

Homesearch Housing Waiting List Application Form

HOW TO COMPLETE THIS FORM: Make sure the information you provide is correct as if it is not, it could affect your chances of being rehoused. It is an offence to provide false information or withhold information and if you do so, your application may be cancelled and you could be prosecuted. Please complete ALL parts of the form. If you need extra room to answer any of the questions, use the space for additional information on the back page. If you need any help in completing the form or need the form in larger print, **please contact the Homesearch team:**
Homesearch, New Forest District Council, Appletree Court, Beaulieu Road, Lyndhurst, Hampshire, SO43 7PA.
Tel: (023) 8028 5234 E-mail: homesearch@nfdc.gov.uk

A. Your details

	Title	Forenames	Surname	Age	Date of Birth	*National Insurance No.
1	Your details					
2	Joint applicant's details					

A joint applicant is someone who you wish to be an equal partner in any tenancy you are offered. In some cases the Council may decide that a joint tenancy can not be offered. Joint tenancies will not normally be offered across generations (eg. mother and daughter).

3	Relationship of joint applicant to you (e.g. husband, wife, partner etc).					
4	Current address*					
5	If you do not want correspondence to be sent to the above address, where should it be sent?					
6	Contact phone numbers*					
7	Email address*					

8 Please give details of all the people in your household (your household is anyone else who lives with you permanently who needs to be rehoused with you).
(Do not include yourself, your partner or people who would not move with you if you were offered a vacancy).

Title	Forenames	Surname	Sex	Age	Date of Birth	Relationship to you

9	Have you or any household member ever been known under a different name? If yes, please tell us the previous name of you or the household member.					
10	Are you or any member of your household pregnant?				Yes	No
i)	If yes, please state expected birth date.					

If there are any people who do not live with you at the moment, but need to live with you permanently please give details on page 12 in the space for additional information, including their name, address, relationship to you and date of birth.

* It is essential that an address, at least one phone number and National Insurance number is provided.

OFFICE USE ONLY: DATE STAMP

15	Are you or any member of the household currently a Council or Housing Association tenant? (Even if you do not live in the property where you are a tenant at the moment).			
Yes		No		
i)	If yes please provide the address of your Council or Housing Association tenancy.			
The date the tenancy started			The name of the Council or Housing Association	
16	Have you or any member of the household ever been a Council or Housing Association tenant previously?			
Yes		No		
i)	If yes please provide the addresses of your previous Council or Housing Association tenancies, the dates of occupation and the name of the Council or Housing Association.			
Property address				
Landlord				
Dates tenancy held				
17	Are you or any member of your household a New Forest Commoner?			
Yes		No		
18	Are you or any member of your household a member of the Armed Forces?			
Yes		No		
19	Have you or any member of your household previously been a member of the Armed Forces?			
Yes		No		
Dates served in the Armed Forces?				
20	If you rent your home from a landlord (for example, a private landlord, a Housing Association or a Council) please write down the name, address and telephone number of your landlord:			
21	If you or any member of the household currently live or have previously lived in rented accommodation (Council, Housing Association or private rented); do you have any rent arrears or previous rent arrears outstanding? If yes please give details of the amount of arrears, any payment plan for clearing the arrears and the address of the property concerned.			
Yes		No		
22	Do you or any member of the household own, part-own, rent or have an interest in any other properties in the UK or elsewhere in the world apart from the one you live in at the moment? If yes, please write down the address of the property and whether it is rented or owned.			
Yes		No		
23	If you or any member of the household own or part-own a property, please tell us how much the property is worth and whether there is any outstanding mortgage.			
24	Have you or any member of the household ever owned or part-owned a property in the past?			
Yes		No		
i)	If yes, please give the address and dates of ownership of all the properties you or any member of the household have owned. Continue on the back page if you need more space.			
Address				
Dates owned				
Money came out with				
ii)	Have you ever come into any money/asset? eg. lottery, inheritance, compensation etc.			

Before you are offered a tenancy the Council will carry out extensive checks with landlords and previous landlords and the land registry. Please ensure you provide accurate information.

25	If you or any member of the household works, please tell us their occupation(s).		
Household member			
Occupation			
Employer's name			
Employer's address			
Start date			
Please use back page for more details			
26	What is the average TOTAL income of your household each month including benefits received by all members of your household? (Do not include any payments you receive for housing benefit).		
27	Do you have any savings or other assets (e.g. money in a bank account, property you own, shares etc), please tell us how much these are worth.		
Yes		No	
Details			
28	Have you or any other member of your household ever been evicted from a property because of rent arrears or anti-social behaviour? (If yes, please provide details below, including the date of your eviction and the reasons of why you were evicted).		
Yes		No	
29	Have you or any other member of your household ever been served with an Anti-Social Behaviour Order? (If yes, please send a copy of your ASBO with your form).		
Yes		No	
30	Have you or any other member of your household ever been convicted of a criminal offence? (If yes, please provide details of your convictions below including the dates and reasons. Do not include spent convictions).		
Yes		No	
Details of any evictions or convictions (Use space for additional information on page 12 if needed).			
31	Are you or any other member of your household monitored by Multi-Agency Protection Panel Arrangements (MAPPA)?		
Yes		No	
32	Are you or any other member of your household on the Sex Offender's Register?		
Yes		No	
i)	Name of person(s) on the Sex Offender's Register.		
ii)	If yes will your name remain on the Register indefinitely?		
Yes		No	
iii)	If no, please state when your name will be removed from the Register.		

* Remember it is an offence to provide false information or withhold information.
If you do so your application may be cancelled and you could be fined.
The council carefully checks all applications.

B. Your home

1	How many bedrooms are available to your household? (Your household means you and your partner together with any people you have mentioned on page 1).	
2	Please tick your present type of home.	
House	Ground floor flat	Upper floor flat
Bungalow	Mobile home	Caravan
Other	Please specify.	
3	Please tick one box which best describes your current situation (read all before answering).	
	You are living with relatives	
	You are living with friends	
	You are a Private Sector Tenant (You rent from a private landlord)	
	You are a Lodger (Your landlord lives in the same property as you)	
	You are a Council Tenant (Your landlord is a Council)	
	You are a Council Non Secure Tenant (Your landlord is a Council but you have a temporary rather than a permanent tenancy)	
	You are a Housing Association Tenant (Your landlord is a Housing Association)	
	You are a Council or Housing Association Tenant Fixed Term Tenant (Your landlord is a Council Housing Association)	
	You are a Housing Association Shorthold Tenant (Your landlord is a Housing Association but you have a temporary rather than a permanent tenancy, for example a 6 month renewable tenancy)	
	You are a Tied or Service Tenant (Your employer provides a home for you)	
	You are an Owner with a mortgage on the property	
	You live in a Shared Ownership property	
	You live with somebody (as a partner) and he or she owns the property	
	You live in a Bed & Breakfast	
	You live in a Hostel	
	You live in HM Forces Accommodation	
	You are a Mobile Home Owner	
	You live in a Rented Mobile Home	
	You live in a Women's Refuge	
	You are a Hospital Patient	
	You live in Social Services Accommodation	
	You live in a Nursing Home	
	You are in Prison	
	You are Sleeping Rough	
	You are "Sofa Surfing" (staying with different friends or relatives during the same week)	
	Other type of housing (please specify)	

4	Would you say that your home is in a bad state of repair?
Yes	No
i)	If yes to the above question, please tell us what problems there are.
5	Does your home lack any normal facilities, for example, cooking, bathing, toilet, electricity supply or water supply? If so, please give details.
6	Do you share a bathroom/shower, toilet, washing or living facilities with other householders. If so, please give details.

* remember it is an offence to provide false information or withhold information. If you do so your application may be cancelled and you could be fined. The council carefully checks all applications.

C. The type of home you would like to live in

1 Please indicate the type of housing you want to live in (tick as many as apply)

Bedsit	
Flat above ground floor with lift	
Older person bedsit	
Flat above ground floor without lift	
Ground floor flat, or above ground floor with lift	
House	
Bungalow	

Keyworker Accommodation and Shared Ownership:

If you are interested in shared ownership properties or accommodation for Keyworkers you will need to complete a separate application form which is available by phoning 023 8062 8004 or on the internet at www.homesinhants.co.uk

D. Where you would like to live

Under the Homesearch scheme, vacancies will be advertised and you will be able to choose which properties you want to be considered for. However, it is very important that you tell us which areas you want to live in.

Towns in the New Forest

1 If you want to live in any of the towns in the New Forest, please tick the boxes in the list below. Tick as many boxes as you want to:

Ashley		Eling		Lymington		Totton
Blackfield & Langley		Fawley		Marchwood		Walkford
Calmore		Fordingbridge		New Milton		
Calshot		Holbury & Hardley		Pennington		
Dibden & Dibden Purlieu		Hythe		Ringwood		

Villages in the New Forest

If you want to live in any of the villages in the New Forest you will need to have a local connection with that village. A local connection means that you live in the village or have lived in the village in the past, you work in the village or you have close family living in the village. If you want to live in any of the villages on the list below and you believe you have a local connection, please provide details on the next page.

If not please go to part 5.

It is very important that you give us all the information we need, otherwise we will assume that you do not have a connection with the village.

Villages and rural Parishes in the New Forest

2 Please tick the box next to any village where you believe you have a local connection and where you would like to live, then provide details of your connection below. If you have a connection with more than one village, please provide all of the details requested in the space for additional information on the back cover of this form.

Ashurst / Colbury		Copythorne / Bartley		Hordle / Everton		Sandleheath
Beaulieu		Damerham		Hyde		Sopley
Boldre / Pilley / Norley Wood		Denny Lodge		Lyndhurst		Sway
Bransgore		East Boldre / East End		Martin		Whitsbury
Breamore		Ellingham / Harbridge / Ibsley		Milford-on-Sea		Woodsgreen
Brockenhurst		Exbury / Lepe		Minstead		
Brook / Bramshaw		Godshill		Netley Marsh / Woodlands		
Burley		Hale		Rockbourne		

YOU MUST ONLY COMPLETE THIS PAGE IF YOU HAVE A CONNECTION WITH A VILLAGE OR RURAL PARISH. IF YOU DO NOT HAVE A CONNECTION WITH A VILLAGE OR RURAL PARISH IGNORE THIS PAGE AND GO STRAIGHT TO PAGE 9

3 Name of village where you have a connection

If your connection is because you currently live in the village, how long have you lived there?

Years		Months	
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If your connection is because you used to live in the village, please tell us where you used to live and how long you lived there.

Address 1	Address 2
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	Postcode			Postcode	
--	----------	--	--	----------	--

Dates you lived there			Dates you lived there		
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From		To		From		To	
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Address 3	Address 4
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	Postcode			Postcode	
--	----------	--	--	----------	--

Dates you lived there			Dates you lived there		
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From		To		From		To	
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4 **If your connection is because you work in the village, please tell us where your workbase is and how long you have worked there.**

Name of employer	
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Address of employer	
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Base of employer	
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Length of employment	Years		Months	
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5 **If your connection is because you have parents, siblings or adult children who live in the village, please provide details in the boxes below.**

Relative 1: Name, Address, Relationship to you	Relative 2: Name, Address, Relationship to you
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Name		Name	
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Relationship		Relationship	
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Address		Address	
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How long have they lived in the village?			How long have they lived in the village?		
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Years		Months		Years		Months	
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Relative 3: Name, Address, Relationship to you	Relative 4: Name, Address, Relationship to you
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Name		Name	
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Relationship		Relationship	
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Address		Address	
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How long have they lived in the village?			How long have they lived in the village?		
--	--	--	--	--	--

Years		Months		Years		Months	
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Please remember to provide all of the information requested. If you do not do so we will assume you DO NOT have a local connection. Proof will need to be provided of any connection before any allocations are made. If you have a connection with more than one village use the space for additional information on the back page to provide the information we need.

E. Your Support Needs

The New Forest Homeseach scheme gives you the choice to decide whether you want to be considered for vacant properties which are advertised by the Council in all of the local council offices, on the internet and on a telephone line.

In order to apply and be considered for a specific vacancy, you will need to apply online on our website, complete a voucher and send it to the Council or send an email or a text message.

While most people will be able to decide which properties they want to be considered for and apply for properties, some people may need help from the Council, perhaps because they are elderly or disabled or have other support needs. To help us offer support to those who need it, please answer the following questions.

1 Are you elderly, disabled or have support needs and think you will need help in looking for and applying for housing?

Yes No

If yes please tell us why you need help

2 Do any members of your household receive assistance in personal care from a care provider or from anyone else?

3 If you have received any support or help with personal care from Social Services, Mental Health Services or other support or care agencies in the last few years, please provide details including which agency was helping you, and the name of the person who gave you assistance and their contact details.

4 Do you have any physical disabilities which would require an adapted property?

Yes No

i) If yes, are you: a full time wheelchair user	<input type="checkbox"/>
ii) An outdoor wheelchair user who requires wheelchair access	<input type="checkbox"/>
iii) Unable to manage steps/stairs/bath	<input type="checkbox"/>
iv) In need of minor adaptations only (e.g. grab rails)	<input type="checkbox"/>

5 Do you or any household members suffer from any learning disability?

Yes No

i) If yes, please give details	<input type="text"/>

6 Do you or any household members have any sight problems?

Yes No

i) If yes, please give details	<input type="text"/>

7 Do you or any household members have any hearing problems?

Yes No

i) If yes, please give details	<input type="text"/>

F. Fair Housing Policy

New Forest District Council and all Partner Housing Associations are committed to being equal opportunities organisations. This means that we will ensure that all applications for, and allocations of accommodation, are dealt with fairly and equally. In order that we can ensure that everyone is being treated fairly, please answer the following questions.

1 What is your household's ethnic origin?

A. Do not wish to answer

B. White

British Irish Other European Roman Gypsy

Irish Traveller Other

C. Mixed

White & Black Carribean White & Black African White & Asian

Other

D. Asian or Asian British

Indian Pakistani Bangladeshi Other

E. Black or Black British

Carribean African Other

F. Chinese or other ethnic group

Chinese Other

2 If English is not your main language, please tell us which language is

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3 Are you or any members of your household related to any staff or Council Member of New Forest District Council or any of the Housing Associations in the New Forest District?

Yes No If yes please give further details

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4 Do you or any members of your household work for New Forest District Council or any of the Housing Associations in the New Forest District?

Yes No If yes please give further details

G. Nationality Details

1 Are all members of the household British?

Yes No

i) If No, please give details of nationality and immigration status below and send in any relevant documents with this form

H. Declaration

The applicant(s) and all members of the household who are aged 16 and over must sign this form.

Warning: You should be certain that the information supplied by you on this form is correct in every way. Any attempt to gain an unfair advantage by giving false statements, withholding information and failing to disclose changes of circumstances may result in your application being cancelled and legal action being taken against you under the regulations included in the 1996 Housing Act and could result in a fine of up to £5000.

In signing this form I consent to the Council using a licensed agency to carry out a credit check on my circumstances (the credit check is used to provide the council with detailed information on your previous address and your financial circumstances). I also consent to the Council contacting my previous or current landlord(s) to obtain information about my tenancy (for example, details of any rent arrears or nuisance/anti-social behaviour), and the Land Registry, Police, Probation or Youth Offending Team to obtain information about any issues which may affect my suitability or eligibility to be a tenant.

All the information given in respect of a housing application will be placed on the New Forest Homesearch Housing Waiting List Applicants Register and may be viewed and used by both the District Council, and local Housing Associations. By signing this form I understand that I am consenting to the use of the information I have provided in order to process my application for housing.

Consent

Please provide the details of people that you give the Housing Needs team consent to share the details of your Homesearch application with

Name		
Telephone number		
Relationship to you		

Please sign and date. Couples wishing a joint tenancy should both sign in the applicants' section

SIGNATURE(S) OF APPLICANTS

Signature	Name	Date
Signature	Name	Date

If this form has been completed by someone other than the applicant, that person must sign the form below.

Signature	Name	Date
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If the form has been signed by a person other than the applicant please state the reasons.

SIGNATURE(S) OF OTHER HOUSEHOLD MEMBERS AGED 16 OR OLDER

Signature	Name	Date
Signature	Name	Date

Any changes in your circumstances must be notified immediately to New Forest District Council's Homesearch team. Please send to: Homesearch, New Forest District Council, Appletree Court, Beaulieu Road, Lyndhurst, Hampshire, SO43 7PA, Telephone: (023) 8028 5234 E-mail: homesearch@nfdc.gov.uk
After we have received your application we will write to you and send you further details about Homesearch normally within four weeks.

