing association office. Addresses and telephone numbers can be found in the phone book. The Housing Executive website is at www.nihe.gov.uk

If you are homeless or threatened with homelessness, you should contact the Housing Executive immediately.

NOTE: Do not complete this application form if you are an existing tenant of the Housing Executive or any registered housing association. In such a case, please complete a Transfer Application Form which may be obtained from your Landlord.

Section A Personal Details

1. Applicant/Joint Applicant

Title Mr/Mrs/Miss/Ms	First Name	Surname	National Insurance No.	Date of Birth DD/MM/YY	Sex M/F

2a. If allocated accommodation, you will be expected to become the legal tenant, either by yourself (a single tenancy) or with others in your household (a joint tenancy). Which type of tenancy do you wish to have?

Single Joint

2b. Your Marital Status (Please tick correct box)

Single Married Divorced Cohabiting Widowed Separated

2c. Current Address	Correspondence Address (if different)
Post Code	Post Code
Telephone Number (Home)	
Telephone Number (Work)	

2d. Have you or any member of the Household moving with you, any dependants? Yes No

2e. Who will be moving with you? Please give details of everyone apart from yourself, who will live with you when you move.

Title Mr/Mrs/Miss/Ms	First Name	Surname	National Insurance No.	Date of Birth DD/MM/YY	Sex M/F	Relationship to you	Living with you now	
							Yes	No

If you have listed anyone who will live with you when you move but who lives elsewhere at present, give their name(s) and address(es) below:

Name	Present Address (including postcode)

Eligibility

We are committed to creating sustainable tenancies and stable communities. Because of this, we may decide that certain households are ineligible for an allocation of accommodation or homelessness assistance due to unacceptable behaviour. All Applicants will be informed of any such decision.

Please answer the following questions:

Has anyone ever made any complaints against you, or a member of your household, in relation to anti-social behaviour committed in, or in the locality of, any home occupied by you at that time? Yes No

Have you or any member of your household ever been convicted of a serious offence committed in, or in the locality of, any home occupied by you at that time? Yes No

Note: We only need to know about convictions that are not spent

If you have answered yes to any of the above, please give details:

People from Abroad

Certain groups of persons are not eligible for an allocation of housing or homelessness assistance. These include people who are subject to immigration control and certain persons from abroad, not subject to immigration control, who are not habitually resident in the UK, Channel Islands, Isle of Man, or Republic of Ireland.

Please tick this box if you think this applies to you

Are there any conditions or limits to your leave to enter or remain in the U.K.? Yes No

You may be included on the Waiting List if:

- (i) You have been granted refugee status;
- (ii) You have been granted **exceptional leave to enter or remain** in the UK which is not subject to conditions requiring you to maintain and accommodate yourself and any dependants without recourse to public funds;
- (iii) You have **indefinite leave** (settled status) to enter or remain in the UK, which is not subject to any time limit or condition and you are habitually resident in the UK, Channel Islands, Isle of Man, or Republic of Ireland.
- (iv) You are not subject to immigration control and are habitually resident in the UK, Channel Islands, Isle of Man, or Republic of Ireland.

We will require documentary proof in relation to your status. If you are not sure about your status, you may wish to get your own independent advice.

Section B Reasons for Rehousing

3a. Why do you wish to be rehoused? Please give details below

The Housing Executive has additional responsibilities for those who may be homeless under the terms of the Housing (NI) Order 1988 (Homelessness Legislation).

3b. Are you applying for accommodation because you consider yourself to be homeless? Yes No

Section C Your Housing Choice

4a. You may select up to two areas in which you wish to be considered for housing. Please specify your areas of choice below:

First Area

Second Area

Section D Health/Social Well Being Consideration

If you or any member of your household has a health and social well being problem which is being seriously affected by your current housing circumstances, you should answer the following questions.

5a. Do you or any member of your household have a disability or serious long term medical condition which affects the type of accommodation you need? (e.g. difficulty climbing stairs)

Yes No If **NO**, proceed to Section 5f.

To be completed by the Applicant

5b. Name of person(s) whose health/social well being is/are affected by current housing.

Address (if different from Applicant)

5c. Relationship to Applicant

Functionality

The following section should not be completed by a person who has a temporary condition which restricts his/her mobility. It is intended to deal with people who have a substantial disability which makes it difficult for them to manage in their present accommodation.

Please tick the relevant boxes.

5d. **Within the dwelling** (tick any relevant box)

I use a walking aid I have difficulty or need help moving around my home

I am a wheelchair user I am unable to move around my home

5e. **External factors** (tick any relevant box)

I have difficulty or I am unable to negotiate external steps

I have difficulty or I am unable to negotiate a steep approach to my current dwelling

If you have ticked any of the above boxes in **5d** or **5e**, please give details below:

Support and Care Needs

Do you need help or support with any of the following on an ongoing basis?

5f. Self Care

Dressing/Undressing Yes No Getting in/out of bed. Yes No

Using bathroom facilities. Yes Yes No

5g. Home Management

Lighting the fire or managing the heating system. Yes No

Doing heavy household duties. Yes No

Cooking meals. Yes No

Making snacks Yes No

Doing your shopping. Yes No

If you have answered **YES** to any of the above questions, please state who helps you.

Name	Relationship	How often is help provided?

5h. Professionals Involved

Please identify all those professionals with whom you are currently involved or known to e.g. your Social Worker, Community Nurse, Occupational Therapist, Care Manager.

Name	Job Title
Address	Tel. No
Length of Time Known to Applicant	

Name	Job Title
Address	Tel. No
Length of Time Known to Applicant	

Section E Monitoring Information

It is Housing Executive and housing association policy to provide housing for those in need regardless of political affiliation, religious belief or racial group. In the pursuit of this policy, both the Housing Executive and associations strive to ensure complete fairness in the treatment of all households and individuals. To help us achieve this aim, it is important that we collect basic information on the racial and religious composition of households for monitoring purposes.

Racial Group

7a. Please indicate which best describes your ethnic origin. (Please tick the correct box)

Bangladeshi Black African Black Caribbean Chinese Indian
Irish Traveller Pakistani White Mixed Ethnic Group Other Ethnic Group

Religion

7b. Please indicate which best describes your religion. (Please tick the correct box)

Protestant Catholic Other

7c. If anyone who will be moving with you belongs to a different racial group or religion from you, please give details below:

Name	Racial Group	Religion

Application Checklist

Please check that the information you have given is correct and then ensure the following:

- You have answered all of the necessary questions
- You have signed and dated the form on page 8
- You have supplied proof of identity with this application
- or
- You will supply evidence of identity during visit

Failure to supply the relevant identification may result in your application being withdrawn.

Section F Declarations

Please read this declaration carefully and then sign and date this form:

- I/We understand that giving false information on this form may lead to prosecution and that withholding or giving incorrect information may lead to the loss of any tenancy as a result of this application.
- I/we know that I/we must advise at once of any changes in my/our circumstances.

Enquiries Declaration

- I/We permit the Housing Executive, or a Participating Landlord or any person duly authorised by them, to make such enquiries and obtain such information as they consider necessary for the Specified Purposes (which are listed below), from such persons as they deem appropriate.

Data Protection Declaration

- I/We have given consent to the processing, for the Specified Purposes, of all personal information provided to any Participating Landlord in connection with:
 - this housing application; and/or
 - any tenancy granted to me/us by any Participating Landlord.
- I/We understand and agree that the information referred to in the last paragraph may be disclosed to any public authority, but only to the extent that such disclosure is lawful under Part IV of the Data Protection Act 1998.

In this context:

“Participating Landlord” means the Housing Executive and/or any registered housing association which is participating in the Common Selection Scheme arrangements. (A list of the Participating Landlords is available at any Housing Executive or housing association office).

The “Specified Purposes” are as follows:

- Purposes connected with this application;
- Purposes connected with any tenancy which results from this application;
- Purposes connected with the effective operation of the Participating Landlords’ Disqualification Register (I/We have been informed about the nature and functions of that Register)
- NI Co-ownership

Signed:

Date:

For Office Use Only

Date received by Housing Association.....

Name of Association.....

Date received by Housing Executive.....

Date Registered..... Registered By Reference Number.....