

Finding A Home Application Form



If you would like this document in another language or format, or if you require the service of an interpreter, please contact the Tenant Participation Team tel 01827 709374.

If you need any help or advice in completing the form or finding out about available properties please contact the Housing Advice Team and / or your Support worker.

Please complete all sections of the registration form.

If the form is not completed correctly your form may be returned to you and your registration will be delayed.

Please note that we cannot accept your application without proof of your ID, confirmation of your address and birth certificates/residence order or similar for any children you have included as part of your household.

The Finding A Home Guidance Notes booklet has valuable information on how the scheme works and will assist you in completing this registration form.

You will not be able to express interest (bid) against properties advertised until you have received confirmation that you are accepted onto the choice based lettings register.

What happens next?

Your housing application form will be assessed.

We will write to you to tell you whether we can accept your registration, what banding you have been placed in, your application number and the date of registration.

This information is important as you will need it to make the best use of your available bids.

Applications assessed as being in Band 1 or Band 1+ will be notified of a named case officer who will work with you to ensure you achieve a successful allocation.

Applications assessed as being below Band 1 will be expected to place bids on any property that is suitable for their household in line with the guidance provided.

Any individual who feels they may need additional support because of a specific need should contact the Housing Advice Team on 01827 709459 for further help and assistance.

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Cantonese

如果您覺得用自己的語言和我們交談比較容易，請找一個會說英語的朋友或親戚致電我們，電話是：0800 183 0454。我們可以安排翻譯人員與您聯繫，討論您需要的翻譯服務。

Greek

Αν προτιμάτε να μιλήσετε στη γλώσσα σας ζητήστε από έναν φίλο ή συγγενή σας να επικοινωνήσει στο 0800 183 0454. Μπορούμε να σας κανονίσουμε έναν διερμηνέα.

Gujarati

જો તમને અમારી સાથે તમારી પોતાની ભાષામાં વાતચીત કરવી સરળ લાગતી હોય તો અંગ્રેજી બોલી શકતા એક મિત્ર અથવા સગાને કહો કે તેઓ 0800 183 0454 ઉપર અમારો સંપર્ક સાથે. અમે એક ઇન્ટરપ્રિટરની વ્યવસ્થા કરી શકીશું કે જેથી તમને જરૂરી ભાષાંતર વિષે ચર્ચા કરી શકાય.

Mandarin

如果您认为以自己的母语与我们交谈更容易的话，请让一位讲英语的朋友或亲属与 0800 183 0454 联系。我们可以安排一个翻译人员与您联系，讨论所需的翻译事宜。

Polish

Jeśli łatwiej Ci będzie rozmawiać z nami we własnym języku, poproś tego z krewnych lub przyjaciół, który włada językiem angielskim, by skontaktował się z nami pod numerem 0800 183 0454. Możemy skierować do Ciebie tłumacza, który omówi z Tobą, jakiego rodzaju tłumaczeń będziesz potrzebować.

Punjabi

ਜੇਕਰ ਤੁਹਾਨੂੰ ਸਾਡੇ ਨਾਲ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿਚ ਗੱਲ ਕਰਨਾ ਅਸਾਨ ਲੱਗਦਾ ਹੈ ਤਾਂ ਆਪਣੇ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਮਿੱਤਰ ਜਾਂ ਰਿਸ਼ਤੇਦਾਰ ਨੂੰ 0800 183 0454 'ਤੇ ਸੰਪਰਕ ਕਰਨ ਲਈ ਆਖੋ। ਅਸੀਂ ਦੁਭਾਸ਼ੀਏ ਦੀ ਵਿਵਸਥਾ ਕਰ ਸਕਾਂਗੇ ਜੇ ਤੁਹਾਡੇ ਲੜੀਦੇ ਤਰਜਮੇ ਦੇ ਬਾਰੇ ਗੱਲਬਾਤ ਕਰਨ ਲਈ ਤੁਹਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰੇਗਾ।

Urdu

اگر آپ ہم سے اپنی زبان میں بات کرنے میں آسانی محسوس کرتے ہیں تو انگلش بولنے والے ایک دوست یا رشتہ دار سے فون نمبر 0800 183 0454 پر رابطہ کرنے کے لئے کہیں۔ ہم آپ کے لئے ایک مترجم کا بندوبست کر سکتے ہیں جو آپکی ترجمے کی ضرورت پر بات چیت کرنے کے لئے آپ سے رابطہ کرے۔

Personal information

Main Applicant details	
First Name	
Middle Name	
Last Name	
Other name(s) eg previous surname	
Title	Mr / Mrs / Miss / Ms
Gender	Male / Female
Date of birth	
Email address	
National Insurance Number	

Joint Applicant details	
First Name	
Middle Name	
Last Name	
Other name(s) eg previous surname	
Title	Mr / Mrs / Miss / Ms
Gender	Male / Female
Date of birth	
Email address	
National Insurance Number	

Contact Details

Main Applicant

Current Address

Post Code

Is your contact address different from your current address Yes No

If yes. Please provide details below

Address

Post code

Joint Applicant

Is this person's current address different from the main applicant's current address?

Yes No

If yes. Please provide details

Home Telephone (include STD code);

Work Telephone (include STD code);

Mobile:

Email address;

Please give preferred method of contact

Housing Options

Are you interested in any other housing options? Please tick

Housing Association Yes No

Shared ownership Yes No

Private rented accommodation Yes No

Extra Care Housing Yes No

If Yes, please indicate first and or second choice by using 1 and / or 2 in the boxes below

Thomas Hardy Court

MacGregor Tithe

For further information about extra care please refer to the leaflet.

Incentive to move Yes No

(Available to Tamworth
Borough Council tenants only)

Have you ever recieved an Incentive to Move
payment from Tamworth Borough Council? Yes No

Please check the Finding A Home Policy OR Incentive to Move leaflet for further details.

Immigration Control – Eligibility for housing allocation

Applicants who are subject to immigration control and fulfil the following criteria may be eligible for housing allocation:

- Refugee Status;
- Exceptional leave to remain – provided there is no condition that you shall not be a charge on public funds;
- Indefinite leave to remain provided you are habitually resident in the CTA (Common Travel Area) and leave to remain was not granted in the previous 5 years on the basis of sponsorship in relation to maintenance and accommodation;
- Nationals to a country that have ratified the European Convention on Social and Medical (ECSMA) or the European Social Charter (ESC) provided you are lawfully present in the UK;
- From one of the 'A8' Countries and meet conditions as determined by the Secretary of State;
- Some UK nationals who have been or who are living outside of the UK may be required to satisfy the habitual residence test.

If you are unsure about your eligibility you should register your application together with your status. You will be advised whether or not you are eligible and if you are eligible will be placed into a Band.

Main Applicant

Are you subject to any immigration controls? Yes No

Joint Applicant

Are you subject to any immigration controls? Yes No

Current Home

Main Applicant

When did you move into this property?

Joint Applicant

When did you move into this property?

Type of property you currently live in, please tick one;

- House bungalow maisonette flat
- bed-sit hostel B&B or hotel caravan or mobile home
- house boat prison hospital leaving care
- Armed Forces Accommodation Sheltered housing scheme
- Any other type of accommodation, give details:

Which floor:

Number of bedrooms:

Number of living rooms:

Amenities

Please tick the appropriate box:

Hot water supply: Share lack

Heating: Share lack

Kitchen: Share lack

Bathroom: Share lack

Living room: Share lack

Inside toilet: Share lack

Please tick what type of Tenure you have

- Owner Occupier Private tenant Tied tenant
- Council tenant Housing Association Tenant Lodger
- Living with family Living with friends
- Other (give details)

Landlord's / Mortgage Lenders Name, address and telephone number:

Details of any current rent arrears / mortgage arrears

Provide name(s) on Tenancy Agreement / Mortgage Agreement

Are you in prison? Yes No

If yes, please provide information on which Prison you are in, your release date and any other details.

Are you in Hospital? Yes No

If yes, please provide information on which hospital you are in, your discharge date and any other details.

Are you Armed Forces Accommodation? Yes No

If yes, please provide information on your discharge date.

Please provide any other information on your current accommodation

Other Household Members

Please list everyone who currently lives with you in the space below

First Name	Last name	Date of birth	Gender	Relation to main applicant	Living with you now	Will be living with you full time	You do have or will have access to

Is any member of your household expecting a baby Yes No

If yes, please give the name of person pregnant:

Please give baby due date:

Please note if you would like us to take this into consideration when assessing your Band you will need to provide a copy of the pregnancy notes or similar

Current Circumstances

Do you think you are Homeless or threatened with Homelessness?

Yes

No

If yes, Please provide details for example, if the property is subject to a compulsory purchase order, etc

Is there any reason why you cannot stay in your current accommodation?

Yes

No

If yes, please provide details and copies of any court orders, eviction warrants, notices from landlords

Are you seeking alternative housing because you or someone living with you has a medical condition, either physical or mental welfare, which is being affected by your current housing?

Yes

No

If yes, please provide details of how housing is affecting you and we will issue a medical questionnaire if necessary to obtain further information

Do you need level access facilities e.g. wheelchair access, level access or walk in shower, or other specially adapted features?

Yes

No

If yes, please provide brief details of what facilities are required

Do you receive services from other agencies e.g. Social services, Occupational Therapist, Community Psychiatric Nurse?

Yes

No

If yes, please provide details name, address and telephone number

Additional Information

Please use this section to add any details or further information that you feel is relevant to your application.

Equal Opportunities

Tamworth Borough Council is committed to ensuring quality and diversity throughout its services. To help us with monitoring please complete this section of the form. The information is confidential and will be used for statistical purposes. If you decide not to complete this section it will not affect your registration.

Please tick the appropriate box

Main Applicant Joint Applicant Ethnic Origin

Asian or Asian British

- | | | |
|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Indian |
| <input type="checkbox"/> | <input type="checkbox"/> | Pakistani |
| <input type="checkbox"/> | <input type="checkbox"/> | Bangladeshi |
| <input type="checkbox"/> | <input type="checkbox"/> | Other Asian,
please state: |

White

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | British |
| <input type="checkbox"/> | <input type="checkbox"/> | English |
| <input type="checkbox"/> | <input type="checkbox"/> | Irish |
| <input type="checkbox"/> | <input type="checkbox"/> | Scottish |
| <input type="checkbox"/> | <input type="checkbox"/> | Welsh |
| <input type="checkbox"/> | <input type="checkbox"/> | Any other White background,
please state: |

Chinese or other ethnic group

- | | | |
|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Chinese |
| <input type="checkbox"/> | <input type="checkbox"/> | Other mixed,
please state: |

Main Applicant Joint Applicant Ethnic Origin

Black or Black British

- | | | |
|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Black Caribbean |
| <input type="checkbox"/> | <input type="checkbox"/> | Black African |
| <input type="checkbox"/> | <input type="checkbox"/> | Other Black,
please state: |

Mixed Heritage

- | | | |
|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | White and Asian |
| <input type="checkbox"/> | <input type="checkbox"/> | White and Black African |
| <input type="checkbox"/> | <input type="checkbox"/> | White and Black Caribbean |
| <input type="checkbox"/> | <input type="checkbox"/> | Other Mixed,
please state: |

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

Are you in any way disabled? Yes No

If yes, please give brief details

Nationality

Please tick the appropriate box

Main Applicant	Joint Applicant	Nationality
<input type="checkbox"/>	<input type="checkbox"/>	UK national resident in the UK
<input type="checkbox"/>	<input type="checkbox"/>	UK National (returning to UK or arriving in UK for the first time)
<input type="checkbox"/>	<input type="checkbox"/>	Czech Republic
<input type="checkbox"/>	<input type="checkbox"/>	Estonia
<input type="checkbox"/>	<input type="checkbox"/>	Hungary
<input type="checkbox"/>	<input type="checkbox"/>	Latvia
<input type="checkbox"/>	<input type="checkbox"/>	Lithuania
<input type="checkbox"/>	<input type="checkbox"/>	Poland
<input type="checkbox"/>	<input type="checkbox"/>	Slovakia
<input type="checkbox"/>	<input type="checkbox"/>	Bulgaria
<input type="checkbox"/>	<input type="checkbox"/>	Romania
<input type="checkbox"/>	<input type="checkbox"/>	Other EEA National
<input type="checkbox"/>	<input type="checkbox"/>	Non - EEA National
<input type="checkbox"/>	<input type="checkbox"/>	Not stated

Rehabilitation of Offenders Act 1974

Certain convictions are taken into account when applications are being assessed.

Has anyone who will be residing with you been convicted for Anti social Behaviour? Yes No

If yes, please give details i.e. Anti Social Behaviour Order. Sex offences or complaints about previous tenancies and the date of conviction(s) below.

Convictions

Date

Declaration

I declare that the details I have given are true and I have not left out any information that may affect my application. I understand that giving false or misleading information may result in registration being refused, offers of accommodation being withdrawn, or action being taken to terminate any tenancy granted.

I will inform Tamworth Borough Council of any changes of circumstances.

I consent to the information I have provided on this form being held on computer and / or paper, together with any relevant supporting information and this information may be shared with appropriate agencies to secure re- housing and for fraud prevention.

I confirm that neither I nor anyone who will reside with me as a member of my family are subject to immigration control within the meaning of the Asylum and Immigration Act 1996.

I understand that completing this form does not commit Tamworth Borough Council to offering a tenancy.

I understand that if I or a member of my household have any connection with Tamworth Borough Council employees I should declare this.

I have checked the information on this form and accept it is correct. I accept this information will only be used by Tamworth Borough Council for the purposes specified above and within the rights of individuals under the Data Protection Act 1998.

Tamworth Borough Council is under a duty to protect the public funds it administers and to this end may use the information you have provide on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Tick one option below

Main
Applicant

Joint
Applicant

Do you have a connection to declare?

By connection we mean, if you or any or your close relatives are employed by or a Councillor of Tamworth Borough Council or have been within the past 12 months.

Yes

Yes

No

No

If yes, please provide the following details below

Name:

Job Title:

I authorise Tamworth Borough Council to make enquiries and / or check information regarding this application, including appropriate enquiries relating to any criminal offence which may have been disclosed

I agree with this declaration

Yes

No

I am the Main or Joint Applicant

Yes

No

If No please provide your name, address, telephone and your relationship with the main or joint

Applicants Signature

Date

Joint Applicants signature (if applicable)

Date