

TENANCY REQUEST



More than just a Landlord

FOR OFFICIAL USE ONLY

Received By _____

Date Received _____

Application Number _____

Please answer all questions and tick appropriate boxes. Please write in CAPITAL letters using a blue or black ball point pen. If you have any difficulties filling in this form ask staff at your local Housing Office.

About you and your household

1(a). Title Mr/Mrs/Miss/Ms/Other

2(a). First Name

Surname

3(a). Your National Insurance Number

--	--	--	--	--	--	--	--	--	--

4(a). Your maiden name or any other name used previously

5(a). Your present address

Postcode

6(a). Which of these applies to you? (Mark one box only)

Owner Tenant Lodger
Other Please State

7(a). Contact information

Home Tel:
Work Tel:
Mobile:
Other Tel:
Email:

8. Your address for letters, if different

Postcode

1(b). Title Mr/Mrs/Miss/Ms/Other

2(b). First Name

Surname

3(b). Joint applicant's N.I. Number

--	--	--	--	--	--	--	--	--	--

4(b). Joint applicant's maiden name or any other name used previously

5(b). Joint applicant's address (If different)

Postcode

6(b). Which of these applies to you? (Mark one box only)

Owner Tenant Lodger
Other Please State

7(b). Contact information

Home Tel:
Work Tel:
Mobile:
Other Tel:
Email:

PLEASE NOTE

Confirmation of personal details for everyone to be rehoused will be required (e.g. passport, benefit book, driver's licence, birth certificate, child benefit). Your application cannot be registered until identification is provided.

9. Give details of everyone who is to be rehoused including yourself. Include all dates of birth.

Surname	First Name(s)	Sex	Date of Birth	Relationship to you	National Insurance Number (NINO)
				YOURSELF	

Your ethnic origin

Villages Housing keeps a record of the ethnic origin of everyone who applies for or uses it’s housing services. This is to ensure that these services are provided on an equal basis to all. This information will be treated in confidence and will not affect your application.

10. Which ethnic group would you say you belonged to? (Please tick one only)?

	APPLICANTS			OCCUPANTS						
	AP1	AP2	AP3	OC1	OC2	OC3	OC4	OC5	OC6	
White										
British	<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"/>	
Irish	<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"/>	
Other White Background	<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"/>	
Black or Black British										
Caribbean	<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"/>	
African	<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"/>	
Other Black Background	<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"/>	
Mixed										
White and Black Caribbean	<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"/>	
White and Black African	<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"/>	
White and Asian	<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"/>	
Other Mixed Background	<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"/>	
Asian										
Indian	<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"/>	
Pakistani	<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"/>	
Bangladeshi	<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"/>	
Other Asian Background	<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"/>	
Chinese or other ethnic group										
Chinese	<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"/>	
Gypsy / Traveller	<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"/>	
Other ethnic group	<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"/>	

If you have ticked other White, Mixed, Asian, Black or ethnic group, please specify:

I do not wish to answer this question

11. Would you be interested in a mutual exchange with another tenant? Yes No

12. Do you wish Villages to advertise your exchange details on our published list? Yes No

13. Do you have any children under the age of 16 who do not live with you but may stay overnight? Yes No

Surname	First Name(s)	Sex	Date of Birth	Relationship to you

14. If anyone to be rehoused with you is LIVING APART from you, please give their details

Name	Address	Sex	Date of Birth	Relationship to you	National Insurance Number (NINO)

What type of property do they live in?:

House Bungalow Flat Maisonette Other (please state)

Please state which applies to them:

Owner Tenant Lodger Other (please state)

15. Are you, or anyone listed above, pregnant? (Confirmation of pregnancy will be required) Yes No

Name	Due Date	Type of Proof Received

16.

	Main Applicant		Joint Applicant	
a. Are you in receipt of income Support/Job Seekers Allowance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Are you a British Citizen or Commonwealth Citizen with the right of abode?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. If the answer to (B) is NO, do you have indefinite leave to remain in the UK	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have answered NO to questions 16b and 16c on the application form, please complete the following questions in order to determine your eligibility for accomodation with Villages Housing.

16d. If you are married to a EEA national, but separated or divorced please indicate: Separated Divorced

16e. Are you or your spouse from a non EEA or Accession Country? Yes No

16f. *Non-European Economic Area or Accession countries only.*

Do you and/or your spouse/civil partner have a permit to work and reside in the UK? You Partner

16g. *Non-European Economic Area or Accession countries only.*

Are you and/or your spouse/civil partner currently working for more than 10 hours per week? You Partner

17. Villages Housing wants to ensure that our neighbourhoods allow people to live peacefully and safely. If someone has been convicted of a serious offence, we will investigate the circumstances to establish whether they pose a risk to the community.

This does not automatically mean that you will not be rehoused, but will help us to make the most appropriate housing decisions.

- a) Have you or anyone who will live with you ever been convicted of a criminal offence or been given an anti-social behaviour order? Yes No
- b) Are you or anyone who will live with you currently subject to an anti-social behaviour order, injunction or exclusion order or have been in the past two years? Yes No
- c) Are you or anyone who will live with you currently subject to a demotion order? Yes No
- d) Are you or anyone who will live with you currently subject to any criminal proceedings? Yes No

If the answer to any of the above questions is "yes", please provide details below:

Full Name	DOB	Details

18. Are you or any member of your household required to advise any statutory agency of your address (e.g. Police, National Asylum Support Service (NASS), Probation)? Yes No

19. Please provide details of all persons who live at your current address who DO NOT wish to move with you (Please continue on a separate sheet if needed).

Surname	First Name(s)	Sex	Date of Birth	Relationship to you

Main Applicant Details

20. Please list below all addresses where you or your joint applicant have lived for the last six years, starting with the most recent and give your reasons for leaving.

****Joint Applicants complete Question 22 if you have not lived with the main applicant at the same addresses for the past six years.***

Name	Current Address	Date from	Date to
Reason for leaving		Rented <input type="checkbox"/>	Owned <input type="checkbox"/> Lodging <input type="checkbox"/>
Landlord's Name:	Landlord's Address:	Landlord's Contact Number:	

Name	Previous Address	Date from	Date to
Reason for leaving		Rented <input type="checkbox"/>	Owned <input type="checkbox"/> Lodging <input type="checkbox"/>
Landlord's Name:	Landlord's Address:	Landlord's Contact Number:	

Name	Previous Address	Date from	Date to
Reason for leaving		Rented <input type="checkbox"/>	Owned <input type="checkbox"/> Lodging <input type="checkbox"/>
Landlord's Name:	Landlord's Address:	Landlord's Contact Number:	

Name	Previous Address	Date from	Date to
Reason for leaving		Rented <input type="checkbox"/>	Owned <input type="checkbox"/> Lodging <input type="checkbox"/>
Landlord's Name:	Landlord's Address:	Landlord's Contact Number:	

Please continue on a separate sheet if needed.

Main Applicant Tenancy History

21.

a) Do you owe any rent from a current or former tenancy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Do you owe any money to a current or previous landlord for rechargeable repairs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c) Have you ever left a property without giving the required period of notice to your landlord?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) Have you ever had any action taken against you by a current or former landlord in respect of anti-social behaviour for example warning letters or serving notice?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e) Has a landlord ever taken legal action against you for any reason?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
f) If the answer to any of the above is 'yes', please provide details below (including the name of the landlord and the address of the property)		

This does not automatically mean you will not be rehoused but will help us to make the most appropriate housing decisions.

Joint Applicant Tenancy Details

22. Please list below all addresses where your joint applicant has lived for the last six years, starting with the most recent, and give their reasons for leaving.

**If the joint applicant has lived with the main applicant at the same addresses for the past six years they do not need to complete this section.*

Name	Address	Date from	Date to
Reason for leaving		Rented <input type="checkbox"/> Owned <input type="checkbox"/> Lodging <input type="checkbox"/>	
Landlord's Name:	Landlord's Address:	Landlord's Contact Number:	

Name	Address	Date from	Date to
Reason for leaving		Rented <input type="checkbox"/> Owned <input type="checkbox"/> Lodging <input type="checkbox"/>	
Landlord's Name:	Landlord's Address:	Landlord's Contact Number:	

Name	Address	Date from	Date to
Reason for leaving		Rented <input type="checkbox"/> Owned <input type="checkbox"/> Lodging <input type="checkbox"/>	
Landlord's Name:	Landlord's Address:	Landlord's Contact Number:	

Name	Address	Date from	Date to
Reason for leaving		Rented <input type="checkbox"/> Owned <input type="checkbox"/> Lodging <input type="checkbox"/>	
Landlord's Name:	Landlord's Address:	Landlord's Contact Number:	

Please continue on a separate sheet if needed.

Joint Applicant Tenancy History

23.

a) Does your joint applicant owe any rent from a current or former tenancy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Do they owe any money to a current or previous landlord for rechargeable repairs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c) Have they ever left a property without giving the required period of notice to their landlord?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) Have they ever had any action taken against them by a current or former landlord in respect of anti-social behaviour for example warning letters or serving notice?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

e) Has a landlord ever taken legal action against them for any reason?	Yes <input type="checkbox"/> No <input type="checkbox"/>
f) If the answer to any of the above is 'yes', please provide details below (including the name of the landlord and the address of the property)	
This does not automatically mean you will not be rehoused but will help us to make the most appropriate housing decisions.	

About where you live now

24. Please describe the type of property you are in now (Please tick box)

House..... <input type="checkbox"/>	Maisonette <input type="checkbox"/>	
Bungalow..... <input type="checkbox"/>	Low Rise Flat <input type="checkbox"/>	On which floor? <input style="width: 100%;" type="text"/>
Caravan..... <input type="checkbox"/>	Hotel <input type="checkbox"/>	
Other*..... <input type="checkbox"/>	Multi-Storey Flat <input type="checkbox"/>	On which floor? <input style="width: 100%;" type="text"/>

*If 'Other' please specify

25. Does your present accommodation have the following facilities?

Kitchen.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bath/shower.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Inside Toilet	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hot water supply.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Which facilities do you share with people other than your family?

Kitchen	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bath/shower	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Inside Toilet.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>

26. How many bedrooms are available to you and those moving with you? Double Single
If none, state "none"

Personal information

27. Reasons why you need rehousing

Please look at the following list, and tick the box or boxes which best describe the reasons why you need rehousing:

Anti Social Behaviour	<input type="checkbox"/>	In Refuge	<input type="checkbox"/>	Relationship Breakdown	<input type="checkbox"/>
Children living in flats	<input type="checkbox"/>	Insecure Tenure	<input type="checkbox"/>	To be near education/training	<input type="checkbox"/>
Direct Exchange	<input type="checkbox"/>	Landlord Selling Property	<input type="checkbox"/>	To be near family/friends	<input type="checkbox"/>
Domestic Violence	<input type="checkbox"/>	Medical Condition	<input type="checkbox"/>	To give or receive support	<input type="checkbox"/>
Family living apart	<input type="checkbox"/>	Property being demolished	<input type="checkbox"/>	Unable to afford rent/mortgage	<input type="checkbox"/>
Harrassment (other)	<input type="checkbox"/>	Property being repossessed	<input type="checkbox"/>	Unable to afford upkeep of property	<input type="checkbox"/>
Harrassment (racial)	<input type="checkbox"/>	Property in poor condition	<input type="checkbox"/>	Wish to live independently	<input type="checkbox"/>
Homeless	<input type="checkbox"/>	Property too large	<input type="checkbox"/>	Wish to move (Villages tenant)	<input type="checkbox"/>
In Hostel	<input type="checkbox"/>	Property too small	<input type="checkbox"/>	Working/take up work in the area	<input type="checkbox"/>
Other	<input type="checkbox"/>				

For all ticked boxes or other reasons please give more details below

Declaration

28. Are you any of the following:

An employee, Committee or Board Member of: The Villages Housing Association Ltd.
or Villages Community Housing Association Ltd?

Yes No

Are you (or have you been in the last 12 months) related to any employee,
committee or board member of Villages Housing?

Yes No

If you have ticked YES, please give details

--

29. Please give details/numbers of pets you have:

Cats Dogs

Other (Please state)

--

About the type of housing requested

30. What types of accommodation would you consider? (You may tick more than one)

House..... High rise flat Warden assisted
Bungalow..... Low rise flat

31. Is there any heating type (e.g. warm air) that you would consider to be unsuitable for you or anyone who will live with you when rehoused?

--

32. What is the minimum number of bedrooms you would consider?

--

33. Are there any reasons why you need an extra bedroom (e.g. medical problems, access to children). If so, please give details:

Special Requirements

If you need special accommodation or an adapted property because of your age, illness or disability, please indicate which type:

Warden assisted housing Yes No Either

Ground floor accommodation Yes No Either

Housing suitable for a wheelchair Yes No

Please list any other special features (e.g. stairlift, level access shower) that you require:

--

Your Choice of Area

STOCKBRIDGE VILLAGE, KNOWSLEY

Place an 'X' next to the streets you would like to live in:

All areas/streets <input type="checkbox"/>	AREA 8 Blackthorne Cres <input type="checkbox"/>	AREA 14 Pool Hey <input type="checkbox"/>
AREA 1 Dannette Hey <input type="checkbox"/> Terret Croft <input type="checkbox"/>	AREA 9 Custley Hey <input type="checkbox"/> Woodfarm Hey <input type="checkbox"/>	AREA 15 Boode Croft <input type="checkbox"/>
AREA 2 Boydell Close <input type="checkbox"/> Little Moss Hey <input type="checkbox"/>	AREA 10 Marled Hey <input type="checkbox"/> Round Hey <input type="checkbox"/>	AREA 16 Calgarth Road <input type="checkbox"/> Cartmel Road <input type="checkbox"/>
AREA 3 Juniper Close <input type="checkbox"/> Rosewood Close <input type="checkbox"/>	AREA 11 All Bakers Green <input type="checkbox"/> Reeds Road <input type="checkbox"/> Paxton Road <input type="checkbox"/> Bakers Green Road <input type="checkbox"/> Midway Road <input type="checkbox"/> Wellcroft Road <input type="checkbox"/> Mossbrow Road <input type="checkbox"/>	AREA 17 Blakeacre Road <input type="checkbox"/>
AREA 4 Cremorne Hey <input type="checkbox"/> The Birches <input type="checkbox"/> The Spinney <input type="checkbox"/>	AREA 12 Denecliff <input type="checkbox"/> Merecliff <input type="checkbox"/> Tarncliff <input type="checkbox"/>	AREA 18 Holden Road <input type="checkbox"/>
AREA 5 Brandearth Hey <input type="checkbox"/> Spruce Grove <input type="checkbox"/> Spruce Grove Bungalows <input type="checkbox"/>	AREA 13 Firsraig <input type="checkbox"/> Mossraig <input type="checkbox"/> Whincraig <input type="checkbox"/>	AREA 19 Appletree Close <input type="checkbox"/> Buckthorn Close <input type="checkbox"/> Orangetree Close <input type="checkbox"/> Plumtree Close <input type="checkbox"/> Quickthorn Drive <input type="checkbox"/> Whitethorn Drive <input type="checkbox"/>
AREA 6 Brandearth House <input type="checkbox"/> Roughsedge House <input type="checkbox"/>		AREA 20 Hollow Croft <input type="checkbox"/>
AREA 7 Portland House <input type="checkbox"/>		

Your Choice of Area

FITTON HILL, OLDHAM

Place an 'X' next to the streets you would like to live in:

All areas/streets <input type="checkbox"/>	AREA 3	AREA 6
<hr/>	Beechwood Road <input type="checkbox"/>	Bankfield Drive <input type="checkbox"/>
AREA 1	Fir Tree Avenue <input type="checkbox"/>	Tuns Road <input type="checkbox"/>
Springwood Hall Rd <input type="checkbox"/>	Keswick Avenue <input type="checkbox"/>	Snipe Road <input type="checkbox"/>
Reins Lee Avenue <input type="checkbox"/>	Chestnut Crescent <input type="checkbox"/>	<hr/>
Greenhurst Crescent <input type="checkbox"/>	Tanners Fold <input type="checkbox"/>	AREA 7
Marland Avenue <input type="checkbox"/>	Hawthorn Crescent <input type="checkbox"/>	Wildbrook Crescent <input type="checkbox"/>
Riversdale Drive <input type="checkbox"/>	<hr/>	Lichens Crescent <input type="checkbox"/>
Rosary Road <input type="checkbox"/>	AREA 4	Dowry Street <input type="checkbox"/>
Rosary Close <input type="checkbox"/>	Tanhill Lane <input type="checkbox"/>	Sportsmans Drive <input type="checkbox"/>
Westerhill Road <input type="checkbox"/>	Broad Oak Crescent <input type="checkbox"/>	Woodpark Close <input type="checkbox"/>
Crossways <input type="checkbox"/>	Timperley Close <input type="checkbox"/>	<hr/>
<hr/>	Saint Martins Road <input type="checkbox"/>	AREA 8
AREA 2	Fircroft Road <input type="checkbox"/>	The Spur <input type="checkbox"/>
Sutherland Close <input type="checkbox"/>	<hr/>	The Green <input type="checkbox"/>
Marland Fold Lane <input type="checkbox"/>	AREA 5	
Kelso Close <input type="checkbox"/>	South Croft <input type="checkbox"/>	
Park Lane <input type="checkbox"/>	North Croft <input type="checkbox"/>	

Data Protection

Information regarding this application will be fairly and lawfully processed and will only be used in accordance with the Data Protection Act 1998. Villages Housing may use information provided for the prevention and detection of fraud and to make any necessary enquiries to verify information held is accurate. Villages Housing may also share information with other bodies and other registered social landlords. You have legal rights to see all details held regarding your application.

34. Do you consent to information on your tenancy request form being held by Villages Housing for these purposes?

Yes No

The details given on this form are true to the best of my knowledge, and I agree to notify Villages Housing if the circumstances change in any way. I understand that if it is found that I have deliberately made a false claim or misleading statement, my application will be cancelled and any tenancy granted to me on the basis of false information will be terminated. If you do not consent, Villages Housing will be unable to process your application form further.

Signature of Applicant

Signature of Joint Applicant (if applicable)

Pre Tenancy Checks

The Villages Housing Group is committed to creating stable and secure communities for people to live in without the fear of suffering harassment or nuisance from their neighbours.

As Villages will be carrying out checks concerning your suitability as a tenant; you and anyone to be re-housed over the age of 16 must confirm your agreement by signing below.

I hereby authorise The Villages Housing group to make any necessary enquiries before offering me a tenancy. I am aware that this will involve contacting various agencies (as appropriate).

**Benefits Agency
Local Authority**

**Previous Landlords
Social Services**

**Doctors
Probation Service**

Police

Name	Signature	Date
Main Applicant		
Joint Applicant		

Please continue on a separate sheet if needed

APPLICATION CHECKLIST

	CHECKED BY	DATE
Application Details Checked		
ID received for all moving		
Address of Debt	Debt Reference	Amount of Debt
Comments		
Previous landlord check - letter sent		
Previous landlord check - letter received		
Registered and Filed by		
Rehousing Interview		
Band		
Application Status		