



The Estate Office
Franklands Village
Haywards Heath
West Sussex, RH16 3RS
Tel: 01444-413771
Email: enquiries@fvha.org.uk

OFFICE USE ONLY

Ref:
Date:

APPLICATION FOR HOUSING WITH FRANKLANDS VILLAGE HOUSING ASSOCIATION

**Please ensure you complete all sections.
Any uncompleted sections will delay processing your application.**

DOCUMENTATION REQUIRED

On completing this form we require the following documents:

- Proof of identification (birth certificate, passport, new type driving licence, approved immigration status document) **(copies only)**
- Proof of residence (household bills, tenancy agreement, benefits agency document) (copies only)
- Proof of National Insurance Number **(copy only)**
- **3 months** bank statement **(copies only)**
- **3 months** proof of Income (payslips, benefit award letters) **(copies only)**

The information given will be treated as strictly confidential. Please fill in all sections in full.

Please contact us if you need help or advice.

Please ensure you complete all sections.

Any uncompleted sections will delay processing your application.

Part 1- APPLICANT DETAILS

You (Applicant 1)	Please give details below:	Your Partner (Joint Applicant 2)	Please give details below:
Surname		Surname	
First Names		First Names	
Title (please delete as applicable)	Mr/Mrs/Ms/Miss/Other:	Title (please delete as applicable)	Mr/Mrs/Ms/Miss/Other:
Marital Status		Relationship to Applicant 1	
Date of Birth		Date of Birth	
National Insurance No.		National Insurance No.	
Home Phone Number		Home Phone Number	
Work Phone Number		Work Phone Number	
Mobile Number		Mobile Number	
Email Address		Email Address	
Nationality		Nationality	
First language		First language	

If we contact or visit you, do we need an interpreter or someone to help with communication?

Yes **No**

If Yes, please give details: _____

Your current address:

Postcode:

Do you want us to send your correspondence to a different address?

If so, please give that address:

Postcode:

Part 2 - ABOUT YOUR HOUSEHOLD

In this section we ask for personal information that you may find sensitive. All information will be treated in confidence but you must answer all questions to allow us to process your application

Please tell us about any other people that live with you, even if they are not moving with you.

Also provide proof that all those listed below do live with you, for example copy of medical cards. If you do not provide this evidence we may not be able to award points for overcrowding.

Full Name	Date of Birth	Gender (M/F)	Relationship To you	Is this person living with you now 'Yes' or 'No'	Will this person be moving with you 'Yes' or 'No'
1					
2					
3					
4					
5					
6					
7					
8					

Are you or anyone else who wishes to move with you expecting a baby?

If 'Yes' give the date the baby is due/...../..... and enclose proof of pregnancy, eg MAT B1

Part 3 – YOUR PRESENT HOME

How many bedrooms are there in your present home? _____

Are you lacking any of the following facilities or sharing with people who are not family or friends?

	Lacking	Sharing	
			House <input style="float: right;" type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	Bungalow <input style="float: right;" type="checkbox"/>
Bathroom	<input type="checkbox"/>	<input type="checkbox"/>	Flat <input style="float: right;" type="checkbox"/>
Living Room	<input type="checkbox"/>	<input type="checkbox"/>	Bedsit <input style="float: right;" type="checkbox"/>
Inside WC	<input type="checkbox"/>		
Hot Water Supply	<input type="checkbox"/>		

Part 2 - ABOUT YOUR HOUSEHOLD

In this section we ask for personal information that you may find sensitive. All information will be treated in confidence but you must answer all questions to allow us to process your application

Please indicate which of the following best describes your present situation:

I own my own home	<input type="checkbox"/>	I live with friends or relatives	<input type="checkbox"/>
I own my own home through a 'Shared Ownership' or similar scheme	<input type="checkbox"/>	I live in a caravan/mobile home/boat	<input type="checkbox"/>
I rent from a Housing Association	<input type="checkbox"/>	I am waiting to be discharged from hospital/residential care	<input type="checkbox"/>
I rent from a Local Authority	<input type="checkbox"/>	I am in HM Forces	<input type="checkbox"/>
I rent from a private landlord	<input type="checkbox"/>	I am in prison	<input type="checkbox"/>
I rent from my employer	<input type="checkbox"/>	I live in a hostel, B&B or refuge	<input type="checkbox"/>
I am a lodger/sub tenant	<input type="checkbox"/>	I have no fixed address	<input type="checkbox"/>
I live with my parents	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>

If you rent your accommodation please give your Landlord's details:

Landlords Name: Landlords Address: Date tenancy commenced:/...../.....
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Do you owe any arrears? Yes No
If Yes, how much £ _____

**Please tick if any of the following statements apply to you or the joint applicant
 If you tick any of the boxes, please enclose copies of any relevant letters you have received from your landlord, employer, lender or family**

	You the applicant	Joint applicant	Date you must leave
I have received a 'Notice to Quit' (Section 21 Notice) from my Landlord	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
I rent my home but don't have a written tenancy agreement	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
I rent my home and have a assured shorthold tenancy	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
I rent my home and have an assured tenancy	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
My/our house is to be repossessed or demolished	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
I have to leave my house, which I rent from my employer	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
I am leaving the forces/forces accommodation	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
I have been asked to leave my family/friends home	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___

Other please state:

Part 3 – YOUR PRESENT HOME

Do you think that your home has any of the following problems?

My home has structural problems/is unstable

My home has very bad dampness/water penetration

My home has moderate dampness/water penetration

My kitchen or bathroom does not have a window or other ventilation
(like a fan)

Access to my home is dangerous or awkward

Please provide copies of letter(s) from Private Sector Housing that they have inspected your property and a notice has been served on your landlord to carry out any repairs.

Please remember that we will visit you to make sure that the information provided on this form is accurate. This will involve looking at the property and any problems it might have.

Part 3a - REASONS FOR APPLYING AND ADDITIONAL INFORMATION

Please tell us why you are in housing need and the reason for your application?

Is there any information relating to your housing situation that you would like us to know about?

Part 4 – YOUR PREVIOUS ADDRESSES

In this section we ask for personal information that you may find sensitive. All information will be treated in confidence but you must answer all questions to allow us to process your application

Please give details of all the addresses where you have lived in the past 5 years.

Address	Dates you lived there:		If rented – name& address of landlord. If owned - write O/O	Reason for leaving
	From	To		
/...../...../...../.....		
/...../...../...../.....		
/...../...../...../.....		
/...../...../...../.....		

Do you have any rent arrears at any of the previous addresses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If Yes, please say how much you owe:	£ _____
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Have you ever been evicted from a property because you broke the Tenancy Agreement or failed to pay your rent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If Yes, please give address of property and reason:

Part 4 – YOUR PREVIOUS ADDRESSES

If Yes, please give address of property:

Dates you lived there From/.../..... to/.../.....

Whose tenancy was this?

Part 5 – PERSONAL INFORMATION

Have you ever been convicted of a criminal offence

Yes

No

If Yes, please give details:

If you served a prison term, please give dates:

From/.../..... to/.../.....

Part 5a - ANTI-SOCIAL BEHAVIOUR/ CRIMINAL CONVICTIONS

	First Applicant	Joint Applicant
Have you ever been evicted from a property for:	Rent Arrears <input type="checkbox"/> Anti-social behaviour <input type="checkbox"/> Noise nuisance <input type="checkbox"/>	Rent Arrears <input type="checkbox"/> Anti-social behaviour <input type="checkbox"/> Noise nuisance <input type="checkbox"/>
Does anyone in the household have a history of alcohol or drug use?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has anyone on the application ever been arrested for, cautioned or convicted of a criminal offence other than a speeding offence?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please give details and dates of the offence:	
Does anyone in the household report to a probation officer?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify below:	

Part 8– RELATIONSHIP TO STAFF OR BOARD MEMBER/S

To your knowledge, are you or any member of your family related to any member of the Franklands Village Housing Association's staff or Board?

Yes

No

Part 9 – MONEY MATTERS

In this section we ask for personal financial information that you may find sensitive. All replies will be treated in confidence but you must answer all questions to allow us to process your application. From the list below please give the economic status of yourself and your household members.

Name	Economic Status	Give details of income
1		£
2		£
1		£
2		£
3		£
4		£
5		£
6		£
7		£

1 = Full-time work of 30 or more hours per week

6 = Not seeking work

2 = Part-time work being less than 30 hrs per week

7 = Full-time student

3 = In training – i.e. New Deal

8 = Unable to work due to long term sickness/
disability

4 = Job seeker

9 = Child under 16

5 = Retired

0 = Other adult

Please provide full details of income of applicant and joint applicant

Income	Amount	How Often?
Take Home Pay	£	
Working Families Tax Credit	£	
Child Tax Credit	£	
Child Benefit	£	
ESA	£	
Disability Living Allowance/PiP	£	
Income Support	£	
Job Seekers Allowance/Employment Seekers Allowance	£	
Personal Pension	£	
State Pension/Pension Credit	£	
Other Income (please state)	£	

Do you currently receive Housing Benefit?

Yes No

Do you currently have a bank account?

Yes No

Please note: it is a requirement of Franklands Village that if you pay part or all of the rent for your home you must make payments by Direct Debit from a bank account.

Do you have a support worker, family member or friend who helps you with housing matters?

Yes No

If Yes, do you give permission us to discuss issues concerning your tenancy with this person?

Yes No

If Yes, please give details below:

Who does this person support?	
Name of support person	
Relationship, for example family member, support worker	
Address	
Postcode	
Telephone Number	
Please give us details of your next of kin/preferred contact to contact in the event of an emergency.	
Name	
Relationship to you	
Address	
Postcode	
Telephone Number	

Part 14 – STATEMENT

YOUR DATA

The information you give in this form is subject to the requirements of the General Data Protection Regulation (GDPR) that came into force on 25 May 2018. By signing this form you are providing Franklands Village Housing Association with consent to use your personal and sensitive data that you have provided. Your personal details (personal and sensitive data) will be held and processed by Franklands Village Housing Association to help assess your needs and, in particular, the provision of services for which you may be eligible. Franklands Village Housing Association requires the information on this form to process your application to join the housing register. If your application for housing is successful the information supplied in this form will also be used for housing management purposes.

FVHA ensures compliance with our obligations under GDPR by:

- Keeping personal data up to date
- Storing and destroying it securely
- Not collecting or retaining excessive amounts of data
- Protecting personal data from loss, misuse, unauthorised access and disclosure by ensuring appropriate measures are in place to protect personal data

The personal details you provide (personal and sensitive data) may also be shared with certain external agencies that help assess and/or give services, as part of any statutory duties requiring such a disclosure and to protect the public funds it collects and administers. Any data may be used to prevent fraud or the misuse of resources.

You may ask for a copy of your personal information and how it is stored and used by writing to us.

FRAUD

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 temporary accommodation or permanent housing from Franklands Village Housing Association. If we detect fraud, we will take legal action against you.

CHANGE OF CIRCUMSTANCES

It is important that you tell us about any change in your circumstances as this may affect your housing application. Please contact us immediately if your circumstances change, for example, if your address changes or your household members change.

FALSE STATEMENTS

To prevent abuse of the housing register, it is a criminal offence for anyone to try to obtain accommodation from Franklands Village Housing Association by knowingly or recklessly giving a false statement or knowingly withholding information. Offences under these provisions are prosecuted in the magistrate's court. Franklands Village Housing Association will seek possession of a tenancy that was granted as a result of a false statement.

Signed _____
(Applicant)

Signed _____
(Joint Applicant)

Date _____

<p>FOR OFFICE USE ONLY Action/Information Requested:</p>		<p>Points</p>
<p>Date _____ By: _____</p>		
<p>Action/Information Requested:</p> <p>Date.....By:</p>		<p>Size</p>