

APP No.

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# 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 fined. 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

## 1 Your details

	Title	Forenames	Surname	Age	Date of Birth	National Insurance No.
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Your Details

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Joint applicant's details

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A joint applicant is someone who you wish to be an equal partner in any tenancy you are offered.

Relationship of joint applicant to you (e.g. husband, wife, partner, etc)

Please give details of 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	Surnames	Sex	Age	Date of Birth	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Have you ever been known under a different name? If yes, please tell us your previous name

Are you or any member of your household pregnant? Yes  No

If yes, please state the expected date of birth

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 10 in the space for additional information, including their name, address, relationship to you and date of birth.

Your Home Phone Number\* (or a contact number)

Your Mobile Phone Number\*

Your E-mail address

Your Current Address

Postcode

If you do not want correspondence sent to the above address, where should it be sent?

When did you move into your current address?

OFFICE USE ONLY: DATE STAMP

\* it is essential that an address and at least one phone number is provided

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**Is your name currently on a Council or Housing Association tenancy.  
(even if you do not live there at the moment)?**

Yes  No

If yes please provide the address of the last Council or Housing Association tenancy

the dates you lived there and the name of the Council or Housing Association

**If you or your partner works, please tell us your occupation(s)**

What is the name and address of your employer(s)?

When did you start work with your employer(s)?

**Are you or any member of your household a New Forest Commoner?** Yes  No

**What is the average TOTAL income of your household each month?**

**If you have any savings or other assets, please tell us how much these are worth**

**Have you or any other member of your household ever been evicted from a property because of rent arrears or anti-social behaviour?**

Yes  No  *(If yes, please provide details below, including the date of your eviction and the reasons of why you were evicted)*

**Have you or any other member of your household ever been served with an Anti-Social Behaviour Order?**

Yes  No  *(If yes, please send a copy of your ASBO with your form)*

**Have you or any other member of your household ever been convicted of a criminal offence?**

Yes  No  *(If yes, please provide details of your convictions below including the dates and reasons). Do not include spent convictions*

**Details of any evictions or convictions**

*\* 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.*

## 2 Your home

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)

Please tick your present type of home

- House       Ground Floor Flat       Upper Floor Flat  
 Bedsitting Room       Bungalow       Mobile Home / Caravan       Sleeping Rough  
 Other - please specify

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 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 are an Owner without 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)

Would you say that your home is in a bad state of repair? Yes  No

If yes to the above question, please tell us what problems there are


Does your home lack any normal facilities, for example, cooking, bathing, toilet, electricity supply or water supply? If so, please give details


Do you share a bathroom/shower, toilet, washing or living facilities with other householders. If so, please give details


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:


If you are in rented accommodation (Council, Housing Association or private rented); do you have any rent arrears? If yes please give details of the amount of arrears and any agreed payment plan.

Yes  No


Do you own, part-own or rent 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 you rent or own it.

Yes  No


If you own or part-own a property, please tell us how much your home is worth and whether there is any outstanding mortgage

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If you have ever owned or part-owned a property please give the address and dates


*\* 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.*

### 3 The type of home you would like to live in

Please indicate the type of housing you want to live in

Studio Flat

Flat above ground floor without lift

Ground floor flat, or above ground floor with lift

House

Bungalow

If you are elderly or disabled (\*)

Studio Flat in a Sheltered Scheme\*

Flat in a Sheltered Scheme\*

**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 8000 or on the internet at [www.homesinhants.co.uk](http://www.homesinhants.co.uk)

### 4 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 Forest

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

Blackfield & Langley

Calmore

Calshot

Dibden & Dibden Purlieu

Eling

Fawley

Fordingbridge

Holbury & Hardley

Hythe

Lymington

Marchwood

New Milton

Pennington

Ringwood

Totton

Walkford

#### 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

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

Beaulieu

Boldre / Pilley / Norley Wood

Bransgore

Breamore

Brockenhurst

Brook / Bramshaw

Burley

Copythorne / Bartley

Damerham

Denny Lodge

East Boldre / East End

Ellingham / Harbridge / Ibsley

Exbury / Lepe

Godshill

Hale

Hordle / Everton

Hyde

Lyndhurst

Martin

Milford-On-Sea

Minstead

Netley Marsh / Woodlands

Rockbourne

Sandleheath

Sopley

Sway

Tiptoe

Whitsbury

Woodgreen

**YOU MUST ONLY COMPLETE THIS PAGE IF YOU HAVE A CONNECTION WITH A VILLAGE OR RURAL PARISH, OTHERWISE GO STRAIGHT TO PAGE 8**

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

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

**Address 1**

Postcode:

Dates you lived there

From  To

**Address 3**

Postcode:

Dates you lived there

From  To

**Address 2**

Postcode:

Dates you lived there

From  To

**Address 4**

Postcode:

Dates you lived there

From  To

**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 and Address of employer and workbase**

Length of employment

Years  Months

**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**

Name:  Relationship:   
Address:   
 Postcode:

How long have they lived in the village?

Years  Months

**Relative 2:Name, Address, Relationship to you**

Name:  Relationship:   
Address:   
 Postcode:

How long have they lived in the village?

Years  Months

**Relative 3:Name, Address, Relationship to you**

Name:  Relationship:   
Address:   
 Postcode:

How long have they lived in the village?

Years  Months

**Relative 4:Name, Address, Relationship to you**

Name:  Relationship:   
Address:   
 Postcode:

How long have they lived in the village?

Years  Months

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. 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.

## 5 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 an ansaphone and on the internet.

In order to apply and be considered for a specific vacancy, you will need to 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.

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


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.


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

Yes  No

If yes, are you: a full time wheelchair user

An outdoor wheelchair user who requires wheelchair access

Unable to manage steps/stairs/bath

In need of minor adaptions only (e.g. grab rails)

Do you or any household members suffer from any learning disability? Yes  No

Do you or any household members have any seeing problems? Yes  No

Do you or any household members have any hearing problems? Yes  No

If you have answered 'Yes' to any of these 3 questions please provide further information below.


## 6 Fair Housing Policy

All members of New Forest Partnership 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.

What is your household's ethnic origin?

- a. Do not wish to answer
- b. White  British  Irish  Other European  
 Romany Gypsy  Irish Traveller  Other
- c. Mixed  White and Black Carribean  White and Black African  
 White and Asian  Other
- d. Asian or Asian British  Indian  Pakistani  Bangladeshi  Other
- e. Black or Black British  Caribbean  African  Other
- f. Chinese or other ethnic group  Chinese  Other

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

Are you or your partner related to any staff or committee 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

## 7 Nationality Details

Are all members of the household British?

Yes  No

If No, please give details of nationality and immigration status on the back page of the form

## Declaration

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).

All the information given in respect of a housing application will be placed on the New Forest Home Search 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.

Please sign and date. Couples wishing a joint tenancy should both sign.

Signature	Name	Date
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Signature	Name	Date
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If this form has been completed by someone other than the applicant, that person should sign the form here.

Signature	Name	Date
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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.

