BRENTWOOD HOUSING TRUST LTD.

**Housing**

**Application Form**

***PLEASE READ ALL QUESTIONS CAREFULLY BEFORE ANSWERING***

***IF YOU WANT ASSISTANCE IN COMPLETING THIS FORM PLEASE LET US KNOW***

**YOU**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title | Mr / Mrs / Miss / Ms / Other (Please state) | |  | | |  |
| Name |  | | Date of Birth | |  | |
| Address |  | | Date that you moved into current address: | |  | |
|  |  | |
|  |  | | If you are of no fixed address please enter the date when you became homeless. | | | |
| Postcode |  | |
| National Insurance Number | |  | Telephone No: |  | | |
| e-mail address | |  | Mobile No: |  | | |

**YOUR PARTNER**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Mr / Mrs / Miss / Ms / Other (Please state) | |  | | | |  |
| Name |  | | Date of Birth | |  | | |
| Applicant 2 Address |  | | Date when you moved into current address: | | |  | |
|  |  | |
|  |  | | If you are of no fixed address please enter the date when you became homeless. | | | | |
| Postcode |  | |
| National Insurance Number | |  | Telephone No: |  | | | |
| e-mail address | |  | Mobile No: |  | | | |

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| **Checklist – things you MUST provide** |

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| **We will require:**   * **proof of identity for everyone included in this application: preferably a passport or photo driving licence. Where neither are available a birth certificate.** * **proof of address dated within the last 3 months and National Insurance number for all adults included in the application.** * **proof of income – normally recent bank statements covering the last 3 months.** * **proof of your eligibility to access public housing (in the case of applicants from outside the European Economic Area)**.   Below is a list of documents which can be used for proof of address and / or National Insurance number; please tick the ones you are providing. |

|  |  |  |  |
| --- | --- | --- | --- |
| Benefit Agency Letter |  | P60 |  |
| Utility Bill |  | Child Benefit Book |  |
| National Insurance Card |  | Medical Card |  |
| Wage Slip |  | Bank Statement |  |
| Driving Licence |  | Other |  |

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| --- | --- |
| If ‘other’ please specify |  |

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| **Your housing application will not be accepted unless you provide both the necessary information and all evidence requested.** |
| **We will also require proof of residence for children included on your application.** |
| **Additional documentation may be requested, depending upon the information you provide on this form.** |
| **Please return this form to The Lodge, 28 St Thomas Road, Brentwood in person, bringing original documents with you. A member of staff will take copies of your documents before accepting your form.** |
| ***We are committed to preventing and detecting all fraud. It is an offence under the Forgery and Counterfeiting Act 1981 to hold or present false documents such as birth certificates, passports, bank statements and so on, with a view to obtaining goods or services such as accommodation. If we detect fraud, we will take legal action against you.***  **It is a criminal offence for anyone to try to obtain accommodation by knowingly or recklessly giving a false statement or knowingly withholding information. Brentwood Housing Trust will seek possession of a tenancy that was granted as a result of a false statement.**  **Brentwood Housing Trust offers all new tenants a 12 month probationary tenancy. If the terms and conditions are breached in any way during the initial 12 month period, legal action will be taken to end your occupation.** |

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| **1a. Eligibility** |

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| Under the Housing Act 1996 (as amended) we must make sure that you are eligible for housing. Please provide the following information for this purpose. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What is your nationality? |  | | | | |
|  | **YOU** | YOUR PARTNER |  | **YOU** | YOUR PARTNER |
| UK national resident in UK |  |  | Slovakia |  |  |
| UK National returning from residence overseas |  |  | Slovenia |  |  |
| Czech Republic |  |  | Bulgaria |  |  |
| Estonia |  |  | Romania |  |  |
| Hungary |  |  | Other European Economic Area (EEA)\*country |  |  |
| Latvia |  |  | Any other Country |  |  |
| Lithuania |  |  | Refused |  |  |
| Poland |  |  |  |  | |
| \*EEA countries are Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, Netherlands, Portugal, Spain, Sweden, Iceland, Liechtenstein, Norway and Switzerland. | | | | | |  |

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| --- | --- | --- | --- | --- |
| Have you, or any member of your household, ever lived outside the United Kingdom? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If ‘yes’, give details of where, when and who lived outside the United Kingdom | | | | |
| Name | Country | Date From | Date To | Type of Accommodation |
|  |  |  |  |  |

|  |  |
| --- | --- |
| What is your first language? |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you require an interpreter? | Yes | |  | No |  |
| A person is not eligible for housing if they are subject to immigration control, e.g. if they are a person from abroad who has not been given exceptional or indefinite leave to remain in this country. | | | | | |
| Is anyone on this application subject to any form of immigration control? | | Yes |  | No |  |
| If ‘yes’ please provide details below. You will also need to provide official confirmation of status. | | | | | |
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| --- | --- |
| **Name** | **Current Status in the U.K.**  e.g. seeking asylum, granted limited leave to remain, visa for work / study etc. |
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| **1b. Eligibility** |

Have you applied to Brentwood Housing Trust for housing previously?

**YOU YOUR PARTNER**

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| --- | --- | --- | --- | --- | --- |
| Yes | No |  | Yes | No | |
| IF YES |  | |  |  | |
| Under what name were you registered? |  | |  | |
| What was your address at the time of registration? |  | |  | |

Have you been housed by Brentwood Housing Trust previously?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes | No |  | Yes | No | |
| IF YES |  |  |  |  | |
| What was the address that you occupied? |  |  |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **YOU** | | **YOUR PARTNER** | |
| Has any action been taken against you or anyone on this application for anti-social behaviour? | Yes | No | Yes | No |
| Have you or any member of your household, in the past, had an order of possession of your home or been evicted from the property? | Yes | No | Yes | No |
| Have you or any member of your household had any outstanding debt relating to any tenancies in the past 5 years. For example rent arrears, court costs, rechargeable repairs? | Yes | No | Yes | No |
| Have you or any member of your household been served with an injunction? | Yes | No | Yes | No |

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| **2. Reason for applying to Brentwood Housing Trust** |

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| --- |
| Please tick the box which best describes your reasons for applying to BHT (if you have one) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Brentwood resident for 6 out of the last 12 months | |  |  |  |
| Havering resident for 6 out of the last 12 months | |  |
| Brentwood resident for 3 out of last 5 years | |  |  |  |
| Havering resident for 3 out of last 5 years | |  |
| Permanent Employment in Brentwood | |  |  |  |
| Permanent Employment in Havering | |  |
| Close family member resident in Brentwood / Havering for 3 out of last 5 years  N.B. By close family member we would normally mean a parent, child or sibling | |  |  |  |
| Other Special Reason | |  |  |  |
| If other reason please state: | | | | |
| **If you work, please provide:**  The name and address of your employer: | | | | |
| You: | Your Partner: | | | |

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| **3. Income Details** |

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| Please tick the box appropriate to your **total annual household income**. This information may be used to assess your eligibility for housing. if you choose not to provide bank statements, your application may not be considered. Applicants who own / have previously owned, a property, will be required to provide proof of income and equity from the sale of the property. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Under £10,000 | |  | | £10,000 - £20,000 |  | | £20,000 - £30,000 |  |
| £30,000 - £40,000 | |  | | £40,000 - £50,000 |  | | Over £50,000 |  |
|  |  | |  | | |  | | |
| Question declined | |  | | | |  | | |

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| **4. About You and Your Household** |

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| --- |
| Please give details about each person that lives with you now, listing yourself first**.** Please also say who will **continue to live with you when you are rehoused and who will not,** by either putting a tick or a cross in the appropriate box. |
| **Please remember only to include birth certificates for people who are going to be rehoused with you** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Surname** | **First Name** | **Date of Birth** | **Sex M/F** | **Relationship**  **to you** | **Continue to live with you or not** | **National Insurance Number** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

9 Others

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you an existing council tenant and wish to include a partner as a joint applicant? | Yes |  | No |  |
| If your partner is not a joint tenant please complete the 7 year housing history section on page 8. You will also need to provide proof of 12 months residence; for example copies of bank statements, Council Tax bill or a copy of your marriage certificate. | | | | |
| If anyone on the application has previously been known by a different name, please give details. | | | | |
|  | | | | |

If someone is not currently living with you but is to be rehoused with you, please can you give their name(s), their current address and briefly explain why they will be living with you.

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|  |

Although Brentwood Housing Trust has a ‘No Pets’ policy, we do allow certain animals in certain circumstances

**Do you have any pets? YES**  **NO**

If you have answered YES please give details of the type and number of pets owned

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Breed | Number | Breed | Number | Breed | Number |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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| 5. Your Current Accommodation |

|  |  |  |  |
| --- | --- | --- | --- |
| On what basis do you occupy your current home? | |  |  |
|  | **You** | **Your Partner** | Name of Landlord  (where appropriate) |
| Sheltered Accommodation for older people |  |  |  |
| Living in property I own |  |  |  |
| Living with friends or relatives |  |  |  |
| Private Tenant |  |  |  |
| Council Tenant |  |  |  |
| Housing Association Tenant |  |  |  |
| Residential Home |  |  |  |
| Room in a Shared Property |  |  |  |
| Member of Armed Forces |  |  |  |
| In Prison |  |  |  |
| Accommodation with job |  |  |  |
| Temporary Accommodation |  |  |  |
| Women’s Refuge |  |  |  |
| Supported Accommodation |  |  |  |
| Other |  |  |  |

|  |  |
| --- | --- |
| If ‘other’, please specify |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Does your current home have the following amenities? | | | | | |  | | |  | |
|  | **You** | | | |  | Your Partner | | | | |
| Bathroom | Yes |  | No |  |  | Yes |  | No | |  |
| Inside Toilet | Yes |  | No |  |  | Yes |  | No | |  |
| Lounge | Yes |  | No |  |  | Yes |  | No | |  |
| Kitchen | Yes |  | No |  |  | Yes |  | No | |  |
| Hot water Supply | Yes |  | No |  |  | Yes |  | No | |  |
| Central Heating | Yes |  | No |  |  | Yes |  | No | |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you share any of the amenities with people not on your application? | | | | | | | | |  | |
|  | **You** | | | |  | Your Partner | | | | |
| Bathroom | Yes |  | No |  |  | Yes |  | No | |  |
| Toilet | Yes |  | No |  |  | Yes |  | No | |  |
| Lounge | Yes |  | No |  |  | Yes |  | No | |  |
| Kitchen | Yes |  | No |  |  | Yes |  | No | |  |

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| Do you have a bedroom for your own use?  N.B. For own use we also mean for yourself and a partner if you have one. | Yes |  | No |  |

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| **6. About Your Current and Previous Addresses** |

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| Please give details of where you have lived in the **past seven years**, starting with your current address. We may use this information to get references from your previous landlords**. If this section is not completed satisfactorily your form will be returned to you.** |

|  |  |
| --- | --- |
| You: Name |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Address | Date From  and To | Type of Tenure (Private Landlord, Council etc) | Name & Address of Landlord | Reason for Leaving |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

|  |
| --- |
| Please give details of where you have lived in the **past seven years**, starting with your current address. We may use this information to get references from your previous landlords. **If this section is not completed satisfactorily your form will be returned to you.** |

|  |  |
| --- | --- |
| Your Partner: Name |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Address | Date From and To | Type of Tenure (Private Landlord, Council etc) | Name & Address of Landlord | Reason for Leaving |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Has anyone included in your application ever held a Council or Housing Association tenancy before? | | | Yes |  | | No |  |
| If ‘yes’, please complete the following: | | | | | | | |
| NAME | PROPERTY ADDRESS | LANDLORD DETAILS | | | DATES TO AND FROM | | |
|  |  |  | | |  | | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Have you, or anyone included on this application, ever owned a property? | | | | Yes |  | | No |  |
| If ‘yes’, please provide the following information: | | | | | | | | |
| Name | Address | Date From and To | Name of Landlord / Mortgage Co. | | | Reason for Leaving | | |
|  |  |  |  | | |  | | |

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| **Anyone on the application who owns / has owned a property must provide proof of equity received; e.g. completion statement and details of current income with this form. This information must be provided in order for your application to be processed** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7. Your Current Property Details | | | | | | | Your Partner’s Current Property Details  Only complete this section if you are not currently living with Applicant 1 | | | | |
| House |  | No. of bedrooms | |  |  |  | House |  | No. of bedrooms | |  |
| Flat |  | No. of bedrooms | |  |  |  | Flat |  | No. of bedrooms | |  |
| Maisonette |  | No. of bedrooms | |  |  |  | Maisonette |  | No. of bedrooms | |  |
| Bungalow |  | No. of bedrooms | |  |  |  | Bungalow |  | No. of bedrooms | |  |
| Bedsit |  | No. of bedrooms | |  |  |  | Bedsit |  | No. of bedrooms | |  |
| Other |  | No. of bedrooms | |  |  |  | Other |  | No. of bedrooms | |  |
| Other Specify Detail | | |  | |  |  | Other Specify Detail | | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If flat or maisonette, what floor? | | | | | | | | | |  | |  | |  | | | | | | | | | | | | | | |
| Applicant 1 Property | |  | | |  | | | | |  | |  | | Applicant 2 Property | |  | | | | |  | | | | | | | |
| Is there a lift? | | | | | | | | | |  | |  | |  | | | | | | | | | | | | | | |
| Your property | | Yes | |  | | No | |  | |  | |  | | Your partner’s property | | Yes | | |  | | | | No | | | |  | |
| Is there level access or ramped access? | | | | | | | | | |  | |  | |  | | | | | | | | | | | | | | |
| Your property | Yes | |  | | | | No | |  |  | |  | | Your partner’s property | | | Yes | | |  | | | | No | |  | | |
| Has the bathroom been adapted? (e.g. walk in shower) | | | | | | | | | |  | |  | |  | | | | | | | | | | | | | | |
| Your property | | Yes | |  | | No | |  | |  | |  | | Your partner’s property | | Yes | | |  | | | | No | | | |  | |
| Is there a Stairlift? | | | | | | | | | |  | |  | |  | | | | | | | | | | | | | | |
| Your property | | Yes | |  | | No | |  | |  | |  | | Your partner’s property | | Yes | | |  | | | | No | | | |  | |
| Is there a Hoist / Fixed Platform? | | | | | | | | | |  | |  | |  | | | | | | | | | | | | | | |
| Your property | | Yes | |  | | No | |  | |  | |  | | Your partner’s property | | Yes | | |  | | | | No | | | |  | |
| Are there Grab rails / stair rails? | | | | | | | | | |  |  | |  | | | | | | | | | | | | | | |
| Your property | | Yes | |  | | No | |  | |  |  | | Your partner’s property | | Yes | | |  | | | | No | | |  | | |
| Have wider doorways been fitted? | | | | | | | | | |  |  | |  | | | | | | | | | | | | | | |
| Your property | | Yes | |  | | No | |  | |  |  | | Your partner’s property | | Yes | | |  | | | | No | | |  | | |
| Has the kitchen been adapted? | | | | | | | | | |  |  | |  | | | | | | | | | | | | | | |
| Your property | | Yes | |  | | No | |  | |  |  | | Your partner’s property | | Yes | | |  | | | | No | | |  | | |
|  | |  | |  | |  | |  | |  |  | |  | |  | | |  | | | |  | | |  | | |

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| **8. Reasons Why You Need Rehousing** |

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| --- | --- | --- | --- | --- | --- |
| Tick **all** reasons listed which apply to: | You | Your Partner |  | You | Your Partner |

|  |  |  |  |
| --- | --- | --- | --- |
| Split up from partner |  | Need a smaller property |  |
| Losing home with job |  | Need a larger property |  |
| Mortgage repossession |  | Health reasons (Please complete a Medical Assessment form) |  |
| Property in disrepair or subject to compulsory purchase order |  | To leave home |  |
| Neighbourhood problems |  | Living apart from family |  |
| Victim of crime or fear of crime |  | Eviction Order |  |
| Victim of harassment |  | Landlord selling property |  |
| Asked to leave by friends/relatives |  | No longer requires property with adaptations |  |
| Need affordable housing |  | Need property suitable for adaptations / wheelchair user |  |
| Require smaller accommodation |  | Victim of Domestic Violence |  |

|  |  |
| --- | --- |
| If other reason , please specify |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If suffering from Domestic Violence, can we contact you at your home address? | | | | | Yes |  | No |  | |
| If not, please give a contact address or telephone number: | | | | | | | | |
| **Address** |  |  |  | | | | | |
|  |  |  |  | | | | | |
|  |  |  |  |  | | | | |
|  |  |  | **Telephone** |  | | | | |
|  |  |  |  |  | | | | |

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| 9. Personal Connections |

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| --- | --- | --- | --- | --- |
| Are you, or is anybody else included on this application, related to a member of Brentwood Housing Trust’s Committee of Management or a Brentwood Housing Trust Employee? | Yes |  | No |  |
| If ‘yes’, please give details | | | | |
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| **10. Special Needs** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you or a family member have a medical need for special access or adaptations? | | Yes |  | No |  | |
| Do you have an occupational therapist working with you? | | Yes |  | No |  | |
| Do you have any other support or medical needs not previously mentioned? | | Yes |  | No |  | |
|  |  | | | | | |
| If you have answered ‘yes’ to any of the questions in this section, please give details: | | | | | |
|  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you need support in maintaining a tenancy? *(e.g. help with finances etc.)* | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you currently receive support from any other agency e.g. Social Care, Mental Health Service, Community Drug and Alcohol Team? | Yes |  | No |  |
| If ‘yes’, please give details for example name of social worker and contact number, frequency of visits. | | | | |
|  | | | | |

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| **11. Criminal Convictions** |

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| We take the safety of our staff, people acting on our behalf, and our residents very seriously. **Answer the following questions if they apply to you, or anyone on your application.** |
| Provide details and dates of any convictions against you, or anyone on your application, involving ‘offences against the person’, including offences of a sexual nature but not convictions which are spent under the Rehabilitations of Offenders Act 1974. (‘Spent’ convictions stay on your criminal record but you no longer have to declare them after a certain period of time.)  If it is later found that the information given is incomplete, misleading or inaccurate the Trust will take action for possession of any tenancy offered. |

|  |  |  |
| --- | --- | --- |
| **Name** | **Date of Conviction** | **Type of Conviction** |
|  |  |  |
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|  |  |  |
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Continue on a separate sheet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | You | | Your Partner | |
| Do you have a probation officer? | | Yes | No | Yes | No |
| If yes, please give his / her name and contact details including address: | | | | | | |
| You: | Your Partner: | | | | | |

|  |
| --- |
| **12. We expect you to have applied to the Local Authority for housing as well as to Brentwood Housing Trust.**  **Please tell us your application number with the Council here.**  Application Number:: . . . . . . . . . . . . . . . . . . .  **What type (size) of accommodation are you applying for? . . . . . . . . . . . . . . . . . . . . . . . . . . .**  **Now tell us, in detail, why you want to move and what steps you have taken to find other accommodation.** |

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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Continue on a separate sheet

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| **13. Declaration** |

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| **Important, please read carefully before you sign and return the form** |
| If you have completed all sections of this form please sign the declaration below. If you do not complete this declaration Brentwood Housing Trust will be unable to process your application. Please also ensure that you bring all documents with you when you return this form. |
| All information given, or obtained, in connection with this application will be held in confidence in accordance with the Data Protection Act 2018. Such information may however be used for the prevention and detection of fraud and crime, including a fraudulent application for housing.  Tenancy files are retained for the duration of the tenancy with Brentwood Housing Trust and a minimum of 7 years after the termination of the tenancy. |
| By signing this application all applicants state that you understand and agree to all of the following: |
| * information may be held on computer; * that it is an offence to give false or misleading information, or to withhold information, relevant to this application; * incorrect statements could result in removal from the Waiting List; * we reserve the right to request proof of any information given to ensure it is correct; * we can contact all the organisations where you have held previous council or housing association tenancies to check details. * that you give permission for other relevant professionals such as doctors, social workers, health care workers, probation officers, project workers or key workers, health visitors, district nurses, family liaison officers and the Police, to release information held by them to this Authority. In addition, this may include records such as mortgage accounts, landlord tenancy records, credit reference details, Social Care records, land registry records, Benefit Agency records and other Council records including Council Tax and Housing Benefit records. * that you give permission for Brentwood Housing Trust to release relevant information about you to other organisations, e.g. the Local Authority, other housing associations, Social Care, Benefit Agency, Police and utility companies. This may also include giving details of your ‘forwarding address’ to Council Tax, Housing Benefits and Social Care; * your application will be cancelled if you give false or misleading information, or if you withhold information. * tenancies granted on the basis of incorrect, incomplete or misleading statements may result in subsequent eviction proceedings |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **You** |  |  | **Your Partner** |  |
| (print name) |  |  | (print name) |  |
|  | | | | |
| **Signature** |  |  | **Signature** |  |
|  |  |  |
|  |  |  |  |  |
| **Date** |  |  | **Date** |  |

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| --- |
| Brentwood Housing Trust will not discuss your application for housing with any person not included on your application without your consent (subject to the above need to investigate your application fully). If you want your application to be discussed with another person such as a friend, relative, or representative from another agency, please give their details below. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  |  | **Name** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Relationship to you** | |  |  | **Relationship to you** | |  |
| **Address** |  | |  | **Address** |  | |
|  |  | |  |  |  | |
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Please provide details of your next of kin or of someone we can contact in case of emergency

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | APPLICANT 1 | |  | | APPLICANT 2 | |
| Name of N.O.K. | |  |  | Name of N.O.K. | |  |
| Relationship |  | |  | Relationship |  | |
| Address |  | |  | Address |  | |
|  |  | |  |  |  | |
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|  |  | |  |  |  | |
| Post Code |  | |  | Post Code |  | |
| Telephone no. |  | |  | Telephone no. |  | |

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| **14. Additional Information** |

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| You can contact us by either telephoning 01277 225084, by calling into The Lodge, 28 St Thomas Road, Brentwood, Essex. CM14 4DB or by e-mailing [enquiries@brentwoodhousingtrust.co.uk](mailto:enquiries@brentwoodhousingtrust.co.uk) |

|  |  |
| --- | --- |
| Please return this form in person to : | The Lodge  28 St Thomas Road  Brentwood  Essex  CM14 4DB |

|  |
| --- |
| Please remember to bring original documents with you: your form will not be accepted without them. Forms submitted by post with original documents will not be returned. Once registered you will be sent a registration number. If you are not accepted on to our waiting list you will be informed. |

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| **15. Equal Opportunities Monitoring Form** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| We are striving to be an equal opportunities employer and provider of services. To help us monitor the success of the equal opportunities policy, it would be helpful if you could fill in this form. If you do not want to fill in this form, it will **not** affect your application. We will not pass on the information you give us to anyone else, and will only use it to monitor, develop and improve our housing policy.  This information will be used for statistical purposes only and will **not** be part of the decision making process on your application.  Please use the listings below to complete the table at the bottom, for all those included in your application. If there are more than 6 household members please give details of the 6 oldest. | | | | | | | | | |
| Ethnic background / Nationality | | | | | | | | | |
| White: | | | | | | | | | |
|  | British, Irish | | | | | | | | |
| Any other white background: | | | | | | | | | |
|  | Albanian, Bulgarian, Cypriot, Czech, Estonian, Hungarian, Italian, Latvian Lithuanian, Polish, Portuguese, Romanian, Slovakian, Slovenian, Other please state. | | | | | | | | |
| Mixed: | | | | | | | | | |
|  | | White & Black Caribbean, White & Black African, White & Asian, Other mixed background; please state. | | | | | | | |
| Asian or Asian British: | | | | | | | | | |
|  | Indian, Bangladeshi, Pakistani, Kashmiri (local category for 1 LA), Other Asian background: please state. | | | | | | | | |
| Black or Black British: | | | | | | | | | |
|  | Caribbean, African, Other Black background: please state. | | | | | | | | |
| Gypsy/Traveller: | | | | | | | |  | |
|  | Roma, Irish, New/Other, Travelling Show People. | | | | | | | | |
| Chinese or other ethnic group: | | | | | | | | | |
|  | Chinese, Vietnamese, Any other ethnic group: please state. | | | | | | | | |
| Faith/religion/belief | | | | | | | | | |
|  | Baha’l, Buddhist, Christian, Hindu, Muslim, Jain, Jewish, Rastafarian, Shinto, Sikh, Taoist, Zoroastrian, None, Any other faith/religion: please state. | | | | | | | | |
| Sexual Orientation | | | | | | | | | |
|  | Heterosexual, Gay, Bisexual, Lesbian, Transgender. | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | Ethnic Background | Faith / Religion | | | Sexual Orientation |
| Applicant 1 | | | | |  |  | | |  |
| Applicant 2 | | | | |  |  | | |  |
| Household Member 1 | | | | |  |  | | |  |
| Household Member 2 | | | | |  |  | | |  |
| Household Member 3 | | | | |  |  | | |  |
| Household Member 4 | | | | |  |  | | |  |
| Household Member 5 | | | | |  |  | | |  |
| Household Member 6 | | | | |  |  | | |  |
|  | | |  |  | | |  | | |
| Questions declined | | | |  | | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| For Office Use Only | | | | | |
| Application Number |  | | | | |
| Ack. Letter Issued | Date: | | | By: | |
| Check: | | Date | Initials. | | Comments |
| Address confirmation | |  |  | |  |
| Photo Identity | |  |  | |  |
| Birth Certificates (dependants) | |  |  | |  |
| Medical Form | |  |  | |  |

The details I have given on this form are true and correct. I will inform Brentwood Housing Trust if any of these details change. I understand that any changes may alter my entitlement to housing.

I agree that Brentwood Housing Trust can contact all the organisations where I have held previous council, housing association or private tenancies to check details.

I understand that my application may be cancelled if I give false or misleading information, or if I withhold information. If I am granted a tenancy because I have given false or misleading information, or because of information I have not given, I understand that my tenancy may be terminated and I may have to pay a fine of up to £5,000 under Section 171 of the 1996 Housing Act.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **You** |  |  | **Your Partner** |  |
| (print name) |  |  | (print name) |  |
|  | | | | |
| **Signature** |  |  | **Signature** |  |
|  |  |  |
|  |  |  |  |  |
| **Date** |  |  | **Date** |  |

**PRIVACY STATEMENT**

**PRIVACY STATEMENT**

Brentwood Housing Trust is the Data Controller whose head office is located at The Lodge, 28 St Thomas Road, Brentwood, Essex. CM14 4DB. Telephone: 01277 225084. E-mail: enquiries@brentwoodhousingtrust.co.uk

The information you provide on this form will be used to assess your housing need.

If we need to communicate with you we will usually do this in writing, by telephone or by e-mail. We are planning to develop our current website so that our customers can access our services on-line as this may be more convenient for you and more efficient for us.

We will only discuss or communicate your application details with those named on the application form unless we have written authorisation to discuss with another named individual.

Information relating to an application for housing will be kept indefinitely for reference purposes, or where an offer of accommodation is made and accepted, as part of the tenancy.

If you want a copy of the Trust’s full Privacy Statement please write, telephone or e-mail the Data Controller.

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