



East Midlands Housing

Registration No: []

CONFIDENTIAL: APPLICATION FORM FOR RENTED HOUSING

MAIN APPLICANT

Section 1. Personal Details

Title Mr, Mrs etc []

Surname []

Forenames []

Address []

[]

[]

[]

Post Code []

Date you moved in [] / [] / []

NI Number [][][][][][][][][][]

Date of Birth []

Contact Details & Telephone Numbers

Home []

Work []

Mobile []

E-mail []

Have you applied to us before? Yes No [] []

Are you related to any staff or committee member? Yes No [] []

If yes please give details

Name []

Relationship []

If your first language is not English and you require an interpreter please let us know your language. []

JOINT APPLICANT

Section 1. Personal Details

Title Mr, Mrs etc []

Surname []

Forenames []

Address []

[]

[]

[]

Post Code []

Date you moved in [] / [] / []

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Relationship []

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Section 2. Correspondence Address

If you are unable to receive post at you current address, please provide alternative address.

Address []

[]

Postcode []

MAIN APPLICANT

Section 3. Equal Opportunities

This section is optional – To ensure that we are meeting our continued commitment to equal opportunities, how would you describe your ethnic origin?

Please tick one box only.

A) White

B) Mixed

- British ¹
 Irish ²
 Other ³

- White & Black Caribbean ⁴
 White & Black African ⁵
 White & Asian ⁶
 Other ⁷

C) Asian or Asian British

D) Black or Black British

- Indian ⁸
 Pakistani ⁹
 Bangladeshi ¹⁰
 Other ¹¹

- Caribbean ¹²
 African ¹³
 Other ¹⁴

E) Other Ethnic Group

- Chinese ¹⁵
 Other ¹⁶

- Refused ¹⁷

Section 4. Financial Details

Yes No

Do you have any savings?

If yes state how much. £

Employment Details (If applicable)

Employer ^E

Occupation

Weekly income before tax £

Benefits/Other Income

Give details of state benefits or any other income

Benefit/Other Income Amount per week

Accommodation Costs

How much is your board, rent or mortgage? £

Is this weekly or monthly? £

Yes No

Do you have any arrears?

If yes, state how much. £

Yes No

Do you get Housing Benefit?

If yes has your Housing

Benefit been 'capped'(they have said your rent is too high and will not pay it in full)?

JOINT APPLICANT

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MAIN APPLICANT

Section 5. Previous Addresses

Please give details for the last 3 years.

Address 1

From / / To / /

Landlord

Reason for leaving

Address 2

From / / To / /

Landlord

Reason for leaving

Are you seeking Political Asylum in this country? Yes No

Have you come to live in the UK from abroad in the last 5 years? Yes No

Do you own or jointly own any accommodation? Yes No

If yes please give details.

JOINT APPLICANT

Section 5. Previous Addresses

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From / / To / /

Landlord

Reason for leaving

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From / / To / /

Landlord

Reason for leaving

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Section 6. Your present home and your household

Tick the box that applies to your present home (please tick only one box in this section).

Housing Association Tenant	<input type="checkbox"/>	Council Tenant	<input type="checkbox"/>	Hostel / Refuge	<input type="checkbox"/>
Tenant of Private Landlord	<input type="checkbox"/>	Bed & Breakfast	<input type="checkbox"/>	Owner / Buying	<input type="checkbox"/>
Shorthold Tenant / Licensee	<input type="checkbox"/>	Renting with Job	<input type="checkbox"/>	With Family	<input type="checkbox"/>
In an Institution or Prison	<input type="checkbox"/>	Sleeping Rough	<input type="checkbox"/>	With Friends	<input type="checkbox"/>
Caravan	<input type="checkbox"/>	Other (give details)	<input type="text"/>		

What type of property do you live in at present?

House Bungalow Ground floor flat Upper floor flat

Other (give details)

Do you have any pets? Yes No

If yes what kind of pet?

For your information Cats & Dogs can not normally be allowed in flats.

We need to consider whether you are overcrowded. As the main applicant please tell us the number of people sleeping in each room of your present accommodation (including yourself) and state their relationship to you i.e. partner, sister, boyfriend, etc. and whether they are to move with you.

How many bedrooms does your current home have?

Bedroom No	Name	Date of Birth	Male Female	Relationship to you	To move with you Yes	No
1		/ /				
		/ /				
		/ /				
2		/ /				
		/ /				
		/ /				
3		/ /				
		/ /				
		/ /				
Other room used as a bedroom		/ /				
		/ /				
		/ /				

Please give details of anyone who needs re-housing with you but is not mentioned in the list above. Include the expected date of unborn children and indicate if you have access rights to children who do not live with you permanently.

Name	Date of Birth	Male Female	Relationship to you	Present Address
	/ /			
	/ /			
	/ /			

Facilities in your home

Please tick if you **do not** have any of the following facilities or must share them with a household that you wish to live separate from.

	Kitchen Facilities	Inside Toilet	Bathroom	Hot Water	Heating
Shared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Don't Have	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Why do you want to be re-housed?

Please tick ALL the boxes that are relevant to you and enclose the documentary evidence requested. If we do not receive documentary evidence, we may not be able to assess your application accurately.

Your reason for re-housing

Evidence required

Your housing situation

Leaving hostel	Letter from hostel worker	<input type="checkbox"/>
Suffering harassment / physical violence / domestic violence	Letter from Police/Social Worker/Refuge Worker or Solicitor	<input type="checkbox"/>
Being evicted or having house repossessed	Eviction Order or Repossession Order	<input type="checkbox"/>
Received valid notice to quit from landlord	Copy of Notice to Quit	<input type="checkbox"/>
Losing home that goes with job	Copy of Notice to Quit	<input type="checkbox"/>
Leaving armed forces	Confirmation of discharge date	<input type="checkbox"/>
Environmental Health Notice – Property uninhabitable	Copy of Environmental Health Notice	<input type="checkbox"/>
House subject to purchase/clearance notice	Compulsory purchase/clearance order	<input type="checkbox"/>
Leaving Prison	Prison release date notification slip	<input type="checkbox"/>
Leaving hospital	Letter from doctor or medical worker	<input type="checkbox"/>
Tenant of Private Landlord	Copy of tenancy agreement	<input type="checkbox"/>
Moving nearer to work	Letter from employer	<input type="checkbox"/> E
Can not afford present home	Letter from Housing Benefit Dept or Income & Expenditure Breakdown	<input type="checkbox"/> E
Have no home		<input type="checkbox"/>
Asked to leave by family or friends	Letter from family member or friend	<input type="checkbox"/> C
Asylum seeker granted permission to stay	Relevant Home Office papers	<input type="checkbox"/>

Your household

Relationship breakdown	Divorce paper / Solicitor's letter or letter from ex-partner	<input type="checkbox"/>
Having a baby	Proof of pregnancy certificate	<input type="checkbox"/>
Need room for children to stay	Proof of access / custody rights	<input type="checkbox"/> C
Family living apart		<input type="checkbox"/> C
Overcrowded	Full details must be supplied on Page 4 and may be subject to a home visit	<input type="checkbox"/>
Need smaller home	Full details must be supplied on Page 4 and may be subject to a home visit	<input type="checkbox"/> C

Health & Disability

Health reasons Please complete Section 7 Health & Disability

To be nearer carers or provide support Please complete Section 7 Health & Disability

 C

Other Reasons (Please give details below)

Section 8. Areas of Choice

ACCOMMODATION FOR OVER 55's & SHELTERED ACCOMMODATION

(Please note that certain accommodation requires the applicant to be in receipt of Supporting People grant.)

Shaded sections have no property type within the area

Coalville - Ashby - Measham - Castle Donington - Swadlincote			1 Bed	2 Bed
L100	Agar Nook / Greenhill	Agar Nook / Charnborough Court / Albert Hall Place		
L100	Agar Nook / Greenhill	St Davids Court / Frank King House		Not Available
L101	Coalville	Bardon Close / Harrison Place		
L103	Coalville South	Hugglescote (Peggs Grange)		
L105	Ashby	Prior Park		
L122	Midway/Swadlincote	Albert Village / Zion House		
L123	Castle Donington	Kegworth / Walton Court / Montford Mews		
L104	Measham	Donisthorpe / Ramscliffe Avenue		

Loughborough			1 Bed	2 Bed
L163	Meadow Lane area	Rendell Street/Morris Close		
L164	Vrudha Nivas	Rendell Street		Not Available

Leicester			1 Bed
L305	Spinney Hills	Wakerley Court	
L310	Highfields	Len Hollis Court	
L308	North Evington	Scarborough Court	

Sutton in Ashfield			1 Bed	2 Bed	3 Bed
L027	Sutton in Ashfield	St Michaels Court		Not Available	Not Available
L027	Sutton in Ashfield	Phoenix St / Slater Street	Not Available		Not Available
L027	Sutton in Ashfield	Ashland Road West	Not Available	Not Available	

Gedling			1 Bed	2 Bed	3 Bed
L061	Newstead	Turton Court			Not Available
L064	Carlton	Cavendish Road			Not Available
L065	Calverton	Lee Road	Not Available		Not Available

Chesterfield			1 Bed	2 Bed	3 Bed
L088	Brampton	Connelly Court			Not Available

Somercotes			1 Bed	2 Bed	3 Bed
L049	Somercotes	Sarah Close	Not Available		Not Available

Section 9. Additional Information

Please use this page to give us any additional information you think we may need to know in order to process your application accurately.

Please remember to complete Section 10 on the reverse of this application

Section 10. Declaration

Where there are joint applicants both must SIGN and DATE this form.

The details on this form are true and I will tell East Midlands Housing of any changes in my / our circumstances. I understand that false information may result in my application being refused, any offer of tenancy withdrawn or I may lose any tenancy I am granted.

I / We understand that EMH will make such enquiries as it considers necessary relating to this application. This will include a credit reference check with a reputable credit reference agency to verify my addresses and to check for previous housing debts. I/We agree to these checks being made.

I / We give permission for EMH to contact any Landlords for all previous addresses I have given and any addresses which come to light via credit referencing.

East Midlands Housing will only process and use (as defined within Data Protection Act) the information you have provided in accordance with our registration.

Applicants Signature.....

Date.....

Partner / Joint Applicants signature.....

Date.....

Please return your completed form to:

**Customer Service Centre
East Midlands Housing
Memorial Square
Coalville
Leicestershire
LE67 3TU**

**If you should require any help in completing this form please call
Customer Services on:-**

0844 892 9000 (local Call Cost)

or

01530 839091 (Landline)

Calls to the association may be recorded or monitored for training & security purposes.