

Housing Application Form



Durham
Key Options

For office use only. Date received:

| | Main applicant | Joint applicant |
|---|---|---|
| Relationship to main applicant | | |
| Title (Mr/Mrs/Miss/other) | | |
| First name(s) | | |
| Last name | | |
| Previous names | | |
| Date of birth | | |
| Gender | Male <input type="checkbox"/> Female <input type="checkbox"/> | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| National Insurance number | | |
| Contact phone number | | |
| Email address (we may contact you by email if you give this) | | |
| Current address (or 'care of' address) Postcode | | |
| Date you moved to current address | | |
| Current landlord: name, address and postcode (where applicable) | | |
| Landlord's phone number | | |
| Correspondence address: If you would like us to send letters to a different address, please tell us what this is. | | |

What is your nationality or country of origin? Please tick one box only.

| | Main applicant | Joint applicant |
|---|--------------------------|--------------------------|
| UK national – resident in the UK | <input type="checkbox"/> | <input type="checkbox"/> |
| UK national – returning from overseas | <input type="checkbox"/> | <input type="checkbox"/> |
| European Economic Area (EEA) country (please state) | <input type="checkbox"/> | <input type="checkbox"/> |
| Any other country (please state) | <input type="checkbox"/> | <input type="checkbox"/> |

This sign means that we'll need to see proof.

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Equality and diversity

Equality and diversity means ensuring we include all sections of the community in everything we do in a fair way. This includes getting rid of unlawful discrimination, promoting equality of opportunity and access, and valuing people's differences when providing our services. We'll take equality and diversity into account when making decisions about housing applications. We collect equality information about applicants so we can check whether we are providing a fair and equal service to all.

How would you describe your ethnicity (e.g. White British)?

You don't have to answer this question, but it will help us if you do.

| Main applicant | Joint applicant |
|----------------|-----------------|
| | |

How do you describe your sexuality? Please tick one box only.

You don't have to answer this question, but it will help us if you do.

| | Main applicant | Joint applicant |
|-----------------------|--------------------------|--------------------------|
| Gay man | <input type="checkbox"/> | <input type="checkbox"/> |
| Gay woman/lesbian | <input type="checkbox"/> | <input type="checkbox"/> |
| Bisexual | <input type="checkbox"/> | <input type="checkbox"/> |
| Heterosexual/straight | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (please state) | <input type="checkbox"/> | <input type="checkbox"/> |

Please tell us anything we should know about when arranging an appointment or visiting you at home.

This could be telling us when is a good time to visit you, whether you prefer to see someone of the same gender as you, and any reasonable religious customs you prefer us to follow.

| | Main applicant | Joint applicant |
|---|--------------------------|--------------------------|
| Are you pregnant? Please tick if the answer is YES If pregnant, when is the baby due? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you disabled? Please tick if the answer is YES | <input type="checkbox"/> | <input type="checkbox"/> |

About your household

Please tell us about **all** the people who are living with you now and **whether they are to be rehoused with you**.

| Full name | Date of birth | Gender | | Relationship to you | Will this person need rehousing with you? | | If pregnant, when is the baby due? |
|-----------|---------------|--------------------------|--------------------------|---------------------|---|--------------------------|------------------------------------|
| | | Male | Female | | Yes | No | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |

Please tell us about anyone who is not living with you at the moment but will live with you when you are allocated a property. Please include any of your children that you have joint custody of.

| Full name | Date of birth | Gender | | Relationship to you | Their current address |
|-----------|---------------|--------------------------|--------------------------|---------------------|-----------------------|
| | | Male | Female | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | |

About your previous accommodation

Please tell us about the homes you have lived in during the last 2 years, starting with your most recent. If you have not held any tenancies in the last 2 years, but have held a tenancy within the last 6 years, please tick and provide details on an extra sheet:

Main applicant

| Address | Date moved in | Date moved out | Amount of arrears (if any) | Name and address of landlord | Council tenant | Private landlord | Housing association | Owner occupier | Lodger/living in | Other (please specify) |
|---------|---------------|----------------|----------------------------|------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------------------|
| | | | | | | | | | | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Please tell us about the homes the joint applicant has lived in during the last 2 years, starting with their most recent home (**only if different from main applicant**). If they have not held any tenancies in the last 2 years, but have held a tenancy within the last 6 years, please tick and provide details on an extra sheet.

| Joint applicant | | | | | | | | | | |
|-----------------|---------------|----------------|----------------------------|------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------------------|
| Address | Date moved in | Date moved out | Amount of arrears (if any) | Name and address of landlord | Council tenant | Private landlord | Housing association | Owner occupier | Lodger/living in | Other (please specify) |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Help to maintain your tenancy

If you are allocated a property, will you need help to maintain your tenancy, such as with claiming benefits and paying your rent on time? Yes No

Conflict of interest

If you are (or a close relative of) a board member, employee of any Durham Key Options partner organisation, or a local councillor, tell us:



Your/their name: _____ Your/their job title: _____

The organisation you/they are connected with: _____

Relationship to you (if applicable) _____

Eligibility and immigration

You **must** answer the questions in this section by law. **If you don't, Durham Key Options cannot consider your application.** Durham Key Options may contact the Home Office for further information.

| | | Main applicant | Joint applicant |
|--|---|--|--|
| Are you subject to immigration control or have you come to live in the UK in the last 5 years? |  | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you, or an adult you are applying with, been excluded from claiming state benefits for immigration reasons? |  | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Current home

Tick the box that applies

| | Main applicant | Joint applicant | | Main applicant | Joint applicant |
|-------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Bed and breakfast/hostel | <input type="checkbox"/> | <input type="checkbox"/> | Owner occupier | <input type="checkbox"/> | <input type="checkbox"/> |
| Council tenancy | <input type="checkbox"/> | <input type="checkbox"/> | Prison | <input type="checkbox"/> | <input type="checkbox"/> |
| Caravan site | <input type="checkbox"/> | <input type="checkbox"/> | Private tenancy | <input type="checkbox"/> | <input type="checkbox"/> |
| HM Forces | <input type="checkbox"/> | <input type="checkbox"/> | Renting a room (lodging) | <input type="checkbox"/> | <input type="checkbox"/> |
| Hospital | <input type="checkbox"/> | <input type="checkbox"/> | Supported housing | <input type="checkbox"/> | <input type="checkbox"/> |
| Housing association tenancy | <input type="checkbox"/> | <input type="checkbox"/> | Tied accommodation | <input type="checkbox"/> | <input type="checkbox"/> |
| Living in with family/friends | <input type="checkbox"/> | <input type="checkbox"/> | Other (please state) | <input type="checkbox"/> | <input type="checkbox"/> |
| No fixed address | <input type="checkbox"/> | <input type="checkbox"/> | | | |

Tick the box that applies

| | Main applicant | Joint applicant | | Main applicant | Joint applicant |
|-------------------------|--------------------------|--------------------------|------------------------|--------------------------|--------------------------|
| Bungalow | <input type="checkbox"/> | <input type="checkbox"/> | House | <input type="checkbox"/> | <input type="checkbox"/> |
| Caravan/mobile home | <input type="checkbox"/> | <input type="checkbox"/> | Upper-floor bedsit | <input type="checkbox"/> | <input type="checkbox"/> |
| Ground-floor bedsit | <input type="checkbox"/> | <input type="checkbox"/> | Upper-floor flat | <input type="checkbox"/> | <input type="checkbox"/> |
| Ground-floor flat | <input type="checkbox"/> | <input type="checkbox"/> | Upper-floor maisonette | <input type="checkbox"/> | <input type="checkbox"/> |
| Ground-floor maisonette | <input type="checkbox"/> | <input type="checkbox"/> | Other (please state) | <input type="checkbox"/> | <input type="checkbox"/> |









Rooms in your home

How many bedrooms are there in your current home? Main applicant Joint applicant

Do you require an extra bedroom for future fostering/adoption of a child?  Yes No

Reasons why you want/need to move home


Please tell us why you are applying to move home (tick all the boxes that apply).


| | | |
|--|---|---|
| <input type="checkbox"/> Asked to leave by landlord | <input type="checkbox"/> Harassment  | <input type="checkbox"/> Release from prison  |
| <input type="checkbox"/> Asked to leave by family/friends | <input type="checkbox"/> Homeless | <input type="checkbox"/> To be nearer to work/training  |
| <input type="checkbox"/> Cannot afford rent/mortgage/upkeep of your home  | <input type="checkbox"/> Leaving local-council care  | <input type="checkbox"/> To give or receive care or support  |
| <input type="checkbox"/> Discharge from hospital  | <input type="checkbox"/> Need to move on from supported accommodation | <input type="checkbox"/> To live independently |
| <input type="checkbox"/> Domestic violence/abuse  | <input type="checkbox"/> Other | <input type="checkbox"/> To move nearer to special facilities such as a school/hospital  |
| <input type="checkbox"/> HM Forces discharge  | <input type="checkbox"/> Property too small | |
| | <input type="checkbox"/> Relationship breakdown (non-violent) | |

- Property unsuitable due to ill health/disability/mental health problem.
Please also complete the Medical Assessment Form (ask your housing partner)
- Property unsuitable due to poor conditions (only if you are a private tenant or own the property)


 This sign means that we'll need to see proof.

Armed and Reserve Forces

Have you been discharged from HM Forces in the past 5 years (having served 3 years or more, or been medically discharged)?  Yes No

Are you currently serving in the Armed or Reserve Forces, or Former Reserve Forces, needing to move due to an injury or medical condition as a result of your service, and your current accommodation is no longer suitable?  Yes No

Dates of service: From _____ To _____

Are you a bereaved spouse/civil partner of a member of the Armed Forces killed in service and needing to leave Services Family Accommodation?  Yes No

Helping us assess housing need in County Durham

Where would you prefer to live? Please write here up to 5 areas. Answering this question won't affect where you can bid.

The type of home you want

| | |
|--|---|
| Bungalow <input type="checkbox"/> | Sheltered <input type="checkbox"/> |
| Ground-floor flat <input type="checkbox"/> | Upper-floor flat <input type="checkbox"/> |
| House <input type="checkbox"/> | |

About your income

Please tell us how much income you receive a year (before tax and National Insurance are taken off).

| Main applicant | Joint applicant |
|----------------|-----------------|
| £ _____ | £ _____ |

| Main applicant | Joint applicant |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

Are you currently in paid employment? Please tick if the answer is YES

How many hours per week do you work on average, excluding overtime? _____

Employer name and details:

| Main applicant | Joint applicant |
|----------------|-----------------|
| | |

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Other housing options

Mutual exchange through DKO HomeSwap

Council tenants with secure tenancies and most housing association tenants with assured tenancies can apply to exchange their accommodation. Ask your DKO housing partner for further details.

Would you like to join our mutual exchange register?

Yes No

If you tick this box, your information will be shared with other mutual exchange applicants

Private rented properties

Would you be interested in a private rented property advertised through this scheme?

Yes No

If you tick this box, we will share your information with private landlords (if you bid).

Criminal convictions

Do you, or anyone who wants to be rehoused with you, have any convictions, other than 'spent' convictions and/or are you, or anyone who wants to be rehoused with you, subject to a community sentence?

Yes No

Examples of a community sentence are Anti-Social Behaviour Orders (ASBOs) and Anti-Social Behaviour Injunctions (ASBIs).

If yes, please give details:

| Full name | Date of birth | Date of conviction | Convicting court (name) | Sentence | Details of offence |
|-----------|---------------|--------------------|-------------------------|----------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Any extra information

If you would like to provide any extra information to support your housing application, please use the space provided (continue on a separate sheet if necessary):

Data Protection Legislation – Important Information:

- The information you have provided will enable Durham Key Options to process your application and determine an outcome in accordance with relevant legislation and company policy. Your information will be held on both computerised and manual files.
- Your data may be disclosed to other organisations or individuals but only in the interests of the pursuance of your application, enquiry, improving our service or in accordance with statutory instruments.
- The partners of Durham Key Options are registered as Data Controllers of personal data relevant to the processing of housing applications, under Data Protection law (including the General Data Protection Regulations) with the UK Information Commissioner’s Office.
- We are required under Section 6 of the Audit Commissions Act 1998 to participate in the National Fraud Initiative (NFI) data matching exercise. Tenancy and application data held by the authority will be provided to the Audit Commission for NFI and will be used for cross-system and cross-authority comparison for the prevention and detection of fraud.
- To read our Privacy Policy (how we use, share and retain your personal data) visit: www.durhamkeyoptions.co.uk or ask your local housing partner for details.



Declaration

I/We have read the summary of the Durham Key Options Letting Policy and I/we understand the following:

- If I/we give information that is incorrect or incomplete, you may take action against me.
- It is an offence to give false information or withhold information relevant to my/our application and that if I/we do so, I/we could be liable to a fine of up to £5,000 under section 171 of the Housing Act 1996.
- Durham Key Options could take steps to withdraw an offer of accommodation or seek possession of a tenancy that has been granted because of a false statement that I/we have made or that anyone acting on my/our behalf has made.
- Everyone has the right to live safely and peacefully without worrying about being annoyed or harassed. Anti-social behaviour means behaviour that causes or is likely to cause fear, alarm or distress. I/We agree that I/we will not be involved in any such anti-social behaviour or any criminal activity, as described above, if offered a tenancy.
- If accommodation is offered through Durham Key Options, I/we must keep to the conditions of the tenancy agreement I/we have with that partner landlord.
- Durham Key Options will verify the information I/we have given in this form with agencies like the police, social services, other local authority departments, the probation service, doctors, landlords and any other relevant person, if they wish to do so, as allowed by law.
- On occasion, I/we may receive a message from Durham Key Options by email or text but only for the purpose of notifying of policy changes, or to advise that properties I/we have expressed an interest in, are available to let.
- It is my/our responsibility to notify Durham Key Options about any change in my/our circumstances, which might affect my/our application for housing.

| | Print name | Signature | Date |
|-----------------|------------|-----------|------|
| Main applicant | | | |
| Joint applicant | | | |

