



Letting you choose!

# Housing Application Form



Please complete all Sections

## 1. ABOUT YOU

Title: *(please tick)* Mr  Mrs  Miss  Ms  Other

Sex: *(please tick)* Male  Female

Surname

First Name

Date of Birth

National Insurance Number

Current Home Address:

Postcode

When did you move into your current home?

What is the best way to contact you?

Home telephone number

Work telephone number

Mobile number

E-mail address

## 2. ABOUT YOUR HOUSEHOLD

Only include people who are going to be re-housed with you.  
Please see section 11 for information on the proofs you will have to provide with this application.

Surname	First Name	Date of Birth	Sex (Male or Female)	Relationship to You	National Insurance Number	Part of Couple

## 3. EXCHANGES

*(please tick)*

Are you applying for an Exchange (In that you have found someone else to swap with you)?

Yes  No

Do you want to be included on the Exchange Register? (This is only applicable to tenants)

Yes  No

## 4. CURRENT TYPE OF OCCUPANCY

*(please tick)*

- |   |  |
|---|--|
| Registered Social Landlord Tenant <input type="radio"/> | Living with friends or relatives <input type="radio"/> |
| Living in property I own <input type="radio"/>          | Private Tenant <input type="radio"/>                   |
| Accommodation with Job <input type="radio"/>            | In Residential Care <input type="radio"/>              |
| In Hospital <input type="radio"/>                       | Member of the Armed Forces <input type="radio"/>       |
| In Prison <input type="radio"/>                         | Council tenant outside Liverpool <input type="radio"/> |
| Other, please specify below <input type="radio"/>       |  |

Do you share or lack any of the following amenities?

- |          |     |                       |    |                       |
|----------|-----|-----------------------|----|-----------------------|
| Bathroom | Yes | <input type="radio"/> | No | <input type="radio"/> |
| Toilet   | Yes | <input type="radio"/> | No | <input type="radio"/> |
| Kitchen  | Yes | <input type="radio"/> | No | <input type="radio"/> |

## 5. YOUR CURRENT PROPERTY TYPE

(please tick)

House

Maisonette

Hostel

Flat

Bungalow

Supported Accommodation

Other, please specify

How many Bedrooms are there in your current home?

If you are a tenant please provide the name and address of your current landlord:

Postcode

Your partner's address (If different from yours):

Postcode

## 6. OCCUPANCY NEEDS

Is anybody on your application expecting a baby? (please tick) Yes  No

If 'yes' please provide the following information:

Mother's name\*:

Date baby is due:

\*You must provide proof that you are pregnant (see 11. for further information)

Are there any people living with you who will not be moving with you? (please tick) Yes  No

If 'yes' please give details:

Are the children listed in Section 2, living with you on a permanent basis? (please tick) Yes  No

If 'no' please give details:

Are you or is anybody else included on this application related to a member of staff or elected member of the City Council, a member of staff or Board Member of any of the participating landlords?

(please tick) Yes  No

If 'yes' please give details:

Do you have any special occupancy needs, such as wheelchair access? (please tick) Yes  No

If 'yes' please give details:

Where would you like to live?

Please choose from the list below where you would like to live and write them in order of preference below:

**SUB AREAS**

Ackershall	Dog and Gun Croxteth	Liverpool 20	Speke
Aigburth Grassendale	Dovecot Park	Lodge Lane	St Michaels
Allerton Springwood	Everton	Lorenzo Drive	Stanhope/Hill
Anfield/ Breckfield	Fazakerley	Miles/Byles streets	Stoneycroft Queens Drive
Broadgreen	Fairfield	Moss/Rice Lane	Tuebrook
Bishop Goss	Florence Melly	New Cantril	University
Boot Estate	Garston	Norris Green Estate	Upper Warick street
Broadoak	Gillmoss	North Hill Sreet	Vauxhall
Cabbage Hall	Granby	Northumberland/Park St	Waldgrave
Catherine/Canning	Herculaneum/ Shorefields	Old Hall/ Tithebarn	Walton Rd/County
Camelot	Heriot	Old Swan	Walton Triangles
Central	High Park Street	Parkhill/Dingle	Warbreck
Chatsworth	Holy Cross	Phythian/Butler	Waterfront
Chelwood Netherley	Hunts Cross	Princes	Wavertree
Childwall	Islington	Princes Boulevard	Wavertree/Edge Hill
Clubmoor	Jennifer	Queens	Welsh Streets
Corinto	Kensington	Scarisbrick Estate	West Derby/Queens Drive
Croxteth	Kingsheath	Sefton Park	West Derby/ Deyesbrook
Croxteth Park Estate	Kirkdale	Smithdown	Woolton Gateacre
Dickens/Malta	Liverpool 1	Sparrow Hall	

See Appendix 1 for further description of sub-areas by Neighbourhood, and lists of streets

Order of Preference

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

Are you looking for sheltered accommodation? *(please tick)*    Yes     No

Is there anywhere within the areas you have listed where you do not want to live? *(please tick)*  
Yes     No

If 'Yes' please give details:

## 7. ABOUT YOUR PREVIOUS ADDRESS

Please give details of where you have lived in the **past five years**, starting with your current address. We may use this information to get references from your previous landlords

	Address	Dates from and to	Type of tenure – private landlord, housing association	Name and address of landlord	Reason for leaving
1.					
2.					
3.					

Do you or anyone who wants re-housing with you owe rent arrears at your present address or from any previous address? (please tick) Yes  No

Has legal action ever been taken against you or anyone who wants re-housing with you due to anti-social behaviour, harassment or nuisance? (please tick) Yes  No

If you have answered 'Yes' to any of the above two questions please provide the following information:

Name	Address	Date	Name of landlord	Amount of arrears	Reason for eviction or action taken

## 8. IMMIGRATION STATUS

Are YOU a citizen of the UK or citizen of a country in the European Economic Area? (please tick)  
Yes  No

Are ALL the people on your application citizen of the UK or citizen of a country in the European Economic Area? (please tick) Yes  No

If you have answered 'YES' to questions 1 **AND** 2, please go to **Section 9**

If you have answered 'NO' to Question 1 **OR** 2 please complete Immigration Status Detail in Section 15 and also complete the rest of this form.

## 9. CRIMINAL CONVICTIONS

Have you or anybody on your application, any criminal convictions? (please tick) Yes  No

If 'Yes' please give details:

## 10. REASONS WHY YOU NEED REHOUSING

Tick the statements that best describe why you need re-housing.

- |  |                       |                                     |                       |
|--|-----------------------|-------------------------------------|-----------------------|
| Split up from partner                        | <input type="radio"/> | Need a smaller property             | <input type="radio"/> |
| Losing home with job                         | <input type="radio"/> | Landlord selling property           | <input type="radio"/> |
| Building Society repossession                | <input type="radio"/> | Health reasons                      | <input type="radio"/> |
| Home at risk                                 | <input type="radio"/> | To leave home                       | <input type="radio"/> |
| Neighbourhood problems                       | <input type="radio"/> | Living apart from family            | <input type="radio"/> |
| Victim of crime or fear of crime             | <input type="radio"/> | Eviction Order                      | <input type="radio"/> |
| Victim of harassment                         | <input type="radio"/> | Overcrowding                        | <input type="radio"/> |
| Your home is in poor condition               | <input type="radio"/> | Asked to leave by friends/relatives | <input type="radio"/> |
| You are homeless or about to become homeless | <input type="radio"/> | Other, please specify               | <input type="radio"/> |

Are you suffering from domestic violence? *(please tick)* Yes  No

If 'Yes', can we contact you at your home address? *(please tick)* Yes  No

If 'No', please give a contact address or telephone number:

Anyone who has a physical or mental health condition but who does **not** require adapted property from Access Liverpool can apply for medical priority.

Do you wish to be considered for medical priority? *(please tick)* Yes  No

If you have answered 'Yes' a medical assessment form will be sent for you to complete.

Are you living in a property in disrepair? *(please tick)* Yes  No

If you have answered 'Yes', does the disrepair affect your health or safety? *(please tick)* Yes  No

If you have answered 'Yes', have you reported the disrepair to your landlord? *(please tick)* Yes  No

If you have answered 'Yes', what has the landlord done about it?

Have you reported this to the Environmental Health Service? *(please tick)* Yes  No

Environmental Health can be asked to consider if your home is a danger to your health and safety. Do you wish your home to be assessed by Environmental Health for any hazards that might affect your health and safety? *(please tick)* Yes  No

**Please be aware that Environmental Health will need to contact your landlord if they find any significant hazards within the property and the landlord will be required to remove hazards or potentially face enforcement action.**

## 11. CHECKLIST

**Proofs of Residence** - We will require two proofs of residence for all adults listed, and one proof of residence for all children listed. Examples of the proof you need to provide are: - Child Benefit Book or Child Benefit Agency letter showing all the children, current bank statements or a letter from the benefit agencies for all adults. If you are pregnant, you will need to provide a letter or a certificate from your doctor stating this. Also include proof of residence for any partners listed in Section 5, where their address is different from yours. We will require proof of National Insurance Number for the main applicant and it will help if you can provide the National Insurance Numbers of all other adults listed

Here are some examples of proofs for National Insurance Number and residency, please tick

- |                          |                       |                            |                       |                             |                       |
|--------------------------|-----------------------|----------------------------|-----------------------|-----------------------------|-----------------------|
| 1. Benefit Agency Letter | <input type="radio"/> | 4. P60                     | <input type="radio"/> | 7. Recent Paid Utility Bill | <input type="radio"/> |
| 2. Child Benefit Book ** | <input type="radio"/> | 5. National Insurance Card | <input type="radio"/> | 8. Medical Card             | <input type="radio"/> |
| 3. Wage Slip             | <input type="radio"/> | 6. Bank Statement          | <input type="radio"/> | 9. Driving Licence          | <input type="radio"/> |
| 10. Other                | <input type="radio"/> | Please specify _____       |                       |                             |                       |

**References** – You will need to send two references with this application form, one of which must be from your current or previous landlord. The other reference must be on letter-headed paper from someone who knows you in an official capacity. This person must not be a friend, relative or neighbour. Examples of people who we will accept the reference from are your employer, local community representative, advice worker, health visitor, social worker, probation officer.

**Your housing application will not be accepted unless you provide the necessary information and evidence requested.**

*\*\* We will also require proof where dependent children are living with you for part of the time under access arrangements, as detailed in Section 6.*

## 12. DECLARATION

### DATA PROTECTION ACT 1998

In completing this form, you understand that in order to process your application we must share information which you have provided with all the agencies identified on the first page. All information which you have provided is processed in accordance with the Data Protection Act 1998 and the obligations which are placed on Data Controllers.

The information provided may also be shared with other landlords, or we may contact previous landlords to ask for references. Some information which you have provided may also be used to check the accuracy of your application and for the prevention and detection of a crime, with the following agencies; the Department of Work and Pensions, Police, Probation Services as well as internal departments within Liverpool City Council such as Supported Living, Revenues and Benefits and the homelessness teams. The information which you have supplied will be used to validate your application based on the household make up and letting criteria and also for the purpose of ensuring/detecting fraudulent claims are not being processed.

### DECLARATION

As far as I know the answers given on this form are true. I understand that if I, **or anyone acting on my behalf**, have given any false information you can reject my application and that I may lose any tenancy granted. I understand that all the information I have given will be put on the landlord's computer system and that I need to tell you immediately if there is any change in my circumstances. I understand that by signing this declaration I am giving permission to contact any previous landlords and relevant agencies mentioned above to check the information I have given and for them to release any relevant information. I agree to the information provided being shared with other housing agencies and used for research and analysis.

Your Signature:

Date:

Joint Applicant's  
Signature:

Date:

## 13. FOR FURTHER ADVICE

If you are a tenant of any of the participating landlords, please take or post your form to your landlord.

If you are not yet a tenant of the participating landlords, you can take or post your application form to any of the offices listed below:

ORGANISATION	ADDRESS	PHONE	OPENING HOURS
<b>Arena Housing Association</b>	Arena Housing Association, Lettings Team, Hardshaw House, Tolver Street, St Helens, WA10 1EW	01744 670 221	Monday to Friday 9am to 5pm
<b>Berrybridge Housing</b>	Berrybridge Housing, 410 East Prescott Road, Dovecot, Liverpool, L14 2EQ	0845 330 4074	Monday to Friday 9am to 5pm
<b>CDS</b>	CDS Housing 172 Park Road Liverpool L8 6SJ	0800 169 2988	Monday to Friday 9am to 5pm
<b>Cobalt</b>	Colbalt Housing, 199 Lowerhouse Lane, Norris Green, Liverpool L11 2SF	0151 633 8000	Monday to Friday 9am to 5pm
<b>Community Seven</b>	Community Seven 1-5 Prescott Road, Kensington, Liverpool L7 0LA	0845 3304076/ 295 6515	Monday to Friday 9am to 5pm (Call Centre 24hrs/365 days)
<b>Cosmopolitan Housing</b>	Cosmopolitan Housing Association Limited, Cosmopolitan House, 2 Marybone, Liverpool L3 2BY	0151 227 3716	Monday to Friday 9am to 5pm
<b>Hornby</b>	Hornby Homes, 4 Smithdown Place, Liverpool L15 9EH	0151 733 8421	Monday to Friday 9am to 5pm
<b>Lee Valley</b>	Lee Valley Housing, 150 Naylorfield Drive, Belle Vale, Liverpool L25 2RH	08453 304072	Monday to Friday 9am to 5pm
<b>LHT</b>	Vicinity House, 12 Hanover Street, Liverpool L1 4AA	0151 708 5777	Monday 9-5pm
<b>LMH East Area Housing Office</b>	LMH Connect, Block 1 East Wing, Montrose Business Park, Edge Lane, Liverpool L7 9PX	0800 678 1894	Monday to Friday 9am to 5pm
<b>LMH West Area Housing Office</b>	172 Park Road, Liverpool L8 6SJ	0800 678 1893	Monday to Friday 9am to 5pm
<b>LMH North West Area Housing Office</b>	3 Mark Street, Liverpool L5 0RF	0800 678 1892	Monday to Friday 9am to 5pm
<b>LMH South Area Housing Office</b>	4 Smithdown Place, Liverpool L15 9EH	0800 678 1893	Monday to Friday 9am to 5pm
<b>LMH North Area Housing Office</b>	3 Falklands Approach, Parthenon Drive, Liverpool L11 5 BS	0800 678 1892	Monday to Friday 9am to 5pm
<b>Maritime</b>	Regenda First, Regenda House, Northgate Close, Horwich, Bolton BL6 6PQ	8447360066	Monday to Friday 8am to 7pm (lettings staff available from 9am to 5pm)
<b>Pierhead Housing</b>	Pierhead Housing Association Ltd, 9th Floor, Wellington Buildings, The Strand, Liverpool, L2 0PP	0151 227 1001	Monday to Friday 9am to 5pm
<b>Riverside</b>	Riverside Housing Association Limited, 1 Walton Road, Liverpool, L4 4AD	0845 111 0000	Monday to Friday 9am to 5pm
<b>South Liverpool Housing</b>	South Liverpool Housing, Conleach Road, Parklands, Speke, Liverpool L24 0TY	0151 285 5600	Monday to Friday 9am to 5pm (except Wed 9am to 1pm)
<b>Venture Housing Association</b>	Venture House, 212H Boaler Street, Liverpool, L6 6AE	0151 261 2100	Monday to Friday 9am to 5pm

## 14. EQUAL OPPORTUNITIES MONITORING FORM

We are striving to be an equal opportunities employer and provider of services. To help us monitor the success of the equal opportunities policy, it would be helpful if you could fill in this form. If you do not want to fill in this form, it will not affect your application. We will not pass on the information you give us to anyone else, and will only use it to monitor, develop and improve our housing policy.

Please tick as appropriate

### What is your ethnic group?

	You	Your Partner	Other People (Please tell us their relationship to you)
<b>White</b>			
British	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Irish	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<b>Mixed</b>			
White and Black Caribbean	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
White and Black African	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
White and Asian	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Other Mixed Background	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<b>Asian or Asian British</b>			
Indian	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Pakistani	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Bangladeshi	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Other Asian Background	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<b>Black or Black British</b>			
Black British	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Caribbean	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
African	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Somalian	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Nigerian	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Other African	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Other Black Background	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

	You	Your Partner	Other People (Please tell us their relationship to you)
<b>Other Ethnic Group</b>			
Chinese	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Yemeni	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Gypsies	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Travellers*	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Prefer not to say	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

\* Travellers are defined as a specific ethnic group who may belong to a variety of racial backgrounds. For this reason, if you consider yourself to be a traveller, you may also tick another category which indicates your racial background.

### Disability

Do you or anyone else on your application have a disability? You  Your Partner  Other

### Sexuality

Which of the following best describes you?

Homosexual  Lesbian  Heterosexual  Bi-sexual  Trans-sexual  Prefer not to say

### Religion

	You	Your Partner
None	<input type="radio"/>	<input type="radio"/>
Hindu	<input type="radio"/>	<input type="radio"/>
Sikh	<input type="radio"/>	<input type="radio"/>
Christian*	<input type="radio"/>	<input type="radio"/>
Buddhist	<input type="radio"/>	<input type="radio"/>
Jewish	<input type="radio"/>	<input type="radio"/>
Muslim	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>
Prefer not to say	<input type="radio"/>	<input type="radio"/>

\* include Church of England, Catholic, Protestant and all other Christian denominations

### Thank you for your help.

This information will make sure that we run our services fairly. We will separate this form from your application and it will be stored anonymously. We will not use it when we offer you housing.

## 15. IMMIGRATION STATUS DETAILS FORM

Has your asylum application been rejected? Yes  No

If you have answered YES, please give details below

Name of person refused	Date of first entry into UK	Home Office Reference Number	Home Office Decision Date

If you are **awaiting** a decision from the Home Office regarding your asylum application please give details below:

Note: Please provide documentary proof of your current immigration status and submit this with your application.

Name of person awaiting decision	Date of first entry into UK	Applied for asylum at port of entry?		Home Office Reference Number
		YES	NO	

If **none of the above** applies to **you** or **anyone** on your application, please give details regarding your CURRENT IMMIGRATION STATUS

Name of person	Current Immigration Status	Date entered UK	Home Office Reference Number

### IMPORTANT NOTE:

It may be necessary for us to contact the Home Office to check the information you have provided on this form or to ask for more information about you or any other person included on your housing application.

## Appendix 1 – Description of sub-areas by Neighbourhood

Eastern Link	
Ackershall	Berrybridge housing
Broadgreen	Broadgreen Rd & Edge Lane Drive & few properties in Oakhill Park.
Stoneycroft/ Queens Dr	Derby Lane, Queens Drive up to Broadgreen Hospital and includes the Highfield Estate.
Tuebrook	Queens Drive, Muirhead Avenue, Lister Drive, Brainerd St
Fairfield	Begins at the junction of Queens Dr & Prescot Rd, comprising Chatterton Rd, Clayford Cres & Fairford Ces areas.
Kensington	Butler Crescent, Molyneaux area, Butler Crescent & Phythian Estate.
West Derby/ Queens Dr	Three Butt Lane Estate, Sandy Lane Estate, Derby Lane & Muirhead Avenue, Eaton Road North Area
West Derby/ Deysbrook	Sandfield Park East, Apsley Road & Mill Lane/Barnfield Dr area

Alt Valley	
Boot Estate	Lewisham Rd, Muirhead Ave, Broad Lane, areas
Lorenzo Drive	Morningside, Circular Rd West & East, Broadway
Moss Lane/ Rice Lane	Orrell Park, Northfield Rd, Stalmine Rd, Evered Library
Walton Triangle	Walton Park, Blackthorne Rd, Flower Streets, Cavendish Dr, Sainsbury's area, Walton Hospital area.
Warbreck	Longmoor Lane, Kirkdale Cemetery
West Derby/ Queens Dr	Ferguson Rd, Asser Rd.

South Liverpool	
Aigburth/ Grassendale	Beechwood Gardens, Beechwood Green, Ivy Avenue
Allerton/ Springwood	Mather Avenue to Booker Avenue incorporating Rose Lane. Springwood Avenue, Heath Road
Chelwood/ Netherley	Chelwood Ave between Childwall Valley Road & Bowring Park Rd
Hunts Cross	Off Woodend Avenue bounded by Hillfoot Avenue, Speke Hall Road & Kingsthorpe Road
Waldgrave	Edge Lane Drive, Mill Lane, Queens Drive, Childwall Road,
Woolton/ Gateacre	Woolton Village to Speke Road/ Halewood Road/Quarry St
Speke	The area covers the L24 and a number of RSL's have housing stock in this area.

South Central Liverpool	
Granby	Granby St & surrounding areas, Kingsley Rd, Upper Parliament St & Princes Avenue, including properties around the Mosque
Catherine/ Canning	Upper Parliament, Grove, Myrtle & Hope Streets area.
Smithdown	Streets off Smithdown Road L15
Upper Warwick	Park Road, North Hill St, Princes Rd, Upper Parliament St includes Corinto Estate, Windsor St & Welsh Streets
Northumberland/ Park St	Harlow Street, Park Road, Parliament St & Sefton Street
Sefton Park	Properties around the Perimeter of Sefton Park
Lodge Lane	Lodge Lane and surrounding streets, including Coltart Estate, Solway Estate, Beaumont Street properties around these streets. Greenheys Gardens area.
Liverpool 1	Liverpool 1 including Great George St, St James St & Hanover St, China Town area.
Chatsworth	This area is situated off Crown Street next the Liverpool Women's Hospital.
Princes Boulevard	This area includes Princes Road and Princes Avenue and runs from Princes Park to Upper Parliament Street.

North Liverpool	
Anfield/Breckfield	Liverpool Football Club area
Bishop Goss	In between Queensway & Kingsway Tunnels.
Cabbage Hall	Liverpool Football Club area
Clubmoor	Dockers Club Area
Everton	Everton Football Club Area
Florence Melly	Area surrounding Asda supermarket off Queens Drive
Heriot	Boundary Street, Community Justice Centre area.
Holy Cross	Marybone & John Moores University area.
Islington	Hope University & area surrounding Royal Liverpool Hospital
Jennifer	Great Homer Street
Kirkdale	Sandhills Train Station/County Road Area
L20	Kirkdale Station and area leading up to Sefton Boundary
Vauxhall	Scotland Road area
Walton/County	Walton Road & County Road shopping areas.