Tick	Office use only	Details	Change of circumstances
	Internal transfer:		
	Direct:		
	Nomination:		
	Application No:		
	Designated band:		
	Colleague's signature:	Date:	
	Suspensions	Date:	



You understand that the information supplied on this form will be used to process your application for housing. As part of your application for housing, you understand that it may be necessary for us to request information from a previous or current landlord, mortgage lenders, local government departments, social workers, probation officers or the police. You hereby authorise and agree to us contacting any of the above to obtain such information as we feel is necessary.

The details given in this application are true. You understand that if you have knowingly or recklessly given false information, or withheld information in connection with this application, your home may be repossessed.

Please note that your application form and documents to support your application are retained in line with our privacy policy - https://www.homegroup.org.uk/about-us/corporate/transparency/how-we-manage-your-data/ privacy-policy/

Application form

About you

Question 1 - Your details			
	You	Joint applicant	(for example your partner who will be on the tenancy with you)
Address and postcode			
Correspondence address and postcode if different from above			
Title	Mr Mrs Ms Miss Prefer not to say	Mr Mrs Mrs	Ms Miss say
lf you have a different title, please tell us here			
First name(s)			
Surname			
Date of birth			
National Insurance number			
Relationship to you			

We can often provide you with a quicker service if we have all your main contact details.

	You		Joint applicant
Home/mobile ph	one number		
Work phone num	nber		
Textphone numb	ber		
Email address			
About where you	u currently live (tick the box th	at applies):	
l am an owner oo	ccupier (private)		
l am an owner o	ccupier (shared ownership)		
I am living with p	parents / family (I am not a ter	nant)	
I am homeless			
l am a tenant wi if applicable	th a private landlord since	e ; you mu	ust provide landlord details
l am a tenant of landlord details i	a Registered Provider of Socia f applicable	al Housing sinc	; you must provide
Landlord name			
Address			
Phone number		Email	

Question 2 - Anyone who supports you?

Please provide details of anyone who currently supports you (support worker, family member, friend, carer)

Please ask their permission before giving us their details.

Title	Mr Mrs Ms Miss	Prefer not to say
First name		
Surname		
Address and postcode		
Home/mobile phone number		
Relationship to you		
		(or or fride)

(for example, your son, support worker or friend)

What type of support do they give you?

About your household

Question 3 - Please tell us who will be moving with you

Please list all memb live with you when y			now and who will continue	
First name	Surname	Are they male (M) or female (F)?	Their relationshi Date of birth to you	ip
1]	M F Prefer not to say		
2]	M F Prefer not to say		
3]	M F Prefer not to say		
4		M F Prefer not to say		
5]	M F Prefer not to say		
6		M F Prefer not to say		
7		M F Prefer not to say		
8		M F Prefer not to say		
Please list all memb you when you are re		who are not living with ye	ou now and who will live wit	:h
1		M F Prefer not to say		
2		M F Prefer not to say		
3		M F Prefer not to say		
4		M F Prefer not to say		
Are you a registered	r 16, who is the child be foster carer? Yes 📃 N]
•	•••		ned forces as a regular or a lo Prefer not to say	
If they've ever served Yes No Prefe		left within the last five year	s?	
If they are serving as Yes Please add o		an impending discharge o Prefer not to say	late?	
		, been seriously injured or Yes No Prefer no	ill as a direct result of their tin ot to say	ne
Does the household,	including you, contain	a pregnant woman? Yes	No Prefer not to say	
• • • •	s to take with you? Yes tails. Please note: In soi	No No me properties we operate	a no pets policy.	

Getting in touch

Question 4 - Preferred contact

How should we contact you? We will usually contact you by phone or letter. Please tell us if you would prefer to be contacted in any additional way. Please tick all the boxes that apply.

	You	Joint applicant		You	Joint applicant
Email			Textphone		
Text message			British Sign Language (BSL)		
Home visit			Other (please tell us below)		

Question 5 - Civing you information

We will usually provide you with information by phone or letter. What additional ways would you like to receive information? Please tick all the boxes that apply.

	You	Joint applicant		You	Joint applicant
Email			Large-print letter		
Text message			Audio		
Braille			Other (please tell us below		
CD					

Question 6 - Please tell us the main language that you would like us to use to contact you in, if not English.

We will normally contact you in English by phone or letter. If you would prefer to be contacted in another language, please tell us the language you would like us to use to contact you.

Unfortunately we are not able to translate all of our documents, but will try to make sure that important documents are translated for you.

Please tell us the main language that you would like us to use to contact you in, if not English.

Joint applicant details

Preferred language

Spoken	Written	Spoken	Written

More about you

In this section we ask for personal information that you may find sensitive. You can refuse to answer any particular question, but we would be grateful if you could answer as many questions as you can.

Question 7 - Your ethnic background

How would you describe your ethnic background?

White	English Scottish Welsh Northern Irish	You a	Joint applicant	Irish Irish Traveller Gypsy/Roma Other (please tell us)	You	Joint applicant	
Mixed race	White and black Caribbean White and black African			White and Asian Other mixed background (please tell us bel	low)		
Asian or Asian British	Indian Pakistani			Bangladeshi Other (please tell us below)			
Black or Black British	Caribbean African			Other (please tell us below)			
Other ethnic group	Chinese Arab			Other (please tell us below)			

Question 8 - Nationality

UK national, resident in UK Estonia Lithuania Slovenia Other European Economic Area (EEA) Country UK national returning from residence overseas	You	Joint applicant	Poland Bulgaria Czech republic Latvia Slovakia Romania Any other Country	You	Joint applicant
Hungary			Prefer not to say		
Question 9 - Religion					
What is your religion?	You	Joint applicant		You	Joint applicant
Christian			Prefer not to say		
Buddhist			I don't have a religion		
Hindu			Other		
Jewish			(please tell us below)		
Muslim					
Sikh					

Question 10 - Understanding the needs you or your household have

Do you or anyone living with you have any needs that you would like us to be aware of when we visit you at home or when you call into our office e.g. cultural needs?

Question 11 - Gender identity & sexual orientation

What best describes your gender?

What best describes your sexual orientation?

	You	Joint applicant		You	Joint applicant
Man			Bi		
Non-binary			Gay/lesbian		
Woman			Hetrosexual/straight		
l use another term			l use another term		
Prefer not to say			Prefer not to say		
Are you trans?					
Yes					
No					
Unsure					
Prefer not to say					

Question 12 - Disabilities Is there anyone in the household with a physical or mental health condition (or other illness) expected to last 12 months or more?

Yes No

condition (or other liness) expected to last 12 months or mo
If yes, tick all that apply

Dexterity (E.g. lifting and carrying objects, or using a keyboard) Hearing (E.g. deafness, partial hearing) Learning, understanding, concentrating Memory Mental Health (E.g. depression or anxiety) Mobility (E.g. walking short distances, climbing stairs)		Socially or Behaviourally (E.g. associated with autism spectrum disorder (ASD) which includes Asperger's or Attention Deficit Hyperactivity Disorder (ADHD) Stamina or breathing fatigue Vision Other (please tell us below)	
Question 13 - Adaptations			
Is there anyone in the household with disab needs and / or adaptations within the home If yes, tick all that apply		Yes No	
Fully wheelchair-accessible housing Level access housing Wheelchair access to essential rooms Walk-in shower Grab rails Level taps Ramps Do you have evidence from a medical profession			
Question 14 - Why do you wish to be rehe	oused	l?	
Reason for housing - please tick the main re Property issues	ason y	ou wish to be rehoused	

Being permanently moved from another		Property too small	
property owned by this landlord (Home/ Home Scotland)		Property too large / under occupying by 1 room	
To move to independent accommodation		Property too large / under occupying	
Loss of tied accommodation (Date)		by 2 rooms	
End of Assured Short hold tenancy	_	To move to accomodation with support	
(private rented) (Date)		Discharged from prison or from long	
Eviction or repossession (Date)		stay hospital or other institution	
Property unsuitable because of ill		(please provide further information) (Date)	
health/disability			
Property unsuitable because of			
poor condition		Redevelopment	
Property unsuitable because of overcrowding		Release adapted accommodation	

Question 14 continued - Why do you wish to be rehoused?

Reason for housing - please tick the main reason you wish to be rehoused Household needs

Left home country as a refugee	Hate Crime: Racial Harrassment	
Cannot afford rent or mortgage	Hate Crime: Other	
Domestic Abuse	Other problems with neighbours	
Relationship Breakdown (non-violent)	To move nearer to friends / family	
Asked to leave by family or friends	To move nearer work / school	

Other (please tell us below)

Your housing requirements

Housing eligibility criteria

Applicants may be entitled to more than the minimum depending on circumstances, the age and gender of any children and the availability of empty properties. This is a guideline only as variations may occur such as a local lettings initiative that may be in place to address specific local issues or demand.

Household members	Number of bedrooms
Single person/couple	Bedsit or 1 bedroom
Two adults who are not a couple	2 bedrooms
Couple/single parent with one or two children aged under 10	2 bedrooms
Couple/single parent with up to four children aged under 10	3 bedrooms
Couple/single parent with up to four children, and at least one	2 - 4 bedrooms
who is 10 years or over	depending on age and
	gender of children
Couple/single parent with three adult dependants	4 bedrooms

- 'Adult' refers to anyone aged 16 or over
- Households with a medical requirement for level access will be given priority for ground floor flats and bungalows, where they are available

Eligibility for spare bedrooms

A separate bedroom is considered necessary for:

- Every adult couple (married/civil partnership or unmarried)
- Any adult aged 16 or over who lives with you
- Any two children of the same sex aged under 16
- Any two children aged under 10
- A child with severe disabilities who is unable to share a bedroom
- Any other child
- An approved foster carer to use for placements (subject to meeting the DWP rules)
- A carer (or team of carers) who does not live with the applicant but provides the applicant or their partner with overnight care.

Note: Children whose main residence is elsewhere are not eligible for a bedroom.

Please ensure you answer the following questions in as much detail as possible. This will allow us to assess your application as fairly as possible.

Question 15 - What type of property would you consider?						
Flat House Bedsit Bungalow Amenity accommodation for old (generally for over 55)	er persons					
Would you like more information on amenity accommodation for older persons? Are you able to manage a property with stairs?	Yes No Yes No					

Question 16 - Where you would like to live?

We will attempt to match a property to your area of choice.						

Additional information

Question 17 - Provide any information to support your application including medical details

If you have any other information relating to the reasons you wish to be re-housed, or the health or disability of yourself or any other member of your household that will help with your application please use the space below and overleaf.

Please enclose any medical evidence that will support your claim. We will not pay any costs associated with requests for medical information.

Please note: This is not applicable for applicants seeking housing in Dundee. Applicants with a medical need are required to complete a Tayside Medical Advisory Service Form if you have not already done so.

Please continue on a separate sheet if necessary and attach it to this form.

Your current home

uestion 18 - Please tell us about th	e type of home you live in
Type of property	
Flat / Maisonette	Bungalow
House	Hostel / Refuge / Supported
Bedsit	accommodation
Bed and Breakfast	Housing Association /
Other (Please specify below)	Local Authonity
Number of bedrooms in the property	Number of bedrooms used
Is there a lift? Yes No	
Is either applicant	
Owner Occupier	Lodger
Private rented	Tenant in tied accommodation
Private rented Other (please specify below)	Tenant in tied accommodation
Other (please specify below)	Shared ownership
Other (please specify below)	Shared ownership
Other (please specify below)	Shared ownership
Other (please specify below)	Shared ownership
Other (please specify below)	Shared ownership
Other (please specify below)	Shared ownership
Other (please specify below)	Shared ownership
Other (please specify below)	Shared ownership
Other (please specify below)	Shared ownership
Other (please specify below)	Shared ownership
Other (please specify below)	Shared ownership

Your financial and work status

Question 19 - You and the joint applicant's work status

Please tell us whether or not you and the joint applicant work?

Please tick the box that you think is most relevant.	You	Joint applicant		You	Joint applicant
Works full-time (30 hours or more)			Is in full-time education at school, college or university		
Works part-time (less than 30 hours)			Is looking after family or the home		
Is self-employed			Unable to work because		
In government training into work			of long-term sickness or disability		
Is unemployed			Jobseeking		
Is retired from work					
You Name and address of e	mploye	er	Joint applicant Name and add	ress of	employer

Question 20 - Benefits

Yes

No

Which of the following benefits do you (and your partner if they live with you) receive?

Please tick as many boxes as apply.	You	Joint applicant		You	Joint applicant
I DO NOT receive any benefits			Carer's Allowance		
Universal Credit			Personal Independence		
Job Seekers Allowance			Payment		
Income Support			State Pension		
Employment and Support			Pension Credit		
Allowance			Attendance Allowance		
Child Benefit			Housing Benefit		
Child Tax Credit			Council Tax Benefit		
Working Tax Credit			Any other benefits?		

Question 21 - Bank and building society accounts

Do you have a bank, building society, savings or Credit Union Account?



Previous addresses

joint applicant (if ap	plicable) have liv	ved in over the	last 3 years. Please	start with the earlies
	You		Joint applicant	
1. Previous address				
Name and address of landlord				
Landlord email				
Tenancy dates	From	То	From	То
Reason for leaving				
2. Previous address				
Name and address of landlord				
Landlord email				
Tenancy dates	From	То	From	То
Reason for leaving				
3. Previous address				
Name and address of landlord				
Landlord email				
Tenancy dates	From	То	From	То
Reason for leaving				

Question 22 - Please give dates and details of your previous addresses that you and your

4. Previous address		
Name and address of landlord		
Landlord email		
Tenancy dates	From To	From To
Reason for leaving		

Declaration

Question 23 – Immigration status	
Did you or any of the persons applying with you come into the UK during the last five years?	Yes 📄 No 📄
Are you or any of the persons applying with you subject to any immigration controls?	Yes 📃 No 📃
Are you or the persons applying with you Asylum Seekers?	Yes No
Question 24 - Relationship to Home Group	
Have you or the joint applicant, currently or in the past 12 months been:	
employed by Home Group?	Yes No
 involved in Home Group customer engagement activities? 	Yes No
a Board Member of Home Group?	Yes No
Are you or the joint applicant closely connected to anyone who is employed by Home Group, involved in customer activities, or a Board member of Home Group?	Yes No
If 'Yes' to any of the above, please give details below:	

Question 25 – We assess each application carefully, and will only suspend applicants where we consider it reasonable to do so and then only after considering the individual circumstances.

Does one or more of the following criteria apply or have they applied to you, the joint applicant and/or any member of your household?

Caused harrassment, the use or threat of violence against any tenant, employee, Board member or Agent of Home Group or other housing provider or anyone else lawfully on one of their estates or properties.	Yes 📃 No 📃
Had rent arrears (our approach is one of support and if you have had previous arrears we will consider the circumstances before making a decision).	Yes No
Had action taken because of Anti-Social Behaviour.	Yes 📃 No 📃
Had legal action been taken against you for breaking the terms and conditions of a tenancy.	Yes No
Have you or anyone on your application had any convictions (convicted of a criminal offence, other than spent convictions under the Rehabilitation of Offenders Act 1974).	Yes 📃 No 🗌
Has been evicted for a breach of tenancy by Home Group or another Landlord.	Yes 📃 No 📃
Has previously abandoned a property.	Yes 📄 No 📄

If 'Yes' to the above, please provide further details and the date of the event:

For office use only:		

Informed consent

	You	Joint applicant
First name(s)		
Last name		
Current address		
Postcode		
Date of birth		

Please ensure that all sections of this form are completed. Partially completed forms will not be accepted. Both applicants must sign if this is a joint application.

You		Joint applicant	
Signature		Signature	
Print name	Date	Print name	Date
	filled in by someone ot a are filling in this form	her than the person(s) m for the applicant.	aking the application,
I declare that as far as I have written on this f		ied with the person(s) app	olying that the answers
Signature			
Name			Date
Relationship to the Ap	oplicant(s)		

Translation service

If you need help to complete this form, or need any part of it to be translated or in another format, please contact your local office. Please let us know if you would like an audio or large print version of this document.

Arabic	اذا رغبت بأن تحصل على كامل محتويات هذه الوثيقة او احد أجزاء هذه الوثيقة مترجماً برايل أو على هيئة صوتية أو مطبوعاً بالخط الكبير ، فيرجى الاتصال مع مركز خدمة ال 0345 141 4663.	Tamil	இந்த ஆவணத்தின் எந்த ஒரு பகுதியை மட்டுமோ அல்லது முழு ஆவணத்தையோ, உங்களுக்கு மொழிபெயர்த்தோ, பிரெய்ல் எழுத்து வடிவிலோ, ஒலி வடிவிலோ அல்லது பெரிய எழுத்து பிரசுரித்தல் செய்தோ தரவேண்டுமென நினைத்தால், தயவு செய்து வாடிக்கையாளர் சேவை மையத்தை 0345 141 4663 என்ற எண்ணில் தொடர்பு கொள்ளுங்கள்.
Chinese	您如果需要将本文件或者其中的一部分进行翻译, 或者需要以盲文、声音、或者大号印刷体的形式显示, 请您联系我们的'顾客服务中心',电话号码是 0345 141 4663。	Portuguese	Se desejar que este documento ou qualquer parte do mesmo seja traduzido, ou em Braille, áudio ou letras grandes, entre em contacto com o nosso Centro de Atendimento ao Cliente através do número 0345 141 4663.
Polish	Jeśli chciał(a)by Pan(i) uzyskać tłumaczenie tego dokumentu lub dowolnej jego części, czy też otrzymać jego wersję alfabetem Braille'a, audio lub dużym drukiem, prosimy o kontakt z naszym Centrum Obsługi Klienta (Customer Service Centre) pod numerem tel. 0345 141 4663.	Welsh	Os hoffech chi i'r ddogfen hon neu unrhyw ran ohoni gael ei chyfieithu, neu os oes arnoch ei hangen mewn braille, sain, neu brint fawr, cysylltwch â'n Canolfan Gwasanaethau i Gwsmeriaid ar 0345 141 4663.
Russian	Если вы хотели бы получить полный или частичный перевод этого документа, или он нужен вам шрифтом Брайля, в аудиоформате или крупным шрифтом, пожалуйста, свяжитесь с нашим Центром клиентского обслуживания по телефону 0345 141 4663.	Urdu	اگرآپ اس دستاویزکا یا اس کےکسی حصےکا ترجمہ چاہتےہیں، یا اگریہ آپ کوہریل، چاہیےتو 141 4663 پرہمارےکسٹمرسروس سنٹرسےرابطہ کریں۔

Home Scotland contacts

Clasgow Pavilion 6, Parkway Court, 321 Springhill Parkway, Baillieston, Clasgow G69 6CA **Dundee** PO Box 10295, Dundee, DD1 9FP

Contact us by calling 0345 141 4663

Email: scotland@homegroup.org.uk Web: www.homegroup.org.uk

Data Protection:

In order to help us deliver efficient services and to manage your relationship with us, we need to collect relevant personal details from you. We comply with the General Data Protection Regulation and Data Protection Act 2018 when dealing with personal data. This means that your personal data will be processed in accordance with the law.

Please note in some circumstances we may share your personal data with external third parties. For more information on how we process your personal data, including on data security, data retention and lawful processing bases, please access our full privacy notice at: www.homegroup.org.uk/Privacy-Policy

Home in Scotland Limited. Registered Office: Home Group, Pavilion 6, 321 Springhill Parkway, Clasgow Business Park, Baillieston, Glasgow G69 6GA. A registered society under the Co-operative and Community Benefit Societies Act 2014, registered number 1935R(S). Scottish Housing Regulator registration number 90. Scottish Charity No. SC005247. Property Factor ID: PF000277. Scottish Letting Agent registration No. LARN1907024. Parent association: Home Group Limited.