

## North Hertfordshire Housing Partnership



# Application to join the Common Housing Register

Name

Reg. No.

**Choice Based Lettings**

[www.home4u.org.uk](http://www.home4u.org.uk)

The members of the North Hertfordshire Housing Partnership are:

**North Hertfordshire District Council**

**North Hertfordshire Homes**

Completing this application registers you with North Hertfordshire Housing Partnership (NHHP) for housing. You need to be registered with NHHP to be able to express an interest in available Housing Association homes across the North Hertfordshire area through the Home4U Choice Based Lettings Scheme.

To enable us to fully assess your application, please provide all the information requested. We may not be able to process your application if there is information missing.

There is a significant shortage of Housing Association properties across North Hertfordshire compared to the number of people looking to be housed. To find out more about other housing options in your local area, please contact your local Council or Housing Association.

**If you are homeless now or expect to become homeless in the next 28 days, please contact your local Council.**

Please contact us if you need any help completing this form. Once we have checked your application, we will write to you with your application number and housing needs priority.

Once complete, you need to send this form, together with any documents requested to one of the following addresses. PLEASE SEND COPIES ONLY. If you are already a tenant of North Hertfordshire Homes or please return your form to them. All other applicants, please return your form to North Hertfordshire District Council.

**North Hertfordshire District Council**

PO Box 480  
M33 0DE

Tel: 01462 474000

**North Hertfordshire Homes**

Blackhorse Road  
Letchworth Garden City  
Herts  
SG6 1HA

Tel: 0330 343 0016

**1. Why are you applying for housing? Please provide evidence where possible, or give more details at Q57.**

<p>Applicant 1</p> <input type="checkbox"/>	<p>Joint Applicant</p> <input type="checkbox"/>	<p>My existing home is overcrowded</p>	<p>Applicant 1</p> <input type="checkbox"/>	<p>Joint Applicant</p> <input type="checkbox"/>	<p>I have found employment in the area and need to move closer to work or will otherwise lose that employment</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>I need to move to give or receive support and a proven level of support is required and can be given</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>I have a medical need or have a disability and my existing home is not appropriate to my needs</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>I want sheltered housing</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>I am experiencing anti-social behaviour or harassment</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>I am or about to become homeless</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>I am experiencing domestic violence</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>I am experiencing domestic violence</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Other reason. Please give details:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>My existing home is too large for my needs</p>	<p>Other reason: Joint Applicant</p>		
<p>Other reason: Applicant 1</p>					

**2. Do you normally live in the United Kingdom?**

<p>Applicant 1</p> <input type="checkbox"/>	<p>Joint Applicant</p> <input type="checkbox"/>	<p>Yes. Answer yes if you live or work permanently in the UK</p>	<p>Applicant 1</p> <input type="checkbox"/>	<p>Joint Applicant</p> <input type="checkbox"/>	<p>No. If the UK is not your main residence you are not eligible to apply at this time. You may contact the members of the partnership for advice on other housing options that might be available to you such as renting from a private landlord or low-cost homeownership schemes, etc.</p>
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**3. Are you a UK citizen or do you have permanent right to remain in the UK?**

<p>Applicant 1</p> <input type="checkbox"/>	<p>Joint Applicant</p> <input type="checkbox"/>	<p>Yes. (go to Q6)</p>	<p>Applicant 1</p> <input type="checkbox"/>	<p>Joint Applicant</p> <input type="checkbox"/>	<p>No.</p>
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**4. Are you an EEA citizen?**

<p>Applicant 1</p> <input type="checkbox"/>	<p>Joint Applicant</p> <input type="checkbox"/>	<p>Yes. Which EEA country are you a citizen of?</p>	<p>Applicant 1</p> <input type="checkbox"/>	<p>Joint Applicant</p> <input type="checkbox"/>	<p>No.</p>		
<p>EEA country: Applicant 1</p>		<p>Date of entry: Applicant 1</p>		<p>EEA country: Joint Applicant</p>		<p>Date of entry: Joint Applicant</p>	

**5. Immigration control**

**Are you subject to immigration control under the terms of the Asylum and Immigration Act 1996? (Do you require leave to enter or remain in the UK?)**

<p>Applicant 1</p> <input type="checkbox"/>	<p>Joint Applicant</p> <input type="checkbox"/>	<p>Yes. Please provide a copy of your passport and other relevant documentation.</p>	<p>Applicant 1</p> <input type="checkbox"/>	<p>Joint Applicant</p> <input type="checkbox"/>	<p>No.</p>
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## 6. First person details (you):

Title:

First name(s):  Surname:

Sex:  Male  Female Date of birth:

### Have you ever been known by another name (e.g. maiden name, Deed poll)?

Yes. If yes please give details.

No.

### Address details:

House name /  
Street number:

Street name:

Town/City:

County:

Postcode:  Date you moved in:

National Insurance number:

Home phone number:

Mobile phone number:

Work phone number:

Email address:

Other contact (please specify)  
Give name and phone number:

### What is your preferred method of contact?

Email  Letter  Text  Telephone

### Do you require communication in:

Braille?  Audio tape?  Large print?  Another language? (please specify):

**7. Do you have a partner or a joint applicant to be housed with you?**

Yes.

No. Go to Q10

**8. Does your partner/joint applicant live at a different address?**

Yes.

No.

**Partner/Joint applicant details:**

Title:

First Name(s):

Surname:

Sex:  Male

Female

Date of birth:

**Have you ever been known by another name (e.g. maiden name, Deed poll)?**

Yes. If yes please give details.

No.

**Address details:**

House name /  
Street number:

Street name:

Town/City:

County:

Postcode:

Date you moved in:

National Insurance number:

Home phone number:

Mobile phone number:

Work phone number:

Email address:

Other contact (please specify)  
Give name and phone number:

**What is their preferred method of contact?**

Email     
  Letter     
  Text     
  Telephone

**Do they require communication in:**

Braille?     
  Audio tape?     
  Large print?     
  Another language? (please specify):

**9. If you would like us to write to you at a different address enter it here.**

Care of:

House name /  
Street number:

Street name:

Town/City:

County:

Postcode:       Contact phone number:

Please explain why we cannot send any letters to your home address.

**10. Enter the personal details of anybody else (other than you or your partner/joint applicant) that you would like to be housed with. You need to enter all the information required for each person. Please continue on a separate sheet if necessary. If not 'living with you', please give details at Q57.**

Title	First name(s)	Surname	Sex	Date of birth	Relationship to you	Living with you now? Yes or No

**11. If you have a child or children, do you receive child benefit for all the dependent children on your application form that live with you all the time?**

Yes.       No.       Does not apply.

**12. Do you have a child or children who do not live with you all the time and you do not have the main responsibility for providing them with a home?  
Please note, in the case of separated parents, staying access will not normally be taken into consideration.**

Yes. Please give details of how often they stay with you and details of residency orders, solicitors letters or other arrangements

No.       Does not apply.

**13. Are you an approved foster carer or adopting a child?**

Yes. Please give details and provide evidence.       No.

**14. Is anybody who is part of your application pregnant?**

Yes. Please provide proof of pregnancy showing your details and estimated delivery date e.g. MATB1

No.

If yes, state the name of the expectant mother

Expected birth date

**15. Health & Support Needs: Does anyone on your application have health problems that are made worse by your present housing conditions?**

Yes. You will be sent a medical assessment form.

No.

**16. Do you consider yourself or anybody on your application to be a disabled person?**

A person has a disability if she or he has a physical, mental or sensory impairment which has a negative, substantial and long term effect on his or her ability to carry out normal day-to-day activities.

Yes.       No.

**17. Does anyone in your household: Tick all that apply.**

- Use a wheelchair indoors and outdoors all the time?
- Use a wheelchair some of the day, the household member cannot manage steps or stairs at all?
- Have restricted mobility, the household member can only manage 1 or 2 steps or stairs?
- Have a medical need for ground floor accomodation?
- Have a need for adaptations in a new home? (eg. Level access shower, stairlift)

**18. Do you or anybody on your application have contact with any support agencies, such as social services, probation services, community health services, or other voluntary support agencies?**

- Yes. Please give details below and provide evidence  No.

Support Agency	You/partner/other household member	Contact name	Phone number

**19. Support Needs:**

**Does anyone included in your application have a social or welfare need, which is made worse by your present housing? For example, a child who needs to move to access special school facilities?**

- Yes. Please give details below and provide evidence  No.



**Do you or anyone on your application form need to move to give care or support to someone who does not live with you?**

Yes. Please give details below and any supporting documents.

No.

**Does anyone included in your application form need to move to require care or support from a relative or friend who does not live with you?**

Yes. Please give details below and any supporting documents and any supporting documents for who will provide the care or support.

No.

Name	Address	Relationship to you	Nature of care or support

**20. Special housing need. Do you or anyone on your application have a special housing need because of any of the following? Tick all that apply.**

Permanent physical disability

Age related physical infirmity

Isolated – no support

Age related mental infirmity

Learning disability

Young person leaving care

Issue with literacy

Ex offender

May need help bidding and has no-one to help

Issue with alcohol

Visual impairment

Issue with drug misuse

Hearing impairment

Experiencing domestic violence

Mental health problems

English is not my first language

Behavioural issues

Any other; please give details

None of the above

**21. Pets. Some landlords do not allow pets in some types of property.  
Please tell us if you have any pets that you would like to be housed with you?**

Type of pet e.g. cat, dog, rabbit, etc	Number of each type of pet.

**22. Are you homeless? Do you have to leave your current home or do you have nowhere to live now?**

Yes.       No. Go to Q23

What date must you leave by?

Date of your Notice to Quit or Notice of Seeking Possession?

Court date:

Date of the Bailiffs Warrant:

**23. Have you or anyone to be housed with you, ever applied to North Hertfordshire District Council or any other local authority as a homeless person?**

Yes.       No. Go to Q24

Name of local authority:

Date of application:

**What was the outcome?**

**24. Your current home. Tick which of these applies to where you live now.**

- |  |  |
|--|--|
| <input type="checkbox"/> Council tenant  | <input type="checkbox"/> Housing Association tenant  |
| <input type="checkbox"/> Shared ownership  | <input type="checkbox"/> Private rented  |
| <input type="checkbox"/> Owner occupier<br>Agricultural worker/Other (specify)<br><input type="text"/> | <input type="checkbox"/> Tied home or renting with job   |
| <input type="checkbox"/> Supported Housing   | <input type="checkbox"/> Sheltered or retirement housing   |
| <input type="checkbox"/> Residential care home   | <input type="checkbox"/> Hospital  |
| <input type="checkbox"/> Prison<br>Expected release date:<br><input type="text"/>                      | <input type="checkbox"/> Serving with the armed forces<br>Expected date of discharge<br><input type="text"/> |
| <input type="checkbox"/> Approved probation hostel   | <input type="checkbox"/> Direct-access hostel  |
| <input type="checkbox"/> Bed and breakfast   | <input type="checkbox"/> Short life housing  |
| <input type="checkbox"/> Any other temporary accommodation   | <input type="checkbox"/> Children's home or foster care  |
| <input type="checkbox"/> Living with family  | <input type="checkbox"/> Staying with friends  |
| <input type="checkbox"/> Sleeping rough  | <input type="checkbox"/> Boat  |
|  | <input type="checkbox"/> Other: <input type="text"/>   |

**25. Please tell us the name and address of your current landlord.**

Landlord name:

Street number:

Address:

Town/City:

Postcode:  Contact number:

**How much rent do you pay?**

\*Please provide proof that you have a clear rent account

**Is this paid weekly**  **or**  **monthly?**

**26. Owning property: Do you or your partner/joint applicant own the property in which you live, or have or had any legal/financial interest in any property (now or in the past), either in the UK or abroad or are you in the process of purchasing a property? If more than one property, please continue on a separate sheet.**

Yes. Please give details below.

No. Go to Q27

	Applicant	Joint applicant/Partner
Address:		
Date of ownership from:		
Date of ownership to:		
Estate Agent valuation of property and land		
Estimate of the mortgage you still have to pay		
If you have a mortgage, how much do you have to pay each week/month?		
If you are currently behind with your payments, tell us by how much		
Mortgage Lender		
Property size		
Property type		

**27. Type of accommodation: Please tick the type of accommodation you live in now.**

House  
 Flat  
 Maisonette  
 Bungalow  
 Room only  
 HM Forces  
 Caravan  
 Mobile Home  
 Women's Refuge  
 Bedsit  
 Boat  
 Squatter  
 In lodgings  
 Other:

**28. If your home is a flat, maisonette or bedsit, please tell us which floor it is on (tick one box)**

Basement  
 Ground floor  
 First floor  
 Second floor  
 Higher

Is there a lift?  Yes.  No.

**29. Does your home have a secure garden?**

Yes.  No.

**Supported Housing:**

**30. Supported Housing: Is your home in a scheme or group of houses offering support?**

Yes.                       No. Go to Q31

**Do you still need the level of support provided?**

Yes.                       No.

**31. Supported Housing: Is your home sheltered or retirement housing?**

Yes.                       No. Go to Q32

**Do you still need this type of accommodation?**

Yes.                       No.

**32. How many bedrooms are there in your home?**

0                       1                       2                       3                       4                       5+

**33. Is your home overcrowded?**

Yes, explain below.                       No.

**34. Is your home under occupied?**

Yes, explain below.                       No.

35. **Bedrooms:** Please state how many bedrooms or rooms used for sleeping are in your current home, the size of the room, who sleeps in each room and their relationship to you.

Room Number	Size (Feet or Metres)	Who sleeps in it?	Relationship to you.	Date of birth	Gender	On housing application? Yes or No
EXAMPLE: 1	10' x 10' or 3.05m x 3.05m	John	Son	11.08.08	Male	Yes

36. **Property facilities:** Tick which best describes the facilities where you live now.

	Sole use by you and your household members	Shared with others not on application	Do not have
Kitchen/cooking facilities			
Bathroom			
Inside toilet			
Hot water			
Electricity			

37. **Property facilities:** Tick if where you live now has any of the following.

- Ground floor WC   
  Graded floor shower/wet room   
  Ground floor bathroom  
 Seperate room (self contained) which could be used as a bedroom  
 (e.g. a room which you do not need to enter to go to another)  
 Lowered kitchen cupboards and worktops   
  Stair lift or through floor lift

Is your home?

	Yes or No	If Yes, are these facilities required by anyone included in your housing application? Yes or No.
Purpose built for a person with disabilities		
Adapted for use by a person with disabilities		

**38. Does your current property need repairs?**

Yes. Please give details

No.

**39. Your previous address details: We already have your current address details. If you have lived at your current address for more than 5 years you do not need to complete this question. Enter the details of where you have lived for the last five years starting with the most recent first. Please continue on a separate sheet if necessary.**

Address	Date moved in	Date moved out	Reason for leaving	Tenure (use list at question 24 to describe tenure)	If you were charged rent, give landlord details	Property type and size	Please indicate if you owe any money to the landlord

**40. If you have a partner/joint applicant on your application, has your partner lived at different addresses to you during the last five years? Please continue on a separate sheet if necessary.**

Yes. Please give details of your partners addresses over the last five years:

No.

Address	Date moved in	Date moved out	Reason for leaving	Tenure (use list at question 24 to describe tenure)	If you were charged rent, give landlord details	Property type and size	Please indicate if you owe any money to the landlord

**41. Do you owe money to your current or any former landlords, or to the Council for the Deposit Guarantee Scheme or Credit Union loan. (If Black Squirrel Credit Union are you up to date with your payments?)**

Yes. Please provide details of who you owe the money to, including landlord name and address and amount owed:  No.

**42. Have you or anyone on your housing application ever been evicted from a housing association or council tenancy for the following reasons? Tick all that are relevant.**

Antisocial behaviour     Rent arrears     Another reason

Brief details:

**43. Local Connection: Do you or your partner/joint applicant (if applicable) have a connection with North Hertfordshire? You need to enter if this applies to you or your partner and the connection reason number in the table below.**

Connection reasons

1. Lived continuously in the North Hertfordshire District Council area for at least twelve months during the last year
2. Have an immediate family member (this would normally be your mother, father, brother, sister or adult child) resident in the North Hertfordshire District Council area. Their residency must be by choice and have been so for a minimum of five years. Please provide evidence as listed under local connection on page 24
3. Lived in the North Hertfordshire area for at least three years during the last five years
4. Permanent employment in the North Hertfordshire District Council area.
5. Are a former asylum seeker who has occupied accommodation provided by NASS in the district
6. Have another special reason why you need to live in the district

You/partner or joint applicant	Connection details e.g. details of immediate family member and length of residence

If you think you have a connection to the area which is not one of the reasons given here, contact the member of the North Hertfordshire Housing Partnership who you are applying to and they may consider giving you a local connection.



**44. Are you, or any member of your household a current or former member of the Regular Forces?**

Yes. Please provide further details. If you are a former member of the Regular Forces, please tell us when you left the forces including, if you are suffering injury, illness or disability as a result of your service and provide a copy of your discharge papers.  No.

**45. Are you a bereaved spouse or civil partner of the Armed Forces?**  Yes.  No.  
**Are you having to leave your accommodation following their death?**  Yes.  No.

**46. Rural Local Connections: For some properties, you need a recorded connection to the village or parish that the property is in. If you have a connection with any villages or parishes in the North Hertfordshire District Council area complete the table below. Please continue on a separate sheet if necessary.**

There are five types of connection:

1. **Resident Now** – You or your partner/joint applicant live in the Parish.
2. **Past Resident** – You or your partner/joint applicant have lived in the Parish in the past.
3. **Relatives** – You or your partner/joint applicant have close family who live in the Parish.
4. **Employment** – You or your partner/joint applicant has employment in the Parish.

You/partner or joint applicant	Village or Parish	Date connection from	Date ended (if applicable)	Type of connection and further details.

If you consider that you have a Village or Parish connection for any other reason than those listed, contact the member of the North Hertfordshire Housing Partnership you are applying to and they may consider this. Please note: Any other reason would only be granted in exceptional circumstances

**47. Type of accommodation: Select the type of accommodation you would consider living in.**

You can select as many as you like. This information is to help the members of the North Hertfordshire Housing Partnership plan for the future. You can bid for any types of accommodation that you are eligible for, even if you have not selected it here.

- Bedsit or Studio** – single person household     **Flat** – All     **Maisonette** - All
- House** – A household with one or more resident children under the age of 18. In the case of separated parents, staying access will not be taken to amount to residence.

- Bungalow** – A household that includes a person aged 55 or over and/or with a medical recommendation for ground floor/lifted accommodation
- Retirement Living** – A single person aged 55 or over or a couple in which at least one partner is aged 55 or over and with is a support need. **If you choose this option, you will be asked to complete an assessment form which will help you decide whether you require sheltered housing and us to determine whether Retirement Living is right for you.**
- Flexi Care housing** - A single person aged 55 or over or a couple in which at least one partner is aged 55 or over who have greater care needs than are catered for in Sheltered housing but want to maintain their independence. **Please note that Extra Care housing is NOT let using the Choice Based Lettings Scheme. You will be contacted separately about this.**

**48. Where would you like to live in North Hertfordshire?**

You can select up to three areas. This information is to help the members of the North Hertfordshire Housing Partnership plan for the future. You can bid for accommodation in any North Hertfordshire area, even if you have not selected it here.

- 1.
- 2.
- 3.

**49. Other Housing Options: Are you interested in:**

**Shared Ownership?**

- Yes. We will send out the relevant information.
- No.

**Mutual Exchange, if you are an existing council or housing association tenant?**

- Yes.
- No.

**Keyworker accommodation: Are you a Keyworker?**

A Keyworker is defined as someone employed by the public sector in a front line role delivering an essential public service in the areas of health, care (e.g. social workers, nursery nurses), education and community safety (e.g. police, probation, prison and fire service employees) where there are serious recruitment and retention problems.

- Yes. If yes, what is your job title?
- No.

**Intermediate rented property?**

Intermediate rented property is normally those properties in a new build scheme or a refurbished property, which are let at rent levels 20% to 25% below the local market rent as assured shorthold tenancies.

- Yes.
- No.

**50. Are you currently employed or have you been in employed in the last two years?**

Yes. Please give details below.

No.

	<b>You</b>	<b>Partner/Joint applicant</b>
Job title/occupation:		
Employers name:		
Employers full address:		
Date employment started:		
Date employment ended:		

**51. Savings and Income: Please give details below of your households gross income. Please also include any other household members who have an income**

**Gross income** is what you earn before any deductions for tax, national insurance contributions etc.

	<b>You</b>	<b>Partner/Joint applicant</b>
Housing Benefit:	£	£
Other benefits received:	£	£
Salary/Wages:	£	£
Total Net monthly income, including benefits	£	£
Savings, shares, investments:	£	£
Other, please specify:	£	£

Apart from normal household bills and costs, do you have any additional costs which you and your partner/joint applicant have to pay regularly, for example Child Support Agency costs, County Court Judgments?

Yes. Please give details.

No.

52. Equal Opportunities: Please describe the ethnic origin of your household using the tick boxes provided.

**We monitor the ethnic origin, age, sex and disability of housing applications to ensure that we deal fairly with all applications regardless of background. The information you provide will be in confidence and will give no advantage or disadvantage. You may refuse to answer if you so wish.**

**White**

British       Irish       Other White

**Mixed**

White & Black Caribbean       White & Black African       White & Asian  
 Other Mixed

**Asian or Asian British**

Indian       Pakistan       Bangladeshi       Other Asian or Asian British

**Black & Black British**

Caribbean       African       Other Black & Black British

**Chinese or Other Ethnic Group**

Chinese       Other. Give details.       Gypsy       Traveller  
 I do not wish to answer

53. What is your nationality? Please indicate which country you are a national of using the tick boxes below. Choose one only.

UK national resident in UK       UK national returning from residency overseas  
 Czech Republic       Estonia       Hungary       Latvia  
 Lithuania       Poland       Slovakia       Slovenia  
 Bulgaria       Romania       Other European Economic Area (EEA)\* country  
 Any other country       I do not wish to answer

Please note:

\*EEA countries are Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, Netherlands, Portugal, Spain, Sweden, Iceland, Liechtenstein, Norway and Switzerland.

**54. What is your religion? Choose one only.**

Buddhist       Christian\*       Hindu       Muslim  
 Jewish       Sikh       Other, please state:   
 None       I do not wish to answer.

Please note: \*Christian includes Church of England, Catholic, Protestant and all other Christian denominations.

**55. What is your sexual orientation? Choose one only.**

Bi-sexual       Gay man       Gay women/Lesbian       Heterosexual/straight  
 Other       I do not wish to answer

**56. Housing Act 1996**

Are you or is anyone in your household, related to any member of staff, elected member or board member of the North Hertfordshire Housing Partnership?

Yes. Please give details below.       No.

	You	Partner/Joint applicant	Other household member
Name:			
Position held:			
Where do they work?			
What is the relationship?			

**57. Do you or any member of your household have any unspent convictions or had any legal action taken against you for unacceptable behaviour / antisocial behaviour / crime? If yes, when was this and what was it for? Please list each incident separately and provide details on the outcome.**

Yes, please give details below       No.

**58. Do you or anybody included in this application form have a Probation Officer?**

Yes, please give Probation Officers details below       No.

**59. Further information: Is there anything else you wish to tell us which is relevant to your application? Please continue on a separate sheet if necessary.**

Yes, please give details below

No.

**60. If anyone has assisted in the completion of this form, they should complete the following:**

<b>First name:</b>		<b>Last name:</b>	
Address:		Relationship to you e.g. Social Worker	
Telephone Number:		Email address:	
Signed:		Date:	

**If you wish to give permission for another person to deal with your application or make bids for permanent accomodation on your behalf, please give details below.**

<b>First name:</b>		<b>Last name:</b>	
Address:		Relationship to you e.g. Social Worker	
Telephone Number:		Email address:	
Signed:		Date:	

### **Data Protection Information**

We will control the information you have given us on this application form under the data protection legislation. The information will remain confidential and we will only use it to provide and manage housing.

We may use the information that you give us, or which other people give us, to consider your application for housing.

We may share your details with other housing associations, housing providers and statutory organizations to help us manage your application for housing. Your data may also be shared with other public sector organizations for the prevention and detection of crime or fraud.

We may store your details on computer on a shared database but we will not keep your records for longer than is necessary.

Under the terms of the Data Protection Act 1998, you are entitled to a copy of all information that we hold. However, we may need to get permission from the people who gave us the information before we can release it. **If you have any questions regarding Data Protection and your application, contact your Council or Housing Association.**

### 61. Declaration:

I/We have checked the details included in this form and declare that it is true and complete in every detail.

I/We understand that it is an offence knowingly or recklessly to make a statement which is false, or to withhold relevant information.

I/We also understand that I/we may be liable for prosecution and denied access to the Common Housing Register if any information is subsequently found to have been false or withheld. If prosecuted by a member of the North Hertfordshire Housing Partnership, I/we may be evicted from any property, which I/we may have been given.

**I/We will advise the North Hertfordshire Housing Partnership of any changes in circumstances which occur whilst my/our application is registered.**

**I/We authorise the disclosure of information and copy documents from other agencies/individuals to the NHHP to assist in the investigation relating to my housing / issues, including contacting present and previous Landlords, Employers, Doctors, the Home Office, Social Services or any other relevant Agency or individual. This may also include making enquiries with a Credit Checking Agency, Land Registry and HM Revenue and Customs.**

You: Signed  Date:

Your partner/joint applicant (if applicable): Signed  Date:

### Application Form Proof Required

You need to send us the following evidence to support your application. Please tick  all the information that you are sending. All information sent should be clearly marked with your name and address as it appears on this application. **DO NOT SEND ORIGINAL DOCUMENTS – COPIES ONLY PLEASE**

Proof of identity (for each member of the household) **UNLESS you are an existing tenant of North Hertfordshire Homes and you have already provided these documents:**

- Passport **OR**
- Birth certificate **AND** photographic identification  
e.g. Driving licence, employment I.D. card or rail card.

Proof of residency (for all adult members of the household). One proof of residency required for your current address AND one proof of residency from 6 months ago and one for 12 months **UNLESS you are an existing tenant of North Hertfordshire Homes** for example:

- Benefit letter (pension, DLA, income support)  Tenancy agreement
- Bank/building society statement  Council tax bill  Utility bill
- Credit agreement  Official letters (hospital, benefits office, employer, etc.)

Households with children (for each child) for example:

- Child benefit and Child Tax Credit documents showing address and children's names and date of birth

Applicants that are not citizens of EEA for example:

- Passport and/or travel documents issued by UK Border Agency.

EEA citizens, including UK citizens returning to the UK or coming for the first time

- Passport and evidence of employment or benefits

EEA citizens from A8 countries for example:

- Passport and evidence of employment plus proof of registration with Home Office.

Tenants

- Tenancy agreement and clear rent account.

Tenants UNLESS you are an existing tenant of North Hertfordshire Homes

Owner-occupier (current or previous)

- Estate Agents valuation and most recent mortgage statement or, if property sold, in the last five years Completion Statement.

Pregnant

- MATB1 **OR**  Maternity notes **OR**  Letter from midwife/doctor

Income for all household members

- Evidence of income such as pay slips (3 most recent), pension/benefit books or documents, etc.

Savings

- Bank/building society statements (last 6 months), share certificates or other relevant evidence of investments.

Exceptional circumstances

- Relevant evidence from official sources such as police, housing officer, social worker or doctor.

Local connection **UNLESS you are an existing tenant of North Hertfordshire Homes**

- Copy of tenancy document       Proofs of residence       Proof of permanent employment
- Proof of parent, brother, sister or adult living in the NHDC area for 5 years and copy of birth certificate proving that relationship

**What to do next?**

Send your completed application form along with all relevant proofs to a member of the North Hertfordshire Housing Partnership as stated on page 2.