



# Housing Application Form

This application form will give us information to assess your housing needs.

Please read this form carefully and answer all the questions that apply to you.

If you do not fill in the form properly or give us all the information we need, we will have to return it to you and this will delay your application.

Once you have completed the application form please return it together with all relevant documents to

**Housing Advice Team, Tamworth Borough Council  
Marmion House, Lichfield Street, Tamworth, Staffs. B79 7BZ**

If you need help completing the form please contact the Housing Advice team

- tel: 01827 709459
- fax: 01827 709376
- email: [housingadvice@tamworth.gov.uk](mailto:housingadvice@tamworth.gov.uk)
- visit our website - [www.tamworth.gov.uk/housing](http://www.tamworth.gov.uk/housing)

Once your application has been accepted, we will write to you to giving you your application reference number and the other details that you will need to express your interest in properties we have available. To see these properties visit [www.findingahometamworth.co.uk](http://www.findingahometamworth.co.uk)

Please keep the letter you receive in a safe place.

## **Change of circumstances**

After your form has been processed it is important that you tell us about any change in you circumstances as this may affect your housing application e.g. if you move or your household changes.

- *If you change your address you will need to complete a new application form and provide proof of residency.*

**Please read the enclosed 'Guide to Finding a Home' leaflet for more information on how our choice based lettings scheme works.**

If you would like this document in another language, or if you require an interpreter, please contact our Tenant Participation team on 0800 183 0454 who will make arrangements for you.

- If English is not your main language what language do you use?

#### 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 સાધે. અમે એક ઈન્ટરપ્રિટરની 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 ਦੁਭਾਸ਼ੀਦੇ 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 توجہ کی ضرورت پر بات چیت کرنے کے لئے آپ سے رابطہ کرے۔



# Personal Details

	Applicant	Joint applicant Please state relationship to first applicant –
Title	Mr / Mrs / Miss / Ms / Other	Mr / Mrs / Miss / Ms / Other
First name (s)		
Surname		
Previous surname(s)		
Gender	male / female	male / female
Date of birth	/ /	/ /
National insurance number		
Address (if you have 'no fixed abode' please provide a correspondence address)	post code	post code
Date moved to this address		
Home phone number		
Mobile phone number		
Email address		

**Proof of identity : each applicant must provide one of the following documents**

- **Birth certificate** – if you are no longer using your birth name please supply proof of name change
- **Passport** – see page 15 if you are subject to immigration control or from the European Economic Area
- **Full driving licence**

**and**

**Proof of current address : each applicant must provide one of the following**

- **Current tenancy agreement**
- **Utility bill** – gas ,electric, water, phone
- **Council tax bill**
- **DWP benefit document**
- **Full driving licence** – if not used for ID purposes



# About you

Tamworth Borough Council is committed to ensuring equality and diversity throughout its services. To help us with monitoring please complete this section of the form. The information is confidential but may be used for statistical purposes.

Please tick relevant boxes	Applicant	Joint applicant
<b>How would you describe your ethnic origin?</b>		
<b>Asian or Asian British</b>		
• Indian		
• Pakistani		
• Bangladeshi		
• Other Asian - please state		
<b>Black or Black British</b>		
• Black Caribbean		
• Black African		
• Other Black – please state		
<b>Chinese or other ethnic group</b>		
• Chinese		
• Other – please state		
<b>Mixed Heritage</b>		
• White and Asian		
• White and Black African		
• White and Black Caribbean		
• Other mixed – please state		
<b>White</b>		
• British		
• Irish		
• Other white background – please state		
<b>Prefer not to say</b>		
<b>How would you describe your Nationality?</b>		
UK national - resident in the UK		
UK national – returning to the UK		
Czech Republic		
Estonia		
Hungary		
Latvia		
Lithuania		
Poland		
Slovakia		
Bulgaria		
Romania		
Other European Economic Area country		
please state		
Other nationality - please state		
<b>Prefer not to say</b>		



# About you

All lettings to council accommodation and nominations to housing associations from the housing register will be made according to housing need, regardless of ethnic origin, marital status, race, gender or sexuality.

Please tick relevant boxes	Applicant	Joint applicant
<b>How would you describe your sexual orientation?</b>		
• Heterosexual		
• Bi sexual		
• Gay		
• Lesbian		
Would rather not say		
<b>How would you describe your religion / belief?</b>		
• Christian		
• Hindu		
• Muslim		
• Buddhist		
• Jewish		
• Sikh		
• Other		
Would rather not say		
<b>How would you describe your gender?</b>		
• Male		
• Female		
• Transgender		
Would rather not say		
<b>Do you consider yourself to be disabled?</b>	yes / no	yes / no
<b>Do you receive DLA?</b>	yes / no	yes / no
<b style="color: #e91e63;">If yes please tick any of the following that apply</b>		
A physical impairment		
• <i>Wheelchair user</i>		
A hearing impairment		
• <i>if you use text phone please give details -</i>		
Learning difficulties		
Visual impairment		
Deaf / blind		
Mental health problems		
<i>please give details</i>		
Long term illness or health condition		
<i>please give details</i>		
<b style="color: #e91e63;">If you have any medical problems that might affect the type of property you need to live in please give details (continue on page 17 if necessary)</b>		
<b>Do you receive support from any agencies?</b> e.g. Social Services, Probation Services, any other support agency – please give details		



# More about you

	Applicant	Joint applicant
<b>Are you currently?</b>		
• Employed		
• Unemployed		
• Self-employed		
• In Full Time Education		
• Retired		
If you are employed –		
Employers name		
Employers address		
What is your position?		
What is your weekly / monthly income from this employment		
<b>Do you receive any of the following benefits?</b>		
JSA/Income Support	£	£
ESA/ICB	£	£
Child Benefit	£	£
Child Tax Credits	£	£
Working Tax Credits	£	£
Pension	£	£
Pension Credit	£	£
Maintenance	£	£
Disability Living Allowance	£	£
Other – please state	£	£
Please estimate your weekly income from all sources	£	£

**Please provide copies of your benefit award letter(s)  
If you are receiving DLA it is important that we see what type of allowance you are receiving.**



# Your current home

What type of property do you currently live in? – please tick

House	
Bungalow	
Flat - ground floor	
Flat - upper floor	
Maisonette – ground floor	
Maisonette – upper floor	
Bed sit / room	
Hostel	
Refuge	
Bed & Breakfast	
Boat	
Caravan/mobile home	
<b>In care –</b> please give the date you will require housing and details of your support worker	
<b>In hospital –</b> please state which hospital and your expected date of discharge	
<b>In prison –</b> please give your contact details and the address of the prison and provide confirmation of your expected release date.	
<b>In Armed forces accommodation –</b> please provide written confirmation of your date of discharge	



# Your current home

On what basis do you occupy the property?

Tenant	
Owner/occupier	
Living with family	
Living with friends	
Shared ownership	

If you are renting who is your landlord?

Tamworth Borough Council	
Another Local Authority	
Housing Association	
Private landlord	
Tied accommodation	

Please give the name and address of your landlord

Name	
Address	
Telephone number	

If you are an owner /occupier experiencing financial difficulties please give your mortgage lenders name and address and a letter confirming the amount currently outstanding on your mortgage – we may be able to assist you with schemes i.e. mortgage rescue to help you remain in your home.

Name	
Address	
Telephone number	



# Your current circumstances

Do you think you are Homeless or threatened with Homelessness – yes / no

If yes – please give details below and provide correspondence you have to confirm this.

Please give reasons why you cannot stay in your current accommodation

details

Are you seeking alternative housing because you or someone living with you has a medical condition which is being affected by your current property?

details

Do you need an adapted property – e.g. wheelchair access, walk in shower, stair lift or any other special features?

If you receive DLA please state the medical condition for which this was awarded

details

Has your current property been adapted in any way? yes / no

Were these adaptations for someone included in this application? yes / no

Are these adaptations no longer required? yes / no

details

Do you currently rent or own a property either in this country or abroad?

details



# Your current household

Please list below everyone who currently lives in your household – whether they are to be re-housed with you or not.

	First name	Last name	male/ female	Date of birth	Relationship to you	To be housed with you
You						yes / no
2						yes / no
3						yes / no
4						yes / no
5						yes / no
6						yes / no
7						yes / no
8						yes / no

Please list below anyone who does not currently live with you but you want to be housed with you.

	First name	Last name	male/female	Date of birth	Relationship to you	To be housed with you
1						yes / no
2						yes / no

If any of your children do not live with you permanently please give details below

	First name	Last name	Name and address of their other parent or carer	How often do they stay with you
1				
2				

### Documents required as proof that your children live with you –

- Child's birth certificate
- Letter from Child Benefit Agency confirming payment for child at your current address (telephone them on 08453 021 444) or bank statement showing payments.
- Solicitors' letter or court order confirming that you have 50% access to the child
- If a 'child' is over 18 we will need their ID showing current address



# Your current household

Is anyone in your household pregnant?    yes / no

Name:	date baby due:
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## Documents required as proof of pregnancy

Your maternity records from the hospital confirming your EDD (due date)  
*(we cannot accept the form without this date being completed by the hospital)*

Do you have any pets?    yes / no

Some types of housing is unsuitable for some pets, would you be willing to make alternative arrangements for your pets if necessary?    yes / no

Details of pets
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How many bedrooms are there in your current home?    1 / 2 / 3 / 4 / 5  
Who sleeps in each of the bedrooms?

Please give the names and ages of the people who sleep in each room

Bedroom 1 : is this bedroom single or double occupants
Bedroom 2 : is this bedroom single or double occupants
Bedroom 3 : is this bedroom single or double occupants
Bedroom 4 : is this bedroom single or double occupants
Other room – please give details
Other room – please give details Occupants

Any other information:



# Your previous addresses

Please list all your previous addresses for the last 5 years

Start with your most recent address and go back	Applicant		Joint applicant	
Address 1				
Dates	from	to	from	to
Type of property	house, flat etc		house, flat etc	
Lived there as	Tenant / owner / with friends / with family		Tenant / owner / with friends / with family	
Landlord 's name and address if rented				
Reason for leaving				
Address 2				
Dates	from	to	from	to
Type of property	house, flat etc		house, flat etc	
Lived there as	Tenant / owner / with friends / with family		Tenant / owner / with friends / with family	
Landlord 's name and address if rented				
Reason for leaving				
Address 3				
Dates	from	to	from	to
Type of property	house, flat etc		house, flat etc	
Lived there as	Tenant / owner / with friends / with family		Tenant / owner / with friends / with family	
Landlord 's name and address if rented				
Reason for leaving				
Address 4				
Dates at address	from	to	from	to
Type of property	house, flat etc		house, flat etc	
Lived there as	Tenant / owner / with friends / with family		Tenant / owner / with friends / with family	
Landlord 's name and address if rented				
Reason for leaving				



# Your previous addresses

Has any applicant ever held a Tamworth Borough Council tenancy prior to the addresses given for the last 5 years? **yes / no** (if yes give details below)

Address of council property	Date from	to

Has anyone included on this application ever been evicted from a Council or Housing Association property, privately rented property or supported accommodation? **yes / no**

Name of person evicted	Address of property
Dates at the property	
Landlord details	
Reason for eviction	

Has anyone included on this application been convicted of any criminal offence? **yes / no**

Name	offence	Date of conviction



# Housing options

Are you interested in any of the following housing options?  
(tick boxes of the options that interest you)

**Housing Associations**

We receive requests for nominations to several housing associations who have properties in the Tamworth area

**Private rented accommodation / Bond scheme**

Please contact the Housing Advice team on 01827 709459 for further details/ application form

**Shared Ownership**

An alternative to renting and full ownership with shared ownership you buy a 'share' of your home and pay rent on the remainder. It is particularly suitable for people with a regular income who wish to buy their own home but cannot afford to do so through conventional methods.

**Mutual exchanges**

If you are a council or Housing Association tenant and are interested in a mutual exchange please go to [www.homeswapper.co.uk](http://www.homeswapper.co.uk) for more information.

**Sheltered Accommodation**

There are several sheltered housing schemes in Tamworth, see our website for more information.

**Tick the box on the right and we will send you a leaflet about living in sheltered accommodation.**

**Extra care housing**

This option is based at Thomas Hardy Court and Macgregor Tithe and provides older people access to 24 hour care. A very limited number of properties are available. Allocation is overseen by Social Services.

**If you think you need extra care housing please tick the box on the right and we will send you a leaflet to apply for this service.**

**Incentive to move scheme**

Available to Tamworth Borough Council tenants only  
Tick the box on the right and we will send you a leaflet on how to apply



## Additional information – incentive to move

Have you ever received an 'Incentive to move' payment from Tamworth Borough Council?      yes / no      If you have please give details

Address of council property moved to	Reason for move	Date received



# Immigration control

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 'A2' or '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 complete the application, we can then contact you for more information and advise you whether or not you are eligible.

	Applicant	Joint applicant
Are you subject to any immigration controls?	yes / no	yes / no
<b>What is your residency status in the UK?</b>		
British Citizen		
National of the European Union		
Accession state National		
Commonwealth Citizen		
Asylum seeker		
Refugee		
Indefinite leave to remain		
Limited leave to remain		
Exceptional leave to remain		
Humanitarian protection		
Other – please give details		

## Documents required

- For applicants accepted as a refugee or granted Indefinite, Exceptional, Discretionary or Limited leave to remain in the UK please provide Home Office documentation
- Nationals of the EEA please provide proof of current employment
- Accession state nationals please provide current registration documents and proof of current employment.



## Using a representative

You can have someone to help you with applying for housing but you must give us permission to talk to them about this application. 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

I / we give Tamworth Borough Council authorisation to discuss this housing application with the following representatives:-

	Representative 1	Representative 2
Their name		
Relationship to you		
Power of Attorney	yes / no	yes / no
Organisation (if applicable)		
Their contact address		
Phone number		
Email address		
Signature of representative *		
Signature of applicant*		
Signature of joint applicant *		
Dated		

\* Please make sure all the boxes are signed or we will not be able to speak to your representative and provide a copy of 'power of attorney' document if appropriate



## Connections with the Council

We need to make sure that everyone is treated fairly regardless of any connection with the Council.

Are you or any member of your household an employee of Tamworth Borough Council or related to one? yes / no

Are you or any member of your household a Tamworth Councillor or related to one? yes / no

If **yes**, please state their name, where they are employed and their relationship to you.



## Additional information

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



# Reasons for applying

Please let us know why you are applying for housing –

Tick all the boxes which apply to you

To live independently	<input type="checkbox"/>	Current property too big	<input type="checkbox"/>
To be nearer to family	<input type="checkbox"/>	Current property too small	<input type="checkbox"/>
To give support to family	<input type="checkbox"/>	Need sheltered housing	<input type="checkbox"/>
To be near work	<input type="checkbox"/>	Need extra care housing	<input type="checkbox"/>
Neighbour problems	<input type="checkbox"/>	Cannot maintain property/garden	<input type="checkbox"/>
Hate harassment	<input type="checkbox"/>	Rent too expensive	<input type="checkbox"/>
Domestic abuse	<input type="checkbox"/>	Mortgage too expensive	<input type="checkbox"/>
Returning to Tamworth	<input type="checkbox"/>	Relationship breakdown	<input type="checkbox"/>
Want to live in Tamworth	<input type="checkbox"/>	New employment in Tamworth	<input type="checkbox"/>
Disrepair of current property	<input type="checkbox"/>		<input type="checkbox"/>
Other – please state	<input type="checkbox"/>		<input type="checkbox"/>



## Signature and Declaration

I /we declare that the details given are true and I have not left out any information that may affect this application.

I/we 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/we will inform Tamworth Borough Council of any change of circumstances.

I/we consent to the information 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/we confirm that any person mentioned on this form is not subject to immigration control within the meaning of the Asylum and Immigration Act 1996.

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

I/we have declared any connection with Tamworth Borough Council employees or Councillors.

I/we 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.

I/we 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/we have checked the information on this form and accept it is correct.

**Applicant's signature**

**date**

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**Joint applicant's signature**

**date**

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**Please note: We cannot accept the form without**

- **your signature and date**
- **the signature and date of any joint applicant,**
- **all forms of ID**
- **all proofs requested.**

For office use	
Application number	
Band	
Input date	Input by
notes:	
	
<p>Tamworth Borough Council  Housing Advice team  Marmion House  Lichfield Street  Tamworth  Staffs  B79 7BZ</p> <p>Tel: 01827 709459  Fax: 01827 709376  Email: <a href="mailto:housingadvice@tamworth.gov.uk">housingadvice@tamworth.gov.uk</a></p>	