

Housing Application Form

Please read this form carefully, complete all sections and return to the address above or by email to services@newoutlook.org.uk.

Lack of proof of ID or an incomplete form will be returned to you.

The information you give us will be used to assess your housing needs and will help us to prioritise your application in line with our Lettings policy.

Before we can process your application we will need ALL of the proofs that apply to your circumstances. *(See pages 1 and 2 for a list of accepted documents).*

You will hear back from us within 14 days of our receipt of your completed and signed application form, providing all relevant proofs of ID have been submitted. If your application is accepted, we will invite you for an assessment and to view your chosen scheme.

Change of circumstances

Once your application has been accepted, it is your responsibility to keep it up-to-date. You must tell us of any change in your circumstances as it may affect your application.

Please contact us if you would like this document in another format (such as large print).

Chair: Mr Simon Wilson

Registered Office: Mill House, Mill Lane, Bromsgrove Street, Halesowen, West Midlands B63 3JP

1. Documents and proof we need to register your application

Please supply the following documents. We can only accept copies, not originals, and proof of current address should be dated within the last 3 months. If you bring originals we can copy them for you. If you fail to supply the relevant information your application may be delayed.

Proof of Identity

Please provide one of the following documents for all adults on your application:

- Full Birth Certificate – if not in birth name, please supply proof of name change
- Valid Passport
- Full or provisional driving licence (counterparts on their own will not be accepted)

Proof of current address

Please provide one of the following for all adults on your application, whether or not they currently live with you:

- Current tenancy agreement
- Council Tax bill
- Utility bill (*eg gas, electricity, water*)
- DWP Benefit document
- Full or provisional Driving Licence

Person(s) from aboard, or recently returned to the UK

- Applicants accepted as a refugee, or who have been granted Indefinite, Exceptional, Discretionary or Limited leave to remain in the UK, must provide Home Office documentation to support this
- Nationals of the EEA must provide proof of current employment or self-employment
- If you are a UK citizen but have recently returned from abroad, please provide proof that you are habitually resident in the UK.

Proof of Benefits

- Copies of your most recent benefit award letters, including any disability related benefit.

Proof of Visual Impairment

Please provide one of the following:

- Hospital/GP or Optometrist Visual Impairment diagnosis letter
- Registered certificate or documentation

Proof of rent account on current property

If you are renting, you must provide one of the following:

- Rent statement
- Bank statement showing rent payments to your landlord for the last 3 months
- Reference from your landlord

2. Type of Housing

What type of accommodation are you looking for?

- Housing
- Supported Living

Please list your preferred areas below:

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.....

3. Personal Details – All Applicants

What is the Joint Applicant's relationship to the Main Applicant? (eg spouse, partner, etc).

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	Main Applicant	Joint Applicant
Title: (Mr/Mrs/Miss/Ms/other)		
First names:		
Surnames:		
Previous name(s):		
Gender:		
Date of Birth:		
National Insurance Number:		
Home phone number:		
Mobile phone number:		
Email address:		

How do you prefer to be contacted?

'phone email post

Please tick if you require written correspondence in large print.

4. Your Current Address

Please provide details of your current address.

	Main Applicant	Joint Applicant
Address including postcode:		
Time at current address:		

What is your current accommodation status?

- Owner/occupier
- Council Tenant
- Housing Association Tenant
- Private landlord
- Living with a relative
- Lodger
- Shelter controlled
- Other

5. Current Landlord details

	Main Applicant	Joint Applicant
If you have a Landlord, can we obtain a reference? <i>(Please delete as applicable)</i>	Yes / No	Yes / No
Name and address of your Landlord:		
If less than 2 years at your present address, who was your previous Landlord? <i>(Please give full details):</i>		

6. Alternative address for correspondence

	Main Applicant	Joint Applicant
If there is a different address that you would prefer us to contact you at? Please provide it here:		
What is the reason for this different contact address?		

7. Reason for applying

What has led you to your application? (Please tick all boxes that are applicable)

- | | |
|--|---|
| <input type="checkbox"/> Received notice to quit | <input type="checkbox"/> Current rent too expensive |
| <input type="checkbox"/> Current property not suitable | <input type="checkbox"/> Escaping domestic abuse |
| <input type="checkbox"/> To be closer to family | <input type="checkbox"/> Relationship breakdown |
| <input type="checkbox"/> In need of Sheltered Housing | <input type="checkbox"/> Disrepair of current property |
| <input type="checkbox"/> Social reasons | <input type="checkbox"/> Suffering from ill health |
| <input type="checkbox"/> Hospital discharge | <input type="checkbox"/> Other... (please specify in box below) |

8. Alternative prospects

	Main Applicant	Joint Applicant
Are you on a waiting list for housing?	Yes / No	Yes / No
Have you been offered any accommodation?	Yes / No	Yes / No

9. Pets

Do you have any pets?	Yes / No	If 'Yes' please provide details:
Do you intend to have a guide dog?	Yes / No	If 'Yes' please provide details:

10. Employment and Benefits

Do you receive any of the following? (Please put a 'W' (for weekly) or an 'M' (for monthly) in the boxes below, as appropriate)

	Main Applicant	Joint Applicant
JSA or Income Support		
Working Tax credit		
State Pension		
Pension credit		
Disability Living Allowance/PIP		
Universal credit		
Carer's Allowance		
Employment Support Allowance		
Private Pension		
Other (please state)		

11. Employment status

What is your current employment status? (Please tick box as appropriate)

	Main Applicant	Joint Applicant
Employed		
Self Employed		
Unemployed		
Retired		

12. Disability or Ill Health

Do you, or does anyone moving in with you, suffer from a life-limiting illnesses, health problem or disability?

No Yes (please provide details in the relevant box below)

Type of Disability	Person Affected
Visual Impairment	
Mental Health problems	
Hearing Impairment	
Learning Disability	
Mobility Impairment (difficulty getting around)	
Other (please state)	

13. Rent History

If you, or anyone else included in this application, have outstanding rent arrears please provide details in the box below:

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If you, or anyone else included in this application, have ever been the subject of an eviction order or anti-social behaviour order, please provide details in the box below:

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14. Other support

Do you receive support from any of the following? *(Please provide details below)*

	Main Applicant	Joint Applicant
Social Services		
Private Carers		
Probation		
Any other Support provider or family member		

15. Rehabilitation of Offenders Act (1974)

Do you, or anyone else included in this application, have any convictions or cautions (spent or unspent under the rehabilitation of offender's act 1974)?

No Yes (please give details/dates of offence(s) and sentence(s) below):

16. Connection

We treat everyone fairly regardless of any connection with New Outlook.

Are you, or the joint applicant, related to any staff or Board member of New Outlook?

No Yes (please provide details below):

17. Eligibility and immigration status

We cannot include certain people who are 'Persons from abroad' on our housing register. Please answer the following questions. You will be required to provide supporting documentation at the assessment stage.

	Main Applicant	Joint Applicant
If you are a citizen of another country, do you have the right to reside in the UK?	Yes / No	Yes / No
Are you subject to any immigration controls? (If yes, please supply your status)	Yes / No	Yes / No

18. Equality and Diversity

We operate a non-discriminatory Allocations Policy. We ask for the following information to help us ensure that all applicants are treated fairly and that everyone receives a service that takes account of their needs.

You do not have to answer these questions – it will not affect your application or priority status.

Please tick the appropriate box of how you would describe your ethnic origin.

Main Applicant	Joint Applicant		Main Applicant	Joint Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	Asian or Asian British Indian	<input type="checkbox"/>	<input type="checkbox"/>	Black or Black British Black Caribbean
<input type="checkbox"/>	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>	Black African
<input type="checkbox"/>	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>	Other, please state <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Other, please state <input type="text"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Mixed Heritage White and Asian	<input type="checkbox"/>	<input type="checkbox"/>	White British
<input type="checkbox"/>	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Irish
<input type="checkbox"/>	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	<input type="checkbox"/>	Other, please state <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Other, please state <input type="text"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>	Chinese or other ethnic group Chinese
			<input type="checkbox"/>	<input type="checkbox"/>	Other, please state <input type="text"/>

How would you describe your religion?

Main Applicant	Joint Applicant		Main Applicant	Joint Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	Religion Christian	<input type="checkbox"/>	<input type="checkbox"/>	Hindu
<input type="checkbox"/>	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	<input type="checkbox"/>	Buddhist
<input type="checkbox"/>	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	<input type="checkbox"/>	Sikh
<input type="checkbox"/>	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>	Other, please state <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	No religion			

18. Equality and Diversity (Continued...)

How would you describe your sexual orientation?

Main Applicant	Joint Applicant	Sexual orientation	Main Applicant	Joint Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>	<input type="checkbox"/>	Lesbian
<input type="checkbox"/>	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	<input type="checkbox"/>	Prefer not to say
<input type="checkbox"/>	<input type="checkbox"/>	Gay	<input type="checkbox"/>	<input type="checkbox"/>	Own words
					<input type="text"/>

19. Source of referral

Where did you hear about New Outlook?

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20. Additional Information

Please use this space to tell us anything you think we may need to know to support your application.

21. Declaration and Signature(s)

This must be signed before submitting your application.

Housing fraud - It is a criminal offence to knowingly provide a false statement or withhold information to assist you in obtaining accommodation with New Outlook. We will take legal action against anyone found committing an offence and may also seek possession of any property obtained.

Confidentiality - New Outlook is the Data Controller for all personal data collected in this application. We collect personal information under legal obligation to allow us to provide administration for your application. We may share your personal information with third parties where required to by law or where it necessary to process your application. Full details can be found in our GDPR policy.

Please read this declaration carefully before you sign and date it. If you are making a joint application, both applicants must sign. Once you sign and date this form it becomes a legal binding document. If there is any part of this declaration that you do not understand, it is your responsibility to find someone to explain it to you or contact a member of our team, who will be happy to explain anything you do not understand.

To the best of my knowledge and belief the information that has been provided on this form is true, complete and correct.

I will immediately declare any changes in this information.

I understand that if I give false or misleading information or I omit information for the purpose of obtaining accommodation, it may be regarded as a criminal offence and action could be taken against me, including refusal of my application, court action and recovery of property.

I understand that the information I have provided will be used to help determine my eligibility for housing, and that any information given by me relating to this housing application, or given with my consent for others, will be placed on New Outlook's housing register. Where other people's personal information is given on the form, I confirm that they have consented to its use.

I give permission for you to contact individual agencies referred to by me on this form, if necessary, and also other individuals and agencies in order to process my application.

Applicant's signature

Date

Joint Applicant's signature

Date

Office use

ID and proof supplied	Please tick
Identity	
Address	
UK residential status	
Benefit	
VI	
Rent	

Outstanding ID & Proof	Date Received

Application Accepted / Declined (delete as appropriate)

Reason for decline

Assessment Booked

Scheme	
Date	
Carried out by	

Notes