



Housing Application Form

It is important that you answer all of the questions on this form as we will use it to award points to your application to establish housing priority.

It is an offence to deliberately give false information or withhold information that we have asked for.

If you need help in completing this form please contact our Housing Officer on 01743 874848

ABOUT YOURSELF

JOINT APPLICANT/PARTNER

1. Applicant 1

Joint Applicant – if this is a joint application please complete the details below

Title		Title	
Full Name		Full Name	
Date of Birth	Age	Date of Birth	Age
N I No.		N I No.	
Address		Address	
Town		Town	
County		County	
Post Code		Post Code	
Telephone No.		Telephone No.	
Home		Home	
Work		Work	
Mobile		Mobile	
E-Mail		E-Mail	

Do you wish to become Joint Tenants? *Please tick* YES NO

Can we contact you at the above address?
If no please supply your contact details on the right.

Address	
Town	
County	
Post Code	

TELL US ABOUT THOSE PEOPLE WHO WILL BE LIVING WITH YOU

Surname	First Name	Relationship to you	Date of Birth/ Age	Sex M/F

Is anyone on this application pregnant? *Please tick* YES NO
 (Proof of pregnancy will be required)

Please give full addresses for the last 5 years: *(continue on separate sheet if necessary)*

Applicant 1

Address	From	To	Reason for leaving	Type of tenure/ landlord

Joint Applicant

Address	From	To	Reason for leaving	Type of tenure/ landlord

Is any person on this application currently living separately from you?

YES NO

If yes give address and reason why?

Have you had a homelessness assessment by your local authority Yes No

Please give details of the decision.....

Do you have your own transport Yes No

Do you have any pets Yes No

Please give details:

Have you or any other applicant been convicted under the Sex Offenders Act 1997 and placed on the Sex Offenders Register?

YES NO

If yes, please give details

Have you or any other person/individual on this application been convicted of a criminal act or made the subject of an ASBO?

YES NO

If yes, please give details

If you or any other household member on this application is in employment please give the

Applicant 1	Joint Applicant/Household member
Employer's Name: Place of Work: Employer telephone Number: Gross Weekly Income	Employer's Name: Place of Work: Employer telephone Number: Gross Weekly Income

DETAILS ABOUT WHERE YOU LIVE

Please indicate whether you are (please tick)

<input type="checkbox"/> Owner/occupier			<input type="checkbox"/> SRHA Tenant
<input type="checkbox"/> Council tenant			<input type="checkbox"/> Housing Association Tenant
<input type="checkbox"/> Homeless, Sleeping rough			<input type="checkbox"/> In Prison
<input type="checkbox"/> In hospital			<input type="checkbox"/> In hostel accommodation
<input type="checkbox"/> Homeless, living in temporary accommodation			<input type="checkbox"/> Tenant with private landlord
<input type="checkbox"/> Sharing with relatives			<input type="checkbox"/> In B&B accommodation
<input type="checkbox"/> Sharing with people not related to you			<input type="checkbox"/> In a rehabilitation unit
<input type="checkbox"/> HM Forces			<input type="checkbox"/> Other (<i>Please specify</i>)
<input type="checkbox"/> In accommodation provided through your job			
<input type="checkbox"/> In supported accommodation			

Current Accommodation Details.

What is your current type of accommodation? *Please indicate*

Bed-sit
 Flat
 Bungalow
 House
 Hostel
 Caravan

Number of Bedrooms Are any bedrooms shared

Give details:.....

If you live in a flat what floor is it on.....

Do you have use of the following - *Please indicate*

Facilities	Yes	No	Shared
Cooking facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bath/Shower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Living Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If shared; state with whom?

Does your home suffer from disrepair or unfitness? YES NO

If yes, please provide details

Have you ever owned a property? YES NO

If yes, please state the address and when the property was purchased.

Do you have any equity left following the sale? YES NO

If yes, please state how much

£

Accommodation Preference— What type of home do you think will meet your needs?

Bedrooms	Please tick	Property type	Please tick
One		Flat	
Two		House	
Three		Bungalow	
Four		Sheltered Bungalow	

Please state in order of preference the areas in which you wish to live
e.g 1= first choice, 2 = second choice, 3 = third choice

Note: We do not have all types of homes in all areas (please see current housing stock list). Some of our properties are governed by letting restrictions to applicants with a local connection to the village or parish. These schemes are identified below as (S106) If you select a restricted scheme please state your local connection in the box provided.

Bayston Hill		Onibury (S106)	
Bomere Heath		Pontesbury (S106)	
Brockton (S106)		Ruyton X1 Towns	
Burwarton (S106)		Shawbury	
Clive		St Martins	
Cockshutt		Stoke Heath/ Tern Hill	
Coreley (S106)		Stottesdon (S106)	
Gobowen		Trefonen	
Hadnall		Wedge Mews (Oswestry)	
Harmer Hill (S106)		Welshampton (S106)	
Hinstock (S106)		Wem	
Ightfield (S106)		Weston Lullingfields (S106)	
Kinlet (S106)		West Felton	
Minsterley		Weston Rhyn	
Morda (S106)		Whittington	
Nesscliffe			

Local connection to selected parish/village

State Parish/ Village selected	Local connection	Qualifying dates	
	Close family living in the parish (spouse, child, parent, brother, sister, grandparent)	From:	To:
	Employment or offer of permanent employment in the parish	From:	To:
	Past period of residence in the parish (state dates)	From:	To:
	Currently living in parish (state dates)	From:	To:

Current Housing Stock

Location of scheme in management	1 Bed Bung (For 55 yrs+)	2 Bed Bung (For 55 yrs+)	3 Bed Bung	2 Bed Family Houses	3 Bed Family Houses	4 Bed Family Houses	1 Bed Flats	Local Council
Bayston Hill					2			SABC
Bomere Heath					1			SABC
Brockton				4				SSDC
Burwarton		6						BNDC
Clive	3	4						NSDC
Cockshutt		9						NSDC
Coreley		4		2	2			SSDC
Gobowen		3						OBC
Hadnall	4	6						NSDC
Harmer Hill		3		2	1			NSDC
Hinstock		4			8			NSDC
Ightfield		2		2	2			NSDC
Kinlet				4	4			BNDC
Minsterley				3	2			SABC
Morda				2	5			OBC
Nesscliffe					3			SABC
Onibury		4			4			SSDC
Pontesbury		10						SABC
Ruyton X1 Towns					4		6	OBC
Shawbury	14	6			3			NSDC
St Martins		5			3			OBC
Stoke Heath					1			NSDC
Stottesdon					6			BNDC
Tern Hill				4				NSDC
Trefonen	2	2			8			OBC
Wedge Mews (Oswestry)	2	8						OBC
Welshampton		1			2			NSDC
Wem					6			NSDC
Weston Lullingfields				2	2			NSDC
West Felton				1				OBC
Weston Rhyn 1		3						OBC
Weston Rhyn 2		2	2	8	6			OBC
Whittington				1		1		OBC

Local Councils: BNDC = Bridgnorth District Council, NSDC = North Shropshire District Council, OBC = Oswestry Borough Council, SABC = Shrewsbury & Atcham Borough Council, SSDC = South Shropshire District Council.

Health Information—Note you will need to provide evidence if claiming priority on health grounds

Has anyone on this application

	Yes	No
A physical disability?		
Continuing medical problems?		
Any special needs?		
A learning disability		
Need to give/receive care?		

Do you or anyone on the application? (Please tick the boxes that apply to you)

	Yes	No	Occasionally
Have difficulty walking?			
Have difficulty climbing the stairs?			
Use a wheelchair indoors?			
Use a walking stick?			
Use a walking frame?			
Use any bathing facilities?			
Use any bathing aids?			
Have difficulty accessing the bath/shower?			
Have difficulty accessing the toilet?			
Have difficulty accessing any part of your home?			

Does your current accommodation restrict your mobility in any way? If so please describe how below.

Do you or anyone on the application have any support workers? For example Social Worker, CPN, District Nurse, Care Worker.

If yes, please give details

YES NO

Name:

Address:

Contact telephone Number

Equal Opportunities

Shropshire Rural Housing operates a policy of equal opportunities in all aspects of the organisation's work. We positively welcome applications from people from ethnic minority groups, those with disabilities and from people regardless of gender or sexual orientation. To assist in monitoring this policy, please provide the following details. If you do not answer this question your application will not be prejudiced in any way.

a. White	British <input style="width: 50px;" type="checkbox"/> Irish <input style="width: 50px;" type="checkbox"/> Other <input style="width: 50px;" type="checkbox"/>
b. Mixed	White & Black Caribbean <input style="width: 50px;" type="checkbox"/> White & Black African <input style="width: 50px;" type="checkbox"/> White & Asian <input style="width: 50px;" type="checkbox"/> Other <input style="width: 50px;" type="checkbox"/>
c. Asian or Asian British	Indian <input style="width: 50px;" type="checkbox"/> Pakistani <input style="width: 50px;" type="checkbox"/> Bangladeshi <input style="width: 50px;" type="checkbox"/> Other <input style="width: 50px;" type="checkbox"/>
d. Black or Black British	Caribbean <input style="width: 50px;" type="checkbox"/> African <input style="width: 50px;" type="checkbox"/> Other <input style="width: 50px;" type="checkbox"/>
e. Chinese or other ethnic group	Chinese <input style="width: 50px;" type="checkbox"/> Other <input style="width: 50px;" type="checkbox"/>
Do not wish to state	<input style="width: 50px;" type="checkbox"/>
f. Age	16 – 19 <input style="width: 50px;" type="checkbox"/> 20 -29 <input style="width: 50px;" type="checkbox"/> 30- 59 <input style="width: 50px;" type="checkbox"/> 60 – 74 <input style="width: 50px;" type="checkbox"/> 75 & Over <input style="width: 50px;" type="checkbox"/> Do not wish to state <input style="width: 50px;" type="checkbox"/>

Are you or any person on the application related to any Board member or member of staff employed by Shropshire Rural Housing? *If yes, please give details*

YES NO

Do you consider yourself to be a disabled person?

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term effect on his/her ability to carry out normal day to day activities. *Please indicate below*

YES NO Do not wish to state

Data Protection Act 1988

Information contained on this form is **CONFIDENTIAL**. It will only be used by Shropshire Rural Housing Association for the purpose of accessing housing for applicants only. However, this information will be shared with other statutory agencies i.e. the Police, Social Services and Benefits Agency for the prevention and detection of fraud.

DECLARATION

This is to be signed by both applicants if this is a joint application.

I/We declare that all the information is, to the best of my/our knowledge, correct and that I/We have not left any details out that may affect our application. I/We understand that to give false or misleading information will result in my/our application being cancelled and I/We may be liable for prosecution under s171 of the Housing Act 1996.

I/We authorise Shropshire Rural Housing to make any enquiries about this application, and understand the Company's need to obtain and keep information regarding me/us and where appropriate, our family, in relation to this application and may from time to time need to process sensitive personal data with regard to such matters as racial or ethnic origin, physical or mental health or condition, or the commission or alleged commission of any offence, or any proceedings relating to it.

This information is required so that Shropshire Rural Housing Association is able to demonstrate fairness in its service delivery and the information is also crucial to being able to conduct its relationship with you.

The term "processing" means any action involving obtaining, recording, holding, organising, adapting, altering, retrieving, using, disclosing, combining, blocking or erasing data.

Information held will be kept during the period your application is being considered and we may from time to time ask you to confirm its accuracy.

For further information on data held about you and/or your family, please contact us.

Signed:

Dated

Signed:

Dated

When you have completed this form please return it with any supporting documents to:

Shropshire Rural Housing Association Ltd
The Maltings
59 Lythwood Road
Bayston Hill
Shrewsbury
SY3 0NA
Tel No 01743 874848

ALLOCATION POLICY

Allocations will be made from the following categories:

People who have been assessed as homeless

Special needs cases -for applicants requiring housing which has been specifically designed for the elderly, disabled, etc.

General family applications - including single parents with children.

Couples and Single people.

People nominated by the local authority for the district.

In the first instance, priority will be given to people who have been registered as homeless and local applicants who have special social or medical reasons for requesting to be housed in that area. Priority will be given strictly in accordance with the terms of section 106 Agreements where applicable.

NEEDS ASSESSMENT

Applications will be assessed using a points system with an assessment made of the applicant's ability to cope with their existing housing conditions and any alternative housing solutions that may be appropriate.

Where an application is received for sheltered accommodation, a detailed risk and needs assessment will be undertaken to establish an agreed support plan before the allocation is made.

Points will be given based on the following criteria

Homelessness

The Association will give priority to applicants who are determined homeless. To qualify as homeless the applicants must have received a determination of homelessness following a local authority assessment.

Existing Housing Conditions

Points will be awarded for lack of basic amenities.

Housing Disrepair

Points will be awarded where an applicants existing home suffers from disrepair or lack of decent home standards of accommodation.

Insecure tenancy or tenure

Points will be awarded based on the security the applicant's current accommodation offers. This will include registered homelessness and other vulnerable groups where their tenure is under threat due to circumstances beyond their control.

Overcrowding

Points will be awarded where there are insufficient bedrooms for the number of occupants based on the Associations policy.

Shared facilities

Points will be awarded where rooms are shared by more than one household.

Medical Need

Points will be awarded where a medical need can be proven through correspondence from a medical practitioner and where the condition will be alleviated by the allocation of the property.

Consideration will also be given to applicants whose present property is unable to be adapted to meet their medical needs.

Affordability

Points will be given where the applicant's current tenure is not considered affordable and neither are alternative sources of accommodation.

Social Need

Points will be awarded where the applicant is experiencing violence, verbal harassment, domestic violence or intimidation in their present location. Points will be awarded where the allocation will alleviate the social need.

Children

Points will be awarded taking into account the needs of children where children are present in a flat or they do not have access to a private secure garden.

Employment

To help with mobility in rural areas, points will be awarded where an applicant can show a need to move to an area for work or to be within a reasonable travelling distance of their place of work.

Local Planning Agreements

Points will be awarded where an applicant qualifies under the terms of an agreement. Where indicated points will be tiered in line with the priority categories set out in the agreement.

Length of time on waiting list

Length of time on the list will not normally be taken into consideration with a point's allocation. This will be considered where there is more than one applicant with a similar points/needs assessment.

APPLICATION PROCEDURE

Applications for the waiting list must be made on the Association's application form. When an application is received the Association's Housing Management department will check the application and obtain any further information needed or supporting evidence for conditions claimed.

Points will be allocated based on the information supplied on the application form. Applications will be ranked for the waiting list for each scheme based on this initial point's allocation. Applicants will be short-listed for a property based on their ranking. Information on current ranking is available on request.

The points allocation will be confirmed when an applicant is short-listed during the allocation process. Wherever practical, we will carry out an interview in the applicant's present home to confirm accommodation and application details. These visits will be carried out near the time of an allocation to short-listed applicants.

If information relied on for the point's allocation is proved to be incorrect or the applicant's circumstances have changed their ranking will be adjusted and they may be removed from the short list.

Nomination Agreements

The Association has nomination agreements with Local Authorities throughout its area of operation. Nominations will be requested based on the policies of our stakeholders and the terms of these agreements. However, they must qualify under the stated policy of the Association, which reserves the right to refuse individual nominations.

It is advisable for those wishing to apply for accommodation to put their name on both the Association's and the Local Authority's waiting lists, thus ensuring that the same applicants are likely to be brought forward from both sources.

Admission to the housing list

Applications should be made in writing on the form supplied by The Association and returned to the Association office with supporting evidence of current circumstances.

Joint Tenancies

Unless specifically requested otherwise, all tenancies where appropriate, will be joint tenancies.

False or Misleading Information

Applicants may be asked to provide documentary evidence in support of the details stated in their application forms.

The deliberate giving of false information by any applicant may lead to their application being cancelled. The supply of fraudulent information may give rise to criminal prosecution.

Confidentiality

All information given to us by applicants will remain private and confidential and will not be revealed to any third party.

Succession of Tenancy

On the death of the tenant (provided that the tenant was not a Successor) some members of the tenant's family are entitled to succeed to the tenancy as follows:

- a) A surviving tenant where the tenancy is in joint names
- b) The tenant's spouse or a person living with the tenant as husband or wife, provided that he/she occupied the property as his/her principle home at the time of the tenant's death,

If the tenancy does not pass to a spouse or partner as in (b) above, it may pass to another member of the tenant's family of the age of 18 or over who has resided with the tenant throughout the period of the twelve months ending with the tenant's death.

Claims by any other resident of the property will be considered at the Association 's discretion.

All claims to succeed the tenancy should be made to the Association in writing within one month of the death of the tenant. The Association shall notify all claimants of the person (successor) to whom the tenancy has passed.

Equal Opportunities

Shropshire Rural Housing Association is committed to a policy, which promotes and ensures equal opportunities for all sections of the community in which it operates throughout the whole sphere of its activities.

The Association is opposed to discrimination on any grounds be they race, nationality, religion, gender, disability, age, sexual orientation or any other ground which cannot be fully justified. The Association will also work to counter and eliminate harassment and victimisation of its residents or staff, which may arise on any of the above grounds.

In particular the Association will: -

Continually monitor the membership of its governing body to ensure that its composition fully reflects and represents the community it serves.

Actively seek to identify minority groups, particularly BME groups that may exist within the community but were previously unnoticed by the Association.

Promote racial equality throughout that community especially among its residents, members and staff.

Ensure that access to its buildings, housing, services and to the employment opportunities it creates is fully open to the whole of that community and shall not be denied to anyone on any of the grounds mentioned at paragraph two above.

In support of the above, ensure that full and adequate training in the promotion and maintenance of racial equality is provided to its members, volunteers and staff.

Where it is seen to be necessary or desirable, develop new housing and improve existing housing to meet the needs and requirements of any BME sections of the community.

Where appropriate, work in partnership with BME organisations, local authorities and other community groups to ensure the adequate provision of housing and services for all and any minority groups within the community.

Ensure that its contractors and consultants are made fully aware of this policy and that they also promote such a policy within their own organisations.

Size of house allocated

The Association will generally allocate properties according to the size required for the household on the basis of a separate bedroom for:

Tenant or tenant and partner

One or two persons of same sex

Any child over 10 years of age should not share a bedroom with a member of the opposite sex

Any person certified by a Medical Authority as requiring a separate bedroom

The Association will not allocate a house where the occupants will be overcrowded or have more than one surplus bedroom, according to the above guidelines.

Mutual Exchanges

A 'mutual exchange' takes place where two tenants agree to exchange houses with each other.

The Association permits mutual exchanges between it's own tenants and tenants of other Housing Associations and Local Authorities.

Such exchanges will generally be subject to the following conditions:

- a) Overcrowding or under occupation will not occur as a result of the exchange.
- b) Both tenants must have clean rent records and must not otherwise be in breach of their tenancy agreement.

The Association must be satisfied that a genuine exchange is taking place.

Where there is a Section 106 Agreement in force, any exchange must comply with the terms of their Agreement.

Both parties must make request for mutual exchange in writing to the Association.

Transfers

"Transfer" takes place when a tenant moves from one Association property to another property owned by the Association more suitable for their needs.

Transfer applications will be accepted in the following circumstances:

- a) Where a household is under occupying a house.
- b) Where a household is overcrowded and requires a larger house.
- c) Where a member of the household has a medical condition which requires a transfer to a house in a different location or to a house with different facilities.
- d) Where overcrowding results from a near relative joining the household. In this instance, near relative means either the parents or the children of the Association's tenants.
- e) Where, in the opinion of the Association, there are exceptional social circumstances, which require a transfer of the household from a particular property.
- f) Where there is a Section 106 Agreement in force, any transfer must comply with the terms of that Agreement.

Transfers will normally only be considered for tenants who have held their current tenancy for at least 12 months.

Re-lets

Subject to above policy.

Appeals Procedure

Should an applicant for a tenancy with the Association, although having been short-listed, fail to be allocated one they may appeal against the decision of the allocations Sub-Committee.

How to appeal

In the first instance any appeal against a decision not to allocate a tenancy should be made to the Association's Housing Management Committee. Such an appeal may be made: -

By letter or fax

In person, or by

Using the Internet (e-mail)

It is regretted that due to the, often complex, nature of allocations decisions; appeals by telephone cannot be accepted.

When lodging an appeal the appellant should:

- a) State clearly why they feel a decision not to allocate them a tenancy was unfair and
- b) Make available any information relating to the appellant's application for a tenancy, which they feel, may not have been taken into account by the Allocations sub-committee.

Once an appeal has been received, the Association's Housing Management department will acknowledge it and advise the appellant of the date on which the Housing Management Committee will consider it. (N.B. the Housing Management Committee meets approximately once every six weeks).

Consideration of the appeal

When the Housing Management Committee considers the appeal it will have placed before it all the factors taken into account by the Allocations sub-committee when making its decision. The appellant has the right to present their case in person and/or to be represented by a third party when the Committee considers the appeal.

The Housing Management Committee will consider the appeal in the light of all these factors and make its decision. That decision will be conveyed in writing within seven working days of the Committee meeting.

If the Housing Management Committee decides to uphold an appeal then the appellant will be offered a guarantee of an allocation to the next suitable vacant property in the scheme in question.

If however the Housing Management Committee decides not to uphold the appeal then the appellant may make a second appeal to the Association's Board.

Appeal to the Board

If an appellant, having made an unsuccessful appeal to the Housing Management Committee decides to make a second appeal to the Board then they should do so to the Chairman of the Association. A second appeal should:

- a) State clearly why they feel a decision not to allocate them a tenancy was unfair and
- b) Make available any information relating to the appellant's application for a tenancy, which they feel, may not have been taken into account by the Allocations sub-committee or the Housing Management Committee.

Once an appeal has been received, the Association's Housing Management department will acknowledge it and advise the appellant of the date on which the Board will consider it. (N.B. the Board meets on the last Friday in January, March and June and on the last Friday in December prior to the Christmas holiday).

Consideration of the appeal

When the Board considers the appeal it will have placed before it all the factors taken into account by the Allocations sub-committee and the Housing Management Committee when making their decisions. The appellant has the right to present their case in person and/or to be represented by a third party when the Board considers the appeal.

The Board will consider the second appeal in the light of all these factors and make its decision. That decision will be conveyed in writing within fourteen working days.

If the Board decides to uphold an appeal then the appellant will be offered a guarantee of an allocation to the next suitable vacant property in the scheme in question.

If however the Board decides not to uphold the appeal then that decision will be final.

Review of policy

The Association will review its policy on Housing Allocations from time to time to meet the needs of new legislation and any changes in the policy of stakeholders. Applicants and prospective applicants should always check with the Association for amendments.

Last Revised: November 2004

For office use only

Date received..... **Date acknowledged**..... **By**.....

Assessed by..... **Points awarded**.....

Placed on Waiting list (schemes)

.....

.....