LEICESTERSHIRE
— Choice based lettings —

Housing Application Form

Melton Borough Council

Charnwood

Hinckley & Bosworth Borough Council
A Borough to be proud of

District of Harborough

North West Leicestershire District Council

Oadby & Wigston Borough Council

Blaby District Council

LEICESTERSHIRE
— Choice based lettings —

Please complete all relevant sections of the form. An incomplete form will delay your registration.

If you would like this form in large type or any other format, please contact your local council housing services (contact information is on the back of this form).

If you would like the form in another language, go on-line at www.leicestershire-homes.org.uk, click on your council name and then use Google Translate to help you fill in the on-line form. If you need help to get on-line, contact your council's housing services.

The areas covered

Please note: There is a separate choice based lettings service covering Leicester City.

LEICESTERSHIRE
— Choice based lettings —

Date stamp:	Office use: Registration No.
	New ☐ Transfer ☐

1. Personal details ✓ proof needed

	Main home seeker	Joint home seeker
Title Mr/Mrs/Ms/Miss		
First name(s)		
Surname		
Date of birth		
Gender		
National Insurance number (N I)		
Relationship to main home seeker		

2. Equal opportunities

We keep records of the ethnic origins, gender, sexual orientation, religious beliefs and disabilities of everyone applying for housing. This is to ensure that our housing service is provided on a fair and equal basis to all. Please tick the box which you feel best describes you.

White

Main home seeker	Joint home seeker	
☐	☐	British
☐	☐	Irish
☐	☐	Other white background please state below

Mixed

Main home seeker	Joint home seeker	
☐	☐	White & black Caribbean
☐	☐	White & black African
☐	☐	White & Asian
☐	☐	Other mixed background please state below

Asian or Asian British

Main home seeker	Joint home seeker	
☐	☐	Indian
☐	☐	Pakistani
☐	☐	Bangladeshi
☐	☐	Other Asian background please state below

Black or Black British

Main home seeker	Joint home seeker	
☐	☐	Caribbean
☐	☐	African
☐	☐	Other black background please state below

Chinese or other

Main home seeker	Joint home seeker	
☐	☐	Chinese
☐	☐	Other ethnic group please state below

Gypsy or Traveller

Main home seeker	Joint home seeker	
☐	☐	Roma Gypsy
☐	☐	Irish Traveller
☐	☐	Other please state below

Transgender Status

Is your gender identity the same as assigned at birth?

	Main home seeker	Joint home seeker
Yes	☐	☐
No	☐	☐
Prefer not to asnswer	☐	☐

Sexual Orientation

	Main home seeker	Joint home seeker
Heterosexual	☐	☐
Lesbian or gay	☐	☐
Bi-sexual	☐	☐
Prefer not to answer	☐	☐

Religion or Belief

	Main home seeker	Joint home seeker
Christian	☐	☐
Muslim	☐	☐
Buddhist	☐	☐
Hindu	☐	☐
Sikh	☐	☐
Jewish	☐	☐
Other state _____	☐	☐
No religion or belief	☐	☐
Prefer not to answer	☐	☐

Disability

Do you, or anyone in your household, have any form of significant physical disability? ☐ Yes ☐ No

Do you, or anyone in your household have any learning disability? ☐ Yes ☐ No

If **Yes**, please name them and briefly describe the disability

Name _____ Disability _____

Name _____ Disability _____

3. Your home address ✓ proof needed

	Main home seeker	Joint home seeker	Mailing address (if different)
House name / house or flat no.			
Street			
Town or village			
County			
Postcode			
Home tel no.			
Other tel no.			
Email			
Tick if you do **not** want us to contact you at this postal address	☐	☐	

4. Other household members ✓ proof needed

Please tell us about children and other household members who you want to live with you permanently.

First name	Surname	Date of birth	Gender	Relationship to main home seeker	Living with you now?
					Yes ☐ No ☐
					Yes ☐ No ☐
					Yes ☐ No ☐
					Yes ☐ No ☐
					Yes ☐ No ☐

Please continue on a separate sheet if there are more than five members of your household.

Please give the address of anyone above not living with you now.

Is anyone in your household pregnant? ✓ proof needed ☐ Yes ☐ No

If **Yes -** Name of expectant mother

Date baby is due

5. Eligibility

	Main home seeker	Joint home seeker
Are you, or a joint home seeker, subject to immigration controls, for example, as an asylum seeker? ✓ proof needed	☐ Yes ☐ No	☐ Yes ☐ No
Have you, or a joint home seeker, been living abroad and returned to the UK, Republic of Ireland, the Channel Islands or the Isle of Man within the last 12 months? ✓ proof needed	☐ Yes ☐ No	☐ Yes ☐ No
Are you, or any member of your household, related to any Councillor or employee of any of the councils shown on the cover to this form or to any board member or employee of any Housing Association with properties in Leicestershire?	☐ Yes ☐ No	

If **Yes** please provide the following information - Their name/position/nature of the relationship to you

Do you, or anyone who will live with you, have any *unspent convictions or court orders against them? ☐ Yes ☐ No

** Please note: Under the Rehabilitation of Offenders Act 1974, after a certain period of time convictions (except for those listed below) become 'spent'. The length of time between the date of conviction and the date it becomes spent depends upon the type of sentence given and the age of the offender and may be extended if there are further convictions . Any convictions that are spent do not have to be disclosed on this application form.*

Convictions that can never be spent are those for which there was a sentence of life imprisonment or a sentence of over 2½ years in prison or detention or youth custody or corrective training.

Have you, or anyone who will live with you, been the subject of an Anti-Social Behaviour Order, Behaviour Contract or other restrictions? ☐ Yes ☐ No

Have you, or anyone who will live with you, had any other action taken against you to do with anti-social behaviour, criminal conviction or court orders? ☐ Yes ☐ No

If the answer is **Yes** to any of these questions, then please state who it was and give dates.

Name of person			
Date of court hearing etc			
Type of offence committed			
Sentence given or other action taken			

Have you, or anyone who will live with you, been convicted under the Sex Offenders Act 1997 or have their name on the Sex Offenders register? ☐ Yes ☐ No

6. Employment, income and savings

Which best describes your employment status? (please tick only **one** box each)

Main home seeker

☐ Working full-time ☐ Working part-time (at least 16 hours per week) ☐ Retired
☐ Job seeker ☐ Not seeking work at the moment ☐ Apprenticeship
☐ Training ☐ Full-time student ☐ Unable to work due to sickness/disability
☐ Other (please describe)

Joint home seeker

☐ Working full-time ☐ Working part-time (at least 16 hours per week) ☐ Retired
☐ Job seeker ☐ Not seeking work at the moment ☐ Apprenticeship
☐ Training ☐ Full-time student ☐ Unable to work due to sickness/disability
☐ Other (please describe)

What is the name and address of your employer or college?

	Main home seeker	Joint home seeker
Name		
Address		
Contact Telephone no.		

What is your approximate total annual income before tax and other deductions. Include all income from any benefits? ✓ **proof needed**

	Main home seeker	Joint home seeker
£ per year		

Please tell us if you receive any of the following state benefits:

Main home seeker

☐ Income support ☐ Housing benefit ☐ Jobseekers allowance ☐ Incapacity benefit / ESA

☐ State pension ☐ Child Benefits / Tax Credits

☐ Disability living allowance low ☐ medium ☐ high ☐ Awarded for Mobility ☐ Care ☐ ☐ Attendance allowance

☐ Other benefits (please state) _____

Joint home seeker

☐ Income support ☐ Housing benefit ☐ Jobseekers allowance ☐ Incapacity benefit / ESA

☐ State pension ☐ Child Benefits / Tax Credits

☐ Disability living allowance low ☐ medium ☐ high ☐ Awarded for Mobility ☐ Care ☐ ☐ Attendance allowance

☐ Other benefits (please state) _____

Do you or a joint home seeker, have any savings or investments? Yes ☐ No ☐

Please note: Include money in savings accounts, ISAs, stocks, shares, bonds and income from property.

	Main home seeker	Joint home seeker
If **Yes**, please state how much	£	£

Do you, or a joint home seeker, own or have any other legal interest in any residential property in this country or abroad? Yes ☐ No ☐

If **Yes**, approximately how much would you receive if you sold it, after you had paid off the mortgage and any secured loans?

✓ **proof needed**

Main home seeker	Joint home seeker
£	£

Please note: Proof will be required in the form of an Estate Agent's valuation and details of any outstanding mortgage.

7. Local connections

Applicants with a local connection will normally be given preference over those from further away. You may be asked to provide further proof.

Please tick **all the boxes that apply**, to show the connection that you or your partner, have with the council districts of Leicestershire. If you are not sure look at the separate area choice list or map on the inside cover.

	Blaby	Charnwood	Harborough	Hinckley & Bosworth	Melton	North West Leicestershire	Oadby & Wigston
I/we live in the District	☐	☐	☐	☐	☐	☐	☐
I/we previously lived in the District for at least 6 out of the last 12 months	☐	☐	☐	☐	☐	☐	☐
I/we previously lived in the District for 3 out of the last 5 years	☐	☐	☐	☐	☐	☐	☐
I/we are permanently employed in the District for a minimum of 15 hours per week	☐	☐	☐	☐	☐	☐	☐
I/we have close relatives who have lived in the District for the last 5 years	☐	☐	☐	☐	☐	☐	☐

Close relatives are normally defined as parents, adult children, brothers and sisters. Please provide further details below, including names, addresses, relationship and dates.

Village connections ✓ proof needed

Some of the properties advertised will be reserved for people who have a strong connection with a town, village or parish.

Does this apply to you? Yes ☐ No ☐

If **Yes**, please list below any villages in Leicestershire where you have a strong connection and use the table below to show us the type of connection.

Village 1		Village 2		Village 3	

	First Village	Second Village	Third Village
I live in this village	☐	☐	☐
How long have you lived there? (years/months)			
I have permanent work in this village	☐	☐	☐
I was born in this village or lived there previously	☐	☐	☐
How long did you live there? (years/months)			

Continued over...

	First Village	Second Village	Third Village
I have close relatives who live in this village	☐	☐	☐
How long have they lived there? (years/months)			
I need to move to this village to give or receive care and support. (Please give the person's name)	☐	☐	☐

Please provide further details, including dates, employer's name and the names and addresses of close relatives. Close relatives for the purpose of village connections are defined as parents, children, brothers, sisters and in some cases grandparents or grandchildren.

8. Separated parents

This section is for completion by separated parents only.

Are you the parent or guardian of any children who stay with you for 2 or more nights per week? Do not include children who live with you all the time. ☐ Yes ☐ No

If these children do not stay overnight with you now, would they do so if you had more room? ☐ Yes ☐ No

If you can answer '**Yes**' to both questions, please provide the following information.

Child's name	Date of birth	Male/female	Relationship to you

Describe the access arrangements - written confirmation is required.

Please note: We will need to verify this information. **proof needed**

Please give details of the parent who has the main responsibility for the children (ie. the one who receives the Child Benefit and any Child Tax Credits).

Name	
Address	
Tel no.	

Name and address of school(s) attended by these children.

9. About your home

Which one of the following best describes your situation? (please tick one box)

Main home seeker

☐ Renting from a council or housing association in the Leicestershire area (see map on inside cover)
Please give the name of the council or housing association :

☐ Renting from a council or housing association in Leicester City or outside Leicestershire

☐ Owner occupier ☐ Privately renting ☐ Living with family ☐ Staying with friends

☐ Residential care home ☐ Tied home or renting with job ☐ Temporary accommodation provided by the council

☐ Living in a hostel ☐ In prison ☐ In hospital ☐ In armed forces accommodation

☐ Completely homeless ☐ Other (please give details)

Joint home seeker

☐ Renting from a council or housing association in the Leicestershire area (see map on page 2)
Please give the name of the council or housing association :

☐ Renting from a council or housing association in Leicester City or outside Leicestershire

☐ Owner occupier ☐ Privately renting ☐ Living with family ☐ Staying with friends

☐ Residential care home ☐ Tied home or renting with job ☐ Temporary accommodation provided by the council

☐ Living in a hostel ☐ In prison ☐ In hospital ☐ In armed forces accommodation

☐ Completely homeless ☐ Other (please give details)

If you rent from a landlord what is their name and contact details?

	Main home seeker	Joint home seeker
Name		
Address		
Telephone no.		
Email		

We will contact your landlord to check whether your rent payments are up to date. If you do not want us to contact your landlord, you will need to give us a reason and provide evidence of your rent payments over the last six months.

	Main home seeker	Joint home seeker
How much is your monthly rent or mortgage?	£ per month	£ per month
Do you owe any rent or mortgage arrears?	☐ Yes ☐ No	☐ Yes ☐ No
If **Yes**, how much do you owe?	£	£

✓ **proof needed**

What sort of property do you currently live in? Please tick

Main home seeker

☐ Bungalow ☐ Room in a shared house ☐ Flat ☐ Maisonette ☐ House
☐ Sheltered housing ☐ Mobile home ☐ Caravan ☐ Boat ☐ Hostel
☐ Bedsit/studio flat ☐ Other (please give details) _____

If you live in a flat, maisonette or room, what floor level is it on? ☐ Is there a lift? ☐ Yes ☐ No

Joint home seeker

☐ Bungalow ☐ Room in a shared house ☐ Flat ☐ Maisonette ☐ House
☐ Sheltered housing ☐ Mobile home ☐ Caravan ☐ Boat ☐ Hostel
☐ Bedsit/studio flat ☐ Other (please give details) _____

If you live in a flat, maisonette or room, what floor level is it on? ☐ Is there a lift? ☐ Yes ☐ No

How many bedrooms are there in your home? **Main home seeker** ☐ **Joint home seeker** ☐

Please name the people who sleep in each room used as a bedroom, including people who are not part of your household or family.

Bedroom 1	
Bedroom 2	
Bedroom 3	
Bedroom 4	
Lounge	
Any other room used as a bedroom	

Does your current home have the following facilities? (please tick)

Main home seeker

☐ Bathroom ☐ Kitchen ☐ Inside toilet ☐ Hot water ☐ Heating system

Joint home seeker

☐ Bathroom ☐ Kitchen ☐ Inside toilet ☐ Hot water ☐ Heating system

Do any of the following problems affect your home? (please tick)

Main home seeker

☐ Leaking roof ☐ Dampness ☐ Lack of drainage ☐ Dangerous electrical wiring
☐ Poor ventilation or natural light ☐ Badly rotting windows, doors, floors etc ☐ Structural problems
☐ Other problem (please state) _____

Please note: We may need to visit to inspect the problem.

Joint home seeker

☐ Leaking roof ☐ Dampness ☐ Lack of drainage
☐ Poor ventilation or natural light ☐ Badly rotting windows, doors, floors etc ☐ Structural problems ☐ Dangerous electrical wiring
☐ Other problem (please state)

Please note: We may need to visit to inspect the problem.

Pets *(Please note: Cats and dogs and other large pets may not be allowed in some flats or sheltered housing)*

Tick if you only want to be considered for properties where pets are allowed. ☐

How many cats or dogs (or other large animals) will be moving with you?

☐ Cats ☐ Dogs ☐ Other (Please State)

10. Previous addresses

Have you, or any joint home seeker, lived at your current address(es) for the last six years? ☐ Yes ☐ No

If **No** please give details of the other addresses where you have lived over the last six years.

Date from	Date to	Address & postcode	Type of tenure e.g rented,owner	If rented, name of landlord	Reason for leaving	Main or Joint home seeker

Continue on a separate sheet if necessary.

11. Why do you want to move?

Please tick **any** boxes that are relevant to you.

	Main home seeker	Joint home seeker
Cannot afford current rent/mortgage	☐	☐
Property is overcrowded	☐	☐
Property is too big for our needs	☐	☐
Property is in a very poor condition	☐	☐
Relationship breakdown	☐	☐
Want own home	☐	☐
Cannot manage steps or stairs	☐	☐
For medical reasons	☐	☐
End of assured shorthold tenancy	☐	☐
Being evicted from my home Eviction date	☐	☐
End of tied accommodation	☐	☐

	Main home seeker	Joint home seeker
Homeless now or at risk of becoming homeless	☐	☐
To be nearer to a job	☐	☐
To escape violence or harassment	☐	☐
To give/receive support	☐	☐
Want long term affordable housing	☐	☐
To be nearer to a school or college	☐	☐
Want to be in sheltered housing	☐	☐
Need housing with care provided	☐	☐
Leaving prison	☐	☐
Leaving care or foster care	☐	☐
Leaving supported housing	☐	☐
Other (please state):	☐	☐

My existing home is affecting my physical health or the health of a member of my household? ☐ Yes ☐ No

My existing home is affecting my mental health or the mental health of a member of my household? ☐ Yes ☐ No

Someone in my household has difficulty climbing steps or stairs, or has a disability which affects their mobility in the home ☐ Yes ☐ No

I, or someone in my household has a support worker (e.g. probation officer, social worker, community nurse, occupational therapist etc) ☐ Yes ☐ No

If **Yes**, please provide these details for each support worker:

Name			
Job title			
Organisation			
Address			
Telephone no.			
Household member supported			
Type of support given			

Please note: We are likely to contact the person or people listed.

Has a care needs assessment been carried out by social services? ☐ Yes ☐ No

Please use this space to explain in more detail about your housing situation and why you want to be rehoused.

Continue on a separate sheet if necessary.

12. Where you want to move to

Please select the council district where you would most like to live and name three towns or villages which you would prefer. Select the names from the maps and lists accompanying this form. This information is for monitoring purposes only. **Please note you will not be restricted to applying for properties in only these areas.**

Your preferred district: (please tick)

- ☐ Blaby
- ☐ Charnwood
- ☐ Harborough
- ☐ Hinckley and Bosworth
- ☐ Melton
- ☐ Oadby and Wigston
- ☐ North West Leicestershire

Your preferred towns or villages:

Village 1		Village 2		Village 3	

13. Helping you stay in your current home

If you are already homeless, or at risk of becoming homeless in the near future, we may be able to help you sort out your problems or arrange a move to other suitable accommodation.

Do your personal circumstances make it difficult for you to find accommodation? ☐ Yes ☐ No

Do you have financial problems that affect your ability to pay for housing? ☐ Yes ☐ No

If you are in danger of losing your home, can we contact you to discuss how we can help? ☐ Yes ☐ No

14. Other housing options

There are other housing options you can consider apart from renting from a council or housing association. Please tick those that interest you.

Lodgings/Sharing accommodation ☐

If you are a current council or housing association tenant, are you interested in the possibility of doing an exchange? ☐

Private renting and *intermediate renting ☐

Low cost home ownership schemes, including HomeBuy and shared ownership ☐

Please tick here if you are <u>only</u> joining the register for low cost home ownership schemes. ☐

**Intermediate renting is an Assured Shorthold Tenancy with a housing association let on a rent which is usually below the full market rent.*

15. Replying to property adverts

Do you have access to the internet? ☐ Yes ☐ No

Do you have any special needs that would make it difficult for you to search for and select available properties? ☐ Yes ☐ No

(See the guidance leaflet for ways in which properties are advertised)

If **Yes** please state what your needs are. For example, you may be visually impaired, or have difficulty reading or writing.

16. Proofs needed (please tick boxes to show which proofs you have included)

✓ **EVERYONE** will need to provide:

☐ **Proof of identity**
Photo ID such as driving licence, passport bus pass or worker registration card. Birth certificate will be accepted if no photo ID available.

✓ ***and***

☐ **Proof of address**
Utility bill (eg. gas, electric, council tax, telephone) or bank statement within the last three months.

If you answer any question which says ✓ **proof needed** further supporting documents will be required. These are:

☐ **Income**
2x monthly or 5x weekly wageslips (most recent), proof of benefits (showing amount received), if self-employed the last year's previous accounts. Bank statements will also be accepted.

☐ **Children**
Copy of child benefit payment or child tax credits, access agreement signed by the other parent/guardian, court order.

☐ **Pregnancy**
Copy of NHS confirmation of expected due date.

☐ **Immigration status**
Letter from the Immigration Directorate, visa, passport.

☐ **Ownership of residential property**
Estate Agent's valuation and mortgage statement.

☐ **Savings and Investments (all accounts)**
Last 2 months bank statements for current account, annual statements for ISA, Bonds, Annuities etc. Completion statement if sold a property within the last 12 months.

☐ **Village Connections**
Further details may be requested depending upon individual circumstances.

Photocopies of the original documents are accepted. We cannot accept responsibility for the loss of any original documents sent through the post.

IMPORTANT: IF YOU DO NOT ENCLOSE COPIES OF THE PROOFS NEEDED OR COMPLETE ALL RELEVANT SECTIONS, YOUR APPLICATION WILL NOT BE PROCESSED.

Please turn over and sign the declaration on the back before returning the form.

17. Declaration

Where there are joint home seekers, both must sign.
Before signing, please check that you have completed all the sections of the form that apply to you.

1. General

I confirm that the details I have given on this form are true and that I will tell you immediately about any changes in my circumstances. I understand that if I give any false information, my registration may be refused, any offers of tenancy may be withdrawn, or I may lose any tenancy I am granted.

2. Status Checks

I understand that you will make all the necessary checks relating to this registration. This may include references and a credit check as well as confirmation of my address and previous housing debts. I agree to these checks being made. Without this consent your application will not be processed.

3. Data protection

Your personal data is under the control of the Data Protection Officer at the Council holding your application details. If you want to know what personal information we hold about you, please write to the Data Protection Officer at the council's main office. We will use the information you give us to process your housing application to try and provide you with housing. If you are a tenant, we may also use it for housing management purposes. We may exchange your information with other social housing organisations where necessary to assess this application. We may also share your information with statutory and voluntary bodies.

4. Fraud prevention

The local authorities in this partnership are under a duty to protect the public funds they administer and are required under Section 6 of the Audit Commission Act 1998 to participate in national data matching exercises. These include the matching of data in respect of housing rents. To this end each authority may use the information held in respect of tenancy details within that authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

I have read and understood the information above and give permission for any enquiries to be made that may be necessary to assess my housing application and to share information with other organisations for this purpose.

Main home seeker signature	Joint home seeker signature
Date	Date

Please return this form to the council covering the area where you want to live (see map on inside cover). You need only send one completed form to be considered for housing across the whole of the Leicestershire choice based lettings area.

Leicester City is not part of this service and has its own registration form.

Leicestershire Choice Based Lettings - councils contact details:

Blaby District Council
Housing Options Team • Council Offices • Desford Road • Narborough • Leicester LE19 2EP **Tel** 0116 272 7770

Charnwood Borough Council
Housing Needs • Council Offices • Southfields Road • Loughborough LE11 2TT **Tel** 01509 634567
Email housing@charnwood.gov.uk

Harborough District Council
Harborough Home Search
Council Offices • Adam and Eve Street • Market Harborough
Leicestershire LE16 7AG **Tel** 01858 82 82 82
Email hhs@harborough.gov.uk

Hinckley and Bosworth Borough Council
Customer Services • Council Offices • Argents Mead • Hinckley • Leicestershire LE10 1BZ **Tel** 01455 238141
Email customer.services@hinckley-bosworth.gov.uk

Melton Borough Council
Housing Options Team • Council Offices • Nottingham Road • Melton Mowbray • Leicestershire LE13 0UL
Customer Services **Tel** 01664 502502
Email customerservices@melton.gov.uk

North West Leicestershire District Council
Housing Advice Team • Council Offices • Whitwick Road • Coalville • Leicester LE67 3FJ
Freephone No 0800 183 0357
Email housing.advice@nwleicestershire.gov.uk

Oadby and Wigston Borough Council
Customer Services • Council Offices • Station Road • Wigston • Leicestershire LE18 2DR
Tel 0116 288 8961