

APPLICATION FORM

All applicants should complete the form in BLOCK CAPITALS and as fully as possible.

Your application

In which court / area / town do you wish to live?	
1	3
2	4

Type of property:		
Studio	One bedroom	Two bedroom

Floor level:		
Higher floor	Ground floor	Don't mind

What are your reasons for seeking a move?

Personal details

Please give the following details for you and anyone who will move in with you:					
Title	Surname	First name(s)	Sex M/F	Date of birth	Relationship to you, the applicant

Present address:
Postcode:

National Insurance Number:
Applicant:
Partner:

Email address:	Telephone (home):	Mobile:

In what year did you move into your current address?

Are you an existing resident of Housing 21?	
Yes	No

Are you a previous resident of Housing 21?	Yes	No
If so, please give details:		

Are you, or have you previously been, employed by Housing 21?	Yes	No
If yes, in what capacity and when?		

Which local authority area do you live in?

Curent tenure

Owner/occupier		Lodging		Local authority tenant/ Housing Association		Private landlord letting	
Other (please specify):							

If you have lived in your current home for less than five years' please give all previous addresses for those five years' * (may be contacted for references to support your application):		
Address:	Dates from – to:	Landlord's name, address and phone number:

If you are renting please give the full name and address of your landlord:	
Name:	
Address:	
Post Code:	Tel. No.:

Details of health, care and adaptations to housing required

Please give details of any health or mobility problems (please also list any aids and adaptations you have or state if you need them in your new home as determined by your GP or Occupational Therapist).	
Applicant:	Partner:/Other(s)

Please give details of any care or support packages presently received, for example meals on wheels, home care etc.	
Applicant:	Partner:/Other(s)

Do you and everyone to be housed with you have the right of residence in the UK?	Yes	No
Are you or anyone to be housed with you related to a Housing 21 staff member or Board member? (if yes, see declaration)	Yes	No
Do you own or have a tenancy at any other property?	Yes	No
If so, please give details:		
Do you owe rent arrears to a current or former landlord, or mortgage arrears?	Yes	No
If so, please give details:		
Have you or anyone in your household been evicted from a property or been subject to possession proceedings within the last 3 years?	Yes	No
If so, please give details:		
Have you or anyone in your household forfeited a probationary / introductory / starter tenancy in the last 3 years?	Yes	No
If so, please give details:		
Has action been taken against you or anyone in your household for an anti-social behaviour or nuisance in the last 3 years? Including: Warning letters, Injunctions, Criminal behaviour orders, Community protection notices or Acceptable behaviour notices.	Yes	No
If so, please give details:		
Do you have any convictions for a criminal offence other than a spent conviction under the Rehabilitation of Offenders Act 1974?	Yes	No
If so, please give details of the offence, date of conviction and sentence:		
Do you have a probation worker?	Yes	No
If so, please give details:		
Do you need any other help to manage a tenancy or to live independently?	Yes	No
If so, please give details:		
Do you have a person(s) acting on your behalf as Power of Attorney?	Yes	No
If so, please provide a copy of the POA		

Our marketing

Where did you hear about Housing 21 (please give details)			
Newspaper		Elderly Accommodation Counsel website	
Local shop advert		Local authority	
Poster		Housing 21 website	
Magazine		Royal British Legion	
Promotional material		Friend / word of mouth	
Other - further details:			

Declaration

The Association ensures that where a tenancy is offered to Board or committee members, members or staff of the Association or their close relatives, that there is no favouritism. If you are a member/related to any member or officer of the Association, please give details below:

Here at Housing 21 we take your privacy seriously and will only use your personal information, which we recognise includes sensitive data, to assess and prioritise your application for housing and correspond with you. We will never sell your data and we promise to keep your details safe and secure.

On occasion we are required to supply statistics to organisations that regulate us. We will not divulge any information we hold about you unless you agree, we are required to do so by law or we have to do so in order to protect our rights. If you consent to us supplying your information for this purpose please tick to confirm: **I agree**

We may also use your details to obtain further supporting information relating to your application for housing from agencies such as probation services, social services and the police and/or previous landlords so that we can make an informed and well-rounded decision to offer you a tenancy. If you consent to us sharing your details for that purpose please tick to confirm: **I agree**

We may seek references from the named individuals provided by you, in order to support your application. If you consent to us sharing your details for this purpose please tick to confirm: **I agree**

You can withdraw your consent to us:

1. Using or sharing your details to obtain further supporting information relating to your application for housing, at any time; and/or
2. Supplying any information that was previously provided to us, with your consent by writing to our Data Protection Officer at Housing 21, Tricorn House, 10th Floor, 51-53 Hagley Road, Birmingham B16 8TP or emailing her at data.protection@housing21.org.uk

You have the right to complain about any matter relating to our service, including how we use your personal data. In the first instance please contact our Customer Complaints Service on 0303 123 1622 or email complaints@housing21.org.uk. If you are still not happy with the way your complaint, in relation to how we use your personal data, has been dealt with, you may complain to the UK Information Commissioner's Office (ICO) at www.ico.org.uk. Our ICO registration number is Z9137407.

You can find our full Privacy Notice on our website at www.housing21.org.uk

I /we confirm that the information I /we have supplied is accurate and may be held by Housing 21 in accordance with the particulars above. I /we understand that the completion of this form does not imply that I /we will automatically be entitled to an offer of accommodation.

Housing 21 reserve the right not to house you should you give false information.

Signature:	Date:
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Thank you for completing this form. Please save a copy and email it to enquiries@housing21.org.uk or post it to the Court you are applying for or **Housing 21, Tricorn House, 51-53 Hagley Rd, Birmingham B16 8TP**

Equal opportunities

We monitor these categories to ensure that everyone who applies for accommodation is treated equally and fairly and that our policies and procedures comply with legislation. If you do not want to answer these questions it will not affect your application and will not be used for selection purposes.

How do you describe your ethnic origin?	
White – British	
White – Irish	
White – Other	
Mixed – White & Black Caribbean	
Mixed – White & Black African	
Mixed – White & Asian	
Mixed – Other	
Asian or Asian British – Indian	
Asian or Asian British – Pakistani	
Asian or Asian British – Bangladeshi	
Asian or Asian British – other	
Black or Black British – African	
Black or Black British – other	
Chinese or other ethnic group Chinese	
Other ethnic group – Gypsy, Romany, Traveller	
Other ethnic group – Arab	
Prefer not to answer	

What is your religion?	
Buddhist	
Christian (includes Church of England, Catholic, Protestant and all other Christian denominations)	
Hindu	
Jewish	
Muslim	
Sikh	
None	
Any other, please state:	
Prefer not to answer	
Do you consider yourself to have a disability?	Yes
Prefer not to answer <input type="checkbox"/>	No
What of the following best describes you?	
Heterosexual	
Gay / Lesbian	
Bi-sexual	
Prefer not answer	



Further information can be found at:
housing21.org.uk

If you need this document in a different format, for example large print or another language,
please email **enquiries@housing21.org.uk** or call **0370 192 4000**.