

App Ref	
Name	
Date of Application	



General Needs Housing Application

Supporting Evidence

We will tell you what Group and Priority you have been given based on information that you give us in this form.

Some of the questions in the form ask you to supply proof or evidence of your circumstances. It is important that you supply this information so that your application can be fully assessed, and we give you the correct group and level of priority.

If you don't supply all the information required, we will contact you. However, if we don't receive what is needed within 28 days of us asking for it, your application may be cancelled.

If you need help to fill in this form, please contact us.

If you are returning this application by post, please ensure that you pay the correct postage as the Association does not accept responsibility for any undelivered items.

Emergency housing

If you are homeless, are about to become homeless, are a refugee, or you or your children are experiencing violence or abuse from a member of your household, you should contact:

Renfrewshire Council, Development and Housing Services,
Housing Advice and Homeless Services
15 Abercorn Street, Paisley, PA3 4AA
0300 300 0222 during office hours,
or 0800 121 4466 out with office hours.

Contacting you

We aim to contact you in a format that is accessible to you. Please give us details if you wish to receive any future correspondence or information in an alternative format.

Where did you hear about Williamsburgh Housing Association?	Please tick
Advert	
Friend or Relative	
Other Landlord	
Social Media	
Williamsburgh Housing Association Office	

Confidentiality and Data Protection

Any information given to us as part of the application process will be processed in compliance with Data Protection Legislation.

You can ask to look at the information held on your record. If you wish to do this, you should make a written request to the Association. There is a fee applied for this service, which should be sent to us along with the request and we will respond within one

Do you have a disability?

Please tell us if you or any joint applicant have any of the following disabilities. This will allow us to communicate appropriately with you.

	Applicant (Please tick)	Joint Applicant (Please tick)
Autism Spectrum Disorder		
Blindness		
Hearing difficulties		
Learning difficulties		
Mental health problems		
Partial sight		
Physical disability		
Other		

Sharing information with someone else

I/we give permission to share information about the progress of my housing application with:

	Applicant	Joint Applicant
Representative's name:		
Representative's date of birth or organisation		
Representative's telephone number		
Applicant's signature		
Joint applicant's signature		

Does anyone hold Power of Attorney for you?

	Applicant	Joint Applicant
Representative's name:		
Representative's date of birth or organisation		
Representative's telephone number		
Applicant's signature		
Joint applicant's signature		
Reason for Power of Attorney?	Financial	Financial
	Welfare	Welfare

Please provide a copy of the Power of Attorney along with supporting proof from a medical professional.

Information we need about you and any joint applicant

	Applicant	Joint Applicant
Title	Mr/Mrs/Miss/Ms	Mr/Mrs/Miss/Ms
First name		
Last name		
National insurance number		
Date of birth	/ /	/ /
Gender	Male / Female	Male / Female
Relationship to joint applicant (if any)		
Home telephone Number*		
Work Telephone Number*		
Mobile Telephone Number*		
Email address*		

*By providing us with your contact information above you are consenting to us contacting you via these methods. Please note, where an email address is provided we will send correspondence via email where possible.

Current address

House number:

Flat position:

Street:

Town:

Postcode:

Date moved in:

House number:

Where an email address is not available, we will only write to one address per application form. Which address should we send all correspondence to?

Flat position:

Street:

Town:

Postcode:

Information on who else will be moving with you

Please give details of everyone who will be living with you when you move. You need to tell us about people who do not currently live with you but will when you move. If your child/children stay with you overnight, for only part of the week, or you have a shared residency agreement, please provide proof detailing how many nights per week.

Name	Male/ Female/ Unborn	Relationship to you	Date of birth (or date expected)	Are they living with you now?		If no, please give their current address	Date moved in
			/ /	Yes	No		/ /
			/ /	Yes	No		/ /
			/ /	Yes	No		/ /
			/ /	Yes	No		/ /
			/ /	Yes	No		/ /
			/ /	Yes	No		/ /

Please tell us who lives with you but who will not be moving with you:
You

Name	Male/Female	Date of birth	Relationship to you
		/ /	
		/ /	
		/ /	
		/ /	

Joint applicant

Name	Male/Female	Date of birth	Relationship to you
		/ /	
		/ /	
		/ /	
		/ /	

If you are a tenant, please give your landlord's details.

You	Name of landlord	
	Address of landlord	
	Telephone number	
	Email address	
Joint applicant	Name of landlord	
	Address of landlord	
	Telephone number	
	Email address	
If there is any reason why we cannot contact your landlord, please give details:		

What floor is your present home on?

For example: ground (0), first floor (1), fourth floor (4) etc.

You	Joint applicant
What size of property do you live in? Please tell us the number of rooms in your home	
Living room(s)	
Separate dining room	
Double bedroom(s)	
Single bedroom(s)	

Information we need about you and your joint applicant (if required)

What type of property do you and your joint applicant live in?

Property type	You	Joint	Property type	You	Joint
House:			Maisonette:		
Detached			Balcony access		
Semi detached			Walk-up		
End terrace			Own door		
Mid terrace			Other:		
Flat:			Caravan		
Tenement			Prison		
Multi storey			Hospital		
Balcony access			Homeless accommodation		
Own door			Pre-fab		
Walk-up			HM Forces accommodation		
Bungalow:			Hostel		
Detached			No fixed address		
End terrace			Sheltered:		
Semi detached			Flat		
Mid terrace			Bungalow		
Other – please give details:					

At your present address are you? (please tick one box)		You	Joint
Williamsburgh Housing Association tenant			
Renfrewshire Council tenant			
Another Council tenant			
A Housing Association or co-op tenant			
Private landlord tenant			
Owner occupier			
HM Forces accommodation			
Lodger (a person who rents a room in a house from the owner/tenant of that house and where the owner/tenant also lives and shares the accommodation with the lodger)			
Supported or specialist accommodation (where care, support or supervision is provided to occupants of that accommodation)			
Residential care (provides accommodation with board, for example, meals and provides personal care for people who need care because of age, disability, dependence on drugs/alcohol or mental health impairment) or hospital			
I have nowhere permanent to live			
Staying with family			
Staying with friends			
Prison			
Housing tied to employment			
Other – please give details			

Information about previous addresses Apart from your current address, where else have you lived in the last 3 years?

Main Applicant Previous Address	Date moved in	Date moved out	Type of tenure*	Landlord's name	Reason for leaving	Any outstanding housing related debt?
	/ /	/ /				
	/ /	/ /				
	/ /	/ /				
	/ /	/ /				

Joint Applicant Previous Address	Date moved in	Date moved out	Type of tenure*	Landlord's name	Reason for leaving	Any outstanding housing related debt?
	/ /	/ /				
	/ /	/ /				
	/ /	/ /				
	/ /	/ /				

* By tenure we want to know if you are a homeowner, rent your home from a local authority (council), housing association or a private landlord. You may also be a tied tenant, live 'care of' family or friends or have other living arrangements, which you should clearly state.

Please note that we will seek tenancy references from your landlord(s) from the previous three years. This reference will include checks involving the conduct of your tenancy and the history of your rent account. Should this be unsatisfactory we will suspend your application.

Reasons for Applying and Supporting Evidence Required

Required for everyone moving with you:

Identification (ID)	Birth Certificate, Driving Licence, Passport, MATB1form (Confirming expected due date if you are pregnant)
Proof of Address	Bank Statement, Utility Bill or any official letter dated in the previous 6 months.

To allow us to prioritise your application you must submit the required evidence for each reason. Please tick all reasons why you are applying for housing with us.

Current circumstance	Evidence to be submitted	You	Joint
Current home is too small	A copy of your tenancy agreement, property missives or other formal proof of your property size if you are not a tenant of the landlord to which you are applying.		
Current home is too big	A copy of your tenancy agreement, property missives or other formal proof of your property size if you are not a tenant of the landlord to which you are applying.		
Harassment targeted at you in or around your home (e.g. threatening behaviour, assault, disturbance)	We will only give you priority if there is evidence that the harassment is targeted at you or a member of your household, in or around your current accommodation. You must provide written confirmation from a relevant agency e.g. Police/Landlord confirming the harassment and the nature of the harassment.		
Domestic abuse	Confirmation from a social worker, Victim Support or Women's Aid or written confirmation from the applicant that you are experiencing domestic abuse.		
Because of a relationship breakdown with your partner	Letter from your solicitor or written confirmation from your partner confirming the breakdown.		
To provide or receive support	A letter from a relevant agency e.g. social worker, health professional, or proof of DLA/PIP/carers allowance/attendance allowance, also a letter from both parties explaining why you need to move.		
For mobility reasons	Please complete the Medical Questionnaire.		
Want a home of my own	Written confirmation from the householder(s) you temporarily reside with.		
Homeless or threatened with homelessness	A letter from Renfrewshire Council confirming that you are statutorily homeless.		
Repossession order/court order	Copy of the repossession/court order confirming that your house is to be repossessed or sold and the reasons why.		

Current circumstance	Evidence to be submitted	You	Joint
Notice to Leave (private rented tenancy)	Written proof confirming that your tenancy is not being renewed and you have to leave through no fault of your own. Copy of the Notice to Leave. Your landlord should give you these if they want you to leave.		
Leaving tied accommodation	A letter from your landlord confirming your date to leave and the reasons you have to leave. We also need a copy of your employment contract.		
Leaving residential care/hospital/ supported accommodation.	Written confirmation from the relevant agency that you have nowhere to live when you leave. If you have a date to leave, please provide written confirmation.		
In prison	Written confirmation from the relevant agency that you are currently in prison and will have nowhere to live when you leave. If you have a date to leave, please provide written confirmation.		
Leaving HM Forces	A letter from HM Forces confirming that you will have nowhere to live when you leave. If you have a date of discharge please provide written confirmation.		
To take up or stay in employment	Written evidence to support your circumstances e.g. letter from employer/prospective employer supporting the application and outlining why the applicant needs to move to keep/take up their job.		
Access to children/ joint/shared custody	Written confirmation from a solicitor/ex-partner confirming details of overnight access.		
I have applied to foster a child	Written confirmation from the local authority or agency you have applied to that you are in the final stages of the assessment process and require an additional bedroom to be approved to foster. We will only consider applications that are in the final stages of this process and are approved subject to having an additional bedroom where applicant has no spare bedroom.		
Kinship Carer	Written confirmation from the local authority or agency you have applied to that you are in the final stages of the assessment process and require an additional bedroom to be approved to be a Kinship Carer. We will only consider applications that are in the final stages of this process and are approved subject to having an additional bedroom where applicant has no spare bedroom.		

Current circumstance	Evidence to be submitted	You	Joint
I have applied to adopt a child	Written confirmation from the local authority or agency you have applied to that you are in the final stages of the assessment process and require an additional bedroom to be approved to adopt. We will only consider applications that are in the final stages of this process and are approved subject to having an additional bedroom where applicant has no spare bedroom.		
Property is below tolerable standard, for example structurally unstable, rising or penetrating damp	Copy of confirmation from the relevant Local Authority department confirming that your property fails to meet the tolerable standard.		
Other – please state	Proof will be dependent on circumstances.		
Health and Social Care Panel award	Please advise if you have a current award from the Community Care Panel/Health and Social Care Panel We will contact them to confirm your award.		

If you are applying because of harassment, please answer the following:

What type of harassment? E.g. Physical, racial, verbal	
Who is causing the harassment? E.g. neighbour, neighbours' visitors	
Dates of incidents	
Incident numbers	
Location of where the harassment took place	
Has this been reported to your current landlord, Police, Social Work or anyone else?	
Names and addresses of persons responsible	
Any other relevant information	

Support

If you are applying because you are providing or receiving support, please provide details of who will support you or of the person you wish to support

Is the support	☐ Given	☐ Received
Name		
Relationship to you		
Address		
Telephone Number		
Briefly describe the support you give/receive		
How often is the support required?		

If you are under 26, have you ever been in care as a 'looked after' person?

☐ Yes

☐ No

If yes, please give details:

Do you or your joint applicant own or rent any other property which you do not live in?

You ☐ Yes

☐ No

Joint applicant

☐ Yes

☐ No

Address:

Address:

Reason for not living there:

Reason for not living there:

Additional bedroom required

Please tell us if you need another bedroom for any of the following reasons:

☐ I have applied to adopt a child

Who have you applied to adopt with? State local authority or agency

☐ I have applied to foster a child

Who have you applied to foster with? State local authority or agency

☐ Kinship Care

Joint custody award

☐ Overnight child access

How many nights per week?

Please provide proof and/or supporting information if you tick any of the above.

Your choice of housing

What floor level would you accept?

☐ Ground

☐ First

☐ Second

☐ Third

If you require a one-bedroom property would you consider a property with a combined living room and kitchen?

☐ Yes

☐ No

Please look at 'Your Family Composition' below and select the size of property your family will be entitled to based on our guidelines:

Your Family Composition:	Please tick	Size of property you are entitled to with Williamsburgh Housing:
Single person		1apt 1p Living/bedroom/kitchen combined.
Single person		2apt 1p One single bedroom.
Couple or single person		2apt 2p One double bedroom.
Family (single parent or couple) with child access or a carer		2apt 2p with flexi One double bedroom with one flexi room. A flexi room is for occasional use.
Family (single parent or couple) with one child regardless of age.		3apt 3p One double bedroom and one single bedroom.
Family (single parent or couple) with two children of same sex to age 16 of oldest child or different sexes up to age 10 of oldest child.		3apt 4p Two double bedrooms.
Family (single parent or couple) with two children regardless of age.		4apt 4p One double and two single bedrooms.
Family (single parent or couple) with three children. The two sharing the double bedroom can be of same sex to age 16 of oldest child or different sexes up to age 10 of oldest child.		4apt 5p Two double bedrooms and one single bedroom.
Family (single parent or couple) with four children. Two sharing each double bedroom can be of same sex to age 16 of oldest child or different sexes up to age 10 of oldest child.		4apt 6p Three double bedrooms.
Family (single parent or couple) with four children. Two sharing the double bedroom can be of same sex to age 16 of oldest child or different sexes up to age 10 of oldest child.		5apt 6p Two double bedrooms and two single bedrooms.
Family (single parent or couple) with five children. Two sharing each double bedroom can be of same sex to age 16 of oldest child or different sexes up to age 10 of oldest child.		5apt 7p Three double bedrooms and one single bedroom.
Family (single parent or couple) with five children. Two sharing each double bedroom can be of same sex to age 16 of oldest child or different sexes up to age 10 of oldest child.		6apt 7p Two double bedrooms and three single bedrooms.

[illegible]

[illegible]

What is mutual exchange?

A mutual exchange is a way for social housing residents to find a move by swapping homes with another social housing resident.



You can swap homes providing you have the right to mutual exchange and both parties wish to swap.



How to get started on House Exchange



- ▶ Visit houseexchange.org.uk to complete the quick online registration
- ▶ Have the following details ready:
 - G1 Name and contact details
 - G1 Current address, property information and landlord
 - G1 An idea of where you want to live, anywhere in the UK
- ▶ Once you're registered and your account is activated, your advert will appear for other registered users to view

Other important information

In addition to the information, you have provided earlier in this form, there are several other important areas that we need to know about when processing your application and considering you for housing with us. Please answer all these questions fully.

Your eligibility for housing

The law covering asylum and immigration is complex and applies differently to the Council and the housing association partners.

If you could be affected by the legislation, you must advise us. We may be unable to assist but may be able to provide details to you of agencies who can help you.

Please answer the questions below.

	Main applicant		Joint applicant	
What is your nationality?				
Are you subject to immigration control?	☐ Yes	☐ No	☐ Yes	☐ No
Are there conditions or limits to your leave to remain/right to reside in the UK?	☐ Yes	☐ No	☐ Yes	☐ No
If yes, please give details				

Please provide us with the following important information about your current and previous addresses:

In the past 3 years, has anyone ever acted against you, joint applicant or anyone moving with you, or a visitor to your home, for anti-social behaviour in the following:

Antisocial behaviour	Main applicant		Joint applicant		Other person	
At your current or any previous address?	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No
	If yes, please provide details:		If yes, please provide details:		If yes, please provide details:	
Harassment of another person, or antisocial behaviour towards another person?	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No
	If yes, please provide details:		If yes, please provide details:		If yes, please provide details:	

Antisocial behaviour	Main applicant	Joint applicant	Other person
A course of conduct amounting to antisocial behaviour in relation to an employee of the social landlord?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	If yes, please provide details:	If yes, please provide details:	If yes, please provide details:
Previous convictions	Main applicant	Joint applicant	Other person
Been convicted of using a house or allowing a house to be used for immoral or illegal purposes?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	If yes, please provide details:	If yes, please provide details:	If yes, please provide details:
Been convicted of an offence punishable by imprisonment which was committed in, or in the locality of a house occupied by them?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	If yes, please provide details:	If yes, please provide details:	If yes, please provide details:
Recovery of possession	Main applicant	Joint applicant	Other person
Have you been evicted from a tenancy?	☐ Yes ☐ No	☐ Yes ☐ No	N/A
	If yes, please provide details:	If yes, please provide details:	

Abandoning or neglecting a let property	Main applicant	Joint applicant	Other person
Has a tenancy been repossessed by a social landlord because the property was abandoned by you, or where a court order has ordered recovery of possession due to the deterioration of the condition of the property or furniture provided for your use?	☐ Yes ☐ No	☐ Yes ☐ No	N/A
	If yes, please provide details:	If yes, please provide details:	

Rent arrears or other tenancy debt	Main applicant	Joint applicant	Other person
Have any housing related debt from their current or former tenancy in the last 3 years? If yes please complete page 4.	☐ Yes ☐ No	☐ Yes ☐ No	N/A
	If yes, please provide details:	If yes, please provide details:	

Sexual Offences Act 2003	Main applicant	Joint applicant	Other person
Required to register with the Police under the Sexual Offences Act 2003? A requirement to register under the Act will not affect the assessment of your application but may affect where you could be rehoused.	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	If yes, please provide details:	If yes, please provide details:	If yes, please provide details:

Personal connections with Williamsburgh Housing Association

We will tell our committee if we allocate housing to employees, former employees, Committee members, former Committee members or their close relatives. Close relatives, including step relatives, husband, wife, partner, father, mother, sister, brother, son or daughter. Former in these instances will mean one year prior to the date of application.

Are you, or anyone you are wishing to be rehoused with, an employee, Committee member or related to one of our employees or Committee members?	☐ Yes	☐ No
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If yes, please give details below:

Relationship:

Declaration

Before returning your completed form to us please read through the following statements, sign and date the boxes below to show you understand and agree with them.

- That I/we are 16 years of age or over and are eligible to apply for housing.
- That I/we will inform you immediately of any changes in my/our circumstances.
- That all the information given by me/us on this form is true. If I/we supply any false information or do not disclose any relevant information my/our application may be cancelled.
- That if I/we are given a tenancy because I/we may have supplied knowingly or recklessly false information or I/we have kept back any relevant information, the tenancy may be ended.
- That I/we have read and understand the Fair Processing Notice provided which covers Data Protection legislation.
- That my/our current or previous landlords can be contacted for a reference.
- That I/we agree that the information provided in this application may be shared with other social landlords where I/we have indicated that we would accept a tenancy with another social landlord. In these instances, landlords who are partners in the Renfrewshire Common Allocation Policy reserve the right to apply the award given by the partner landlord you made your initial application with.
- That we may use this information to assess what help you may need to set up your new home.
- That we may use the information you have provided to check with council departments and other agencies including health professionals, Police Scotland, social workers, social and private landlords, to make sure the information is accurate or to detect fraud or crime or to find out more information in relation to your application.

Your Signature	Date
Joint Applicant Signature	Date

Common Housing Allocation Policy Partners



Bridgewater Housing Association
1st Floor, Bridgewater Shopping Centre
Erskine PA8 7AA
www.bridgewaterha.org.uk
Tel: 0141 812 2237



Linstone Housing Association
17 Bridge Street
Linwood
Paisley
PA3 3DB
www.linstone.co.uk
Tel: 01505 382383



Paisley Housing Association
2 Lawn Street
Paisley
PA1 1HA
www.paisleyha.org.uk
Tel: 0141 889 7105



**Renfrewshire
Council**

Renfrewshire Council Contact Centres:
0300 300 0222
www.renfrewshire.gov.uk

Johnstone:
Johnstone Town Hall,
25 Church Street,
Johnstone,
PA5 8FA

Paisley:
Renfrewshire
House,
Cotton Street,
Paisley, PA1 1AN

Renfrew:
14 Renfield Street,
Renfrew, PA4 8RN

Housing Advice &
Homeless service:
15 Abercorn Street
Paisley, PA3 4AA
Tel during office hours
0300 300 0222
Tel outwith office hours
0800 121 4466



Williamsburgh Housing Association
Ralston House
Cyril Street
Paisley
PA1 1RW
www.williamsburghha.co.uk

Other housing associations that have housing in Renfrewshire are:

- **Bield** - provide housing for older people www.bield.co.uk

- **Cairn** - provide housing for older people www.cairnha.com

- **Hanover** - provide housing for older people www.hsha.org.uk

- **Horizon** - provide housing for general need and also older and disabled people www.horizonhousing.org

- **Key** - provide housing for disabled people www.keyhousing.org

- **Link** - provide housing for general need and also older and disabled people www.homehunt.info

- **Loretto** - provide housing for general need and also older and disabled people www.lorettoha.co.uk

- **Blackwood** - provide housing for general need and also older and disabled people www.blackwoodgroup.org.uk

- **Sanctuary** - provide housing for general need and supported accommodation www.sanctuary-group.co.uk

- **Ferguslie Park** – provide housing for general need <http://fpha.org.uk/>



Ralston House, Cyril Street, Paisley PA1 1RW
www.williamsburghha.co.uk

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