

Office Use:			
Size	Wait / Trans / Sect 5 / Other	Ref	

## **HOUSING APPLICATION FORM**

You	Joint Applicant
Title (Mr, Mrs, Miss etc)	Title (Mr, Mrs, Miss etc)
First Name	First Name
Surname or Family Name  PHOTO I.D. REQUIRED	Surname or Family Name  PHOTO I.D. REQUIRED
Date of Birth (DD/MM/YYYY)	Date of Birth (DD/MM/YYYY)
National Insurance Number	National Insurance Number
Phone Number	Phone Number
Mobile	Mobile
Email Address	Relationship to Main Applicant
Current Address and Postcode  PROOF REQUIRED	Current Address and Postcode  PROOF REQUIRED
Postcode	Postcode
Date You Moved In	Date You Moved In
Correspondence address (if different from above)	Correspondence address (if different from above)

Sensitive Allocations need to be made in certain circumstances (eg to mimimise risk to the applicant) This is the purpose of the following question, which must be answered by all applicants for rehousing.		
Do you or anyone on your application form have to register with the police as a relevant offender under the Sexual Offences Act 2003?  No Yes		
If you or any member of your household must register under the Sexual Offenders Act 2003, you should send your form directly to  Tenancy Services Manager, Govanhill Housing Association, 79 Coplaw Street, Glasgow G42 7JG. marked Private & Confidential (P&C)		
This does not mean that your application will get any less favourable treatment than you would otherwise receive.		
Please tick the box which best describes your current living circumstances		
Owner Staying care of friends/relatives		
Housing Association Tenant In homeless accommodation		
Lodger Supported Accommodation		
Private Residential Tenancy Leaving Armed Forces		
In a tied house Short Scottish Secure Tenancy		
Other (please describe)		
Specific Housing		
Do you want or need any of the following types of accommodation?  Housing for Older People Housing with access General for wheelchairs housing		
Would your new home need any adaptations to meet your needs?		
No Yes If yes, please provide details below		

	Support		Office Use:
Do you want to move to eith	er receive or provide support?	No Yes	
If yes, please give details			
Name of person you support or who supports you Relationship to you			
Address			
Phone number			
Please detail the support an	rangements		
Do you receive support from health professional or other		No Yes	
If yes, please give details			
Their name			
Occupation			
Organisation			
Address			
Phone number			
What support do they provide?			
Do you need to move close or receive training?	r to work, further education,	No Yes	
If yes, please give details			

Asylum and	Office Use.	
Under the Housing (Scotland) Act 2001 and we must find out if a person qualifies for helphousing.	•	
You	Joint Applicant	
Are you under immigration control?  No Yes IF YES PROOF REQUIRED	Are you under immigration control?  No Yes IF YES PROOF REQUIRED	
Are there any conditions or limits to your permission to stay in the uk?  No Yes Please provide details	Are there any conditions or limits to your permission to stay in the uk?  No Yes Please provide details	
Medica	Priority	
Prio	rity A	
Is your current accommodation potentially or causing severe aggravation to your me and is re-housing extremely urgent. (This housebound applicants, applicants in hos offer of accommodation before discharge there is severe difficulty accessing the accessi	y life-threatening dical condition refers to pital awaiting an or cases where	
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If YES to any please provide details	Office Use:
Name of person 1	
Disability Medical Condition	
How will rehousing alleviate the medical condition	
Name of person 2	
Name of person 2	
Disability Medical Condition	
How will rehousing alleviate the medical condition	
Name of person 3	
Disability Medical Condition	
Disability Medical Colldition	
How will rehousing alleviate the medical condition	
How many steps are in How many steps outside How many steps can your	
your current property? household manage?	
Where a move will not alleviate or address a medical issue no medical points will be	

awarded.

Who Is Liv	ring With You	Office Use:
Full name	Relationship to you	
Date of Birth (DD/MM/YYYY)	Date they moved in	
Gender	Will they be moving with you	
Male Female	Yes No	
Full name	Relationship to you	
Date of Birth (DD/MM/YYYY)	Date they moved in	
Gender	Will they be moving with you	
Male Female	Yes No	
Full name	Relationship to you	
Date of Birth (DD/MM/YYYY)	Date they moved in	
Gender	Will they be moving with you	
Male Female	Yes No	
Full name	Relationship to you	
Date of Birth (DD/MM/YYYY)	Date they moved in	
Gender	Will they be moving with you	
Male Female	Yes No	
Full name	Relationship to you	
Date of Birth (DD/MM/YYYY)	Date they moved in	
Gender	Will they be moving with you	
Male Female	Yes No	

Full name	Relationship to you	Office Use:
Date of Birth (DD/MM/YYYY)	Date they moved in	
Gender	Will they be moving with you	
Male Female	Yes No	
Full name	Relationship to you	
Date of Birth (DD/MM/YYYY)	Date they moved in	
Gender	Will they be moving with you	
Male Female	Yes No	
Full name	Relationship to you	
Date of Birth (DD/MM/YYYY)	Date they moved in	
Gender	Will they be moving with you	
Male Female	Yes No	
Full name	Relationship to you	
Date of Birth (DD/MM/YYYY)	Date they moved in	
Gender	Will they be moving with you	
Male Female	Yes No	
Full name	Relationship to you	
Date of Birth (DD/MM/YYYY)	Date they moved in	
Gender	Will they be moving with you	
Male Female	Yes No	

# Please list the details of anyone else who is to be rehoused with you, including planned family reunions

Office Use:

Full name	Current address and postcode
Date of Birth (DD/MM/YYYY)	
	Estimated reunion date
Relationship to you	
	Male Female
Full name	Current address and postcode
	,
Date of Birth (DD/MM/YYYY)	
	Estimated reunion date
Balaita a bia ba a sa	
Relationship to you	
	Male Female
Full name	Current address and postcode
Date of Birth (DD/MM/YYYY)	
	Estimated reunion date
Relationship to you	
Treationship to you	Male Female
	male Female
Full name	Current address and postcode
Date of Birth (DD/MM/YYYY)	
	Estimated reunion date
Relationship to you	
	Male Female
Do you or anyor	e listed above
Own any property	Have a tenancy with a housing
No Yes	association/Co-op or Local authority
	No Yes

Property ownership will not, in itself, disbar an application for rehousing. In such instances applications will be assessed, consistent with other applications for housing. If you have answered "yes" at either point above, please advise how many bedrooms are in the property?

Previous Address	es — Main Applicant	Office Use:
Please list your addresses over the last <b>five y</b> You <b>do not</b> need to list your current address.		
Address  Postcode  Why did you move out?	Date moved in (DD/MM/YYYY)  Date moved out (DD/MM/YYYY)  Landlord's name and address (if applicable)	
Address  Postcode  Why did you move out?	Date moved in (DD/MM/YYYY)  Date moved out (DD/MM/YYYY)  Landlord's name and address (if applicable)	
Address  Postcode  Why did you move out?	Date moved in (DD/MM/YYYY)  Date moved out (DD/MM/YYYY)  Landlord's name and address (if applicable)	
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Address  Postcode  Why did you move out?	Date moved in (DD/MM/YYYY)  Date moved out (DD/MM/YYYY)  Landlord's name and address (if applicable)	

Previous Address	es — Joint Applicant	Office Use:
Please list your addresses over the last <b>five y</b> You <b>do not</b> need to list your current address.		
Address  Postcode  Why did you move out?	Date moved in (DD/MM/YYYY)  Date moved out (DD/MM/YYYY)  Landlord's name and address (if applicable)	
Address  Postcode  Why did you move out?	Date moved in (DD/MM/YYYY)  Date moved out (DD/MM/YYYY)  Landlord's name and address (if applicable)	
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Address  Postcode  Why did you move out?	Date moved in (DD/MM/YYYY)  Date moved out (DD/MM/YYYY)  Landlord's name and address (if applicable)	

	Your Current Amenities	Office Use:
	don't have or share (with people who are not part see amenities in your current home:  nave Share Do not have Share	
Living room	Cold water supply	
Hot water supply	Inside toilet	
Bath or shower	Kitchen	
Bathroom		
If you share amenities with o	others, how many people do you share with?	
What type of heating do you	ı have? Please tick one box:	
Gas central heating	Electric central heating Electric fire only	
Gas fire only	Other (please give details)	
	(piease give details)	
Your Curre	ent Circumstances — Applicant	
	describes your present circumstances.	
Are you?: A Govanhill Housing Association tenant	An owner occupier	
A tenant with another housing association	In hospital	
A council tenant	Living in a caravan	
Living with friends or relatives	In prison or another institution	
A lodger	Living in accommodation provided by your job	
Living in a hostel or bed and breakfast	No fixed abode	
Serving in HM forces	Supported accommodation	
Renting from a private landlor	Date you will leave the forces PROOF REQUIRED	
Living with parents		
	Current Tenure	
If you are a tenant, please p	rovide details of your current landlord	
Name		
Address		
Do you have a tenancy	PROOF REQUIRED	

What type of property are you living in? Please tick one box:  Office Use:				
Flat (ground floor)	Basement flat	Multi-storey flat		
Flat (upper floor)	Attic flat	Four in a block (ground floor)		
Bungalow	House (mid terrace)	Four in a block (upper flat)		
Sheltered housing	House (end terrace)	Maisonette (ground floor)		
Amenity housing	House (three storey)	Maisonette (upper floor)		
	House (semi-detached)	Studio flat		
How many bedrooms to?	do you have access	Single Double		
Have you been given a date to leave your present accommodation?				
If yes, on what date d	o you need to move out? (D	DD/MM/YYYY)		
Please tell us why you	need to move:			
Is there a closing order over your present accommodation?  Yes  IF YES, PROOF REQUIRED				
If there are any faults in your home that makes it not fit to live in, tell us about them in the box below. This could include structural faults, dampness, unsafe electrics, dry rot and so on. We may need to assess any problems.				

Social factors	Office Use:
Do you need to move because you or someone living with you is experiencing harassment or domestic abuse?	
Give further details below. We will keep the information confidential.  You may need to provide extra documents to support this information.	
Do you have access to children who may come and stay with you?  No  Yes  IF YES, PROOF REQUIRED	
Please provide details	
Are you, or anyone who is living with you expecting a baby?  Yes  PROOF REQUIRED OF DUE DATE	
If yes, who is expecting the baby?	
When is the baby due?	

Anti-social Behav	Office Use:
Has action for anti-social behaviour ever been take or anyone who will live with you?	en against you
No Yes (If yes, please answer the ques	tions below)
Was court action taken?	
No Yes Date of case	
Name of court	
Was other action taken?	No Yes
Was an anti-social behaviour order (ASBO) made?	No Yes

Street Choices

Office Use:

Street	~	Street	•
Aikenhead Road		Jamieson Court (sheltered housing	
Albert Road		complex), including Jamieson Path and Cathcart Road	
Allison Street (west of Cathcart Road)		Jamieson Street	
Allison Street (east of Cathcart Road)		Kingarth Street	
Annandale Street		Langside Road (north of Calder Street)	
Annette Street		Langside Road (south of Calder Street)	
Ascog Street		Preston Street	
Ardbeg Street		Riccarton Street	
Bankhall Street		Seath Street	
Batson Street (north of Govanhill Street)		South Annandale Street	
Batson Street (south of Govanhill Street)		Victoria Road	
Bennan Square		Westmoreland Street	
Bowman Street		Merrylee	
Boyd Street		Ashmore Crescent	
Brereton Street		Ashmore Road	
Butterbiggins Road		Burrelton Road	
Calder Street (west of Cathcart Road)		Cherrybank Road	
Calder Street (east of Cathcart Road)		Friarton Road	
Carfin Street		Glasserton Place	
Cathcart Road (north)		Glasserton Road	
Cathcart Road (south)		Merrylee Road	
Coplaw Court		Muirskeith Crescent	
Coplaw Street		Muirskeith Place	
Cuthbertson Street		Muirskeith Road	
Daisy Street		Newlands Road	
Dixon Avenue			
Dixon Road		Housing For Older People	
Garturk Street		Aged over 50	
Govanhill Street (east of Cathcart Road) 200 Butterbiggins Road		200 Butterbiggins Road	
Govanhill Street (west of Cathcart Road)		Aged over 55	
Hickman Street (north of Calder Street)		103 – 105 Butterbiggins Road	
Hickman Street (south of Calder Street)		3 – 8 Butterbiggins Court	
Hickman Terrace		Aged over 60 (with Alert a call – provides a remote "warden call" type service via a self service touchscreen)	
Hollybrook Street (north of Govanhill Street)			
Hollybrook Street (south of Govanhill		Jamieson Court	
Street)		Jamieson Path	
Inglefield Street		Cathcart Road (401 – 409)	

The Housing You Want	Office Use:			
What size of property would you consider?  The Association's allocation policy will decide what property size you are eligible for.				
Would you consider a bedsit?  No Yes				
Would you consider a combined living room/kitchen?  No  Yes				
What kind of heating would you accept?  Gas central heating Electric central heating				
What cooking facilities do you prefer?  Either Gas cooking Electric cooking				
What type of property do you want?				
Four in a block (ground floor) Maisonette				
Four in a block (upper floor) House				
Which floor levels would you accept?				
Please tick:  Ground First Second Third				
Four or more with a lift				
Other Information				
Please detail any other information you feel may be relevant to your application				

Other information (continued)	Office Use:

# Are you related to a committee member or an employee of Govanhill Housing Association? (please tick) If yes, what is their relationship to you? Please provide their name and address Name Address

### **Privacy Notice**

Govanhill Housing Association Limited has registered under the Data Protection Act to enable us to process personal information about housing applicants and other service users. The Association must comply with the conditions set out in the Act.

You have the right to apply for a copy of the information we hold about you and to have any inaccuracies corrected. The Association may charge a fee for providing the information; the fee is limited by statute.

We use information from applicants and tenants for a range of purposes relating to our housing list and tenancy management. We will also use the information to provide statistical data to our Management Committee, the Scottish Housing Regulator, and other interested parties. We will always respect the confidentiality of the information you provide.

We may also use the information if you are successful in obtaining housing from Govanhill Housing Association. Your application details will be kept on file as "history notes".

While you are on our housing list, and during any subsequent tenancy you have with the Association, we may add to or modify the information provided by you or others, for example, your landlord.

We may disclose your personal information to local authorities, police and other statutory bodies but only if they have a legal entitlement to the information. We may also share this information with local authorities in respect of matters relevant to a tenancy, or if you are claiming or receiving housing benefit.

By returning this form to us you consent to processing personal data about you in accordance with the Data Protection Act 1988.

### Please read this declaration carefully

- I confirm that the details I have given on this application form are true and accurate.
- I understand that if my circumstances change, I must tell the Association.
- I understand that if I give any false or misleading information, my application will be cancelled.
- If I get a tenancy based on false or misleading information, I understand the Association may take court action to evict me.
- I understand that the Association can ask for a reference from any landlord or mortgage lender I have had. I authorise these landlords or mortgage lenders to provide any information required in connection with my application.
- I understand that this application will be cancelled when I accept a property offered through the register. If I want to move again, I know that I will have to make a new application.
- I understand that you will write to me every year, on the anniversary of my application, asking if I still want housing. I agree that if I do not respond to that letter, you will cancel my application.

Signatures. If you are applying with someone else, you must both sign or we will not process the form.			
	Your signature	Date	
	Joint applicant's signature	Date	

### **Proof Required**

Please ensure all documentation is provided, otherwise we cannot fully assess your housing requirements and your application will be returned to you.



### Please see below types of proof we will accept:

Applicant 1	Photo identification (e.g. passport, driving licence)	Office Use:
Applicant 2	Photo identification (e.g. passport, driving licence)	
Applicant 1	Proof of address x 2 (e.g. bank statement, benefits award letter, utility bill)	
Applicant 2	Proof of address x 2 (e.g. bank statement, benefits award letter, utility bill)	
Applicant 1	* If required, proof of immigration status. All documentation from the UK Home Office	
Applicant 2	* If required, proof of immigration status. All documentation from the UK Home Office	
Applicants or members of household who are pregnant	Proof of estimated due date	
Other household members	Proof of Address	
Applicant address	proof of tenancy / ownership at current address	

We will consider the following examples of types of documentary proof:

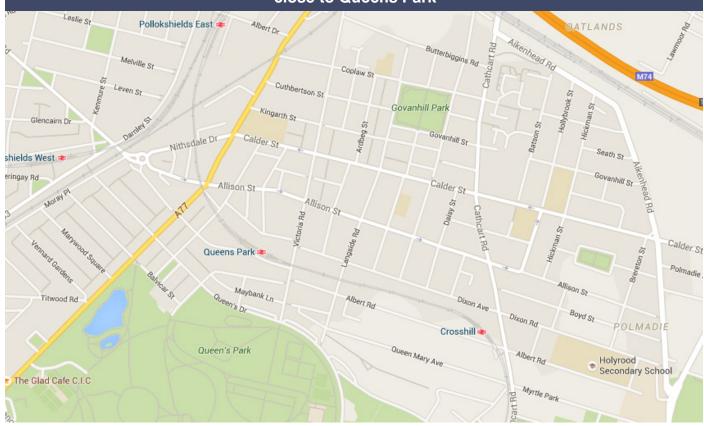
Utility Bill, Tax Credit letter, Child Benefit letter, Medical Card, Job Seekers Allowance letter, Council Tax letter, Bank Statement, Drivers Licence, NHS letters (Hospital Appointments), HM Revenue and Customers — Tax for year, Payslips, Invoice receipt, Housing Benefit letter.

All documents **must** be from the address you are applying for housing.

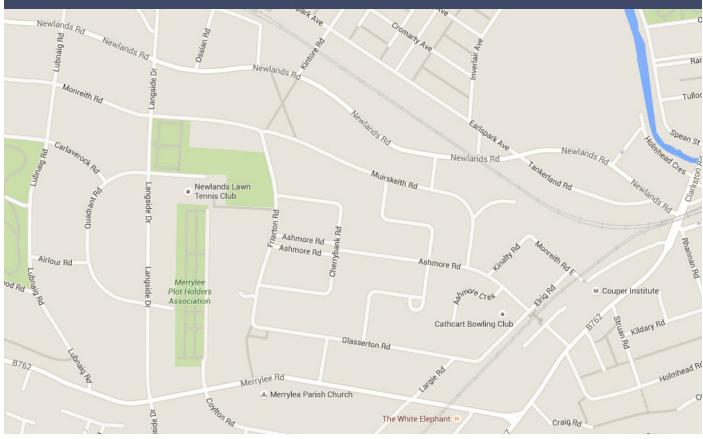
You must fill in as much detail as possible to make sure we assess your housing need correctly. Where you see this symbol, it means you are required to provide two forms of documentation as evidence. We require photographic identification (eg passport or full driving licence). We also require proof of address. For example, full driving licence or bank statements.



# Govanhill lies to the south of the City Centre, to the east of Pollokshaws Road, close to Queens Park



# Merrylee lies to the south of the City Centre, between Cathcart Road and Kilmarnock Road, close to Cathcart and Shawlands





Govanhill Housing Association Samaritan House, 79 Coplaw Street, GLASGOW, G42 7JG

General Enquiries - 0141 636 3636



