



Guide to Completing your Housing Application Form

Hafod Housing Association







Housing application form explained

This guide will help you to complete your housing application form. It explains the questions we ask, so you can fully complete the form in order to get all the points you are entitled to. The guide follows the order the questions are asked on the form and provides explanatory notes to assist you.

Page 1 – Personal Details

You are asked to complete your and/or your partner's personal circumstances in Section A such as your:

- Title – In order to help us address you correctly please note whether you are a Mr / Mrs / Ms / Miss or Other.
- Surname – your last name.
- First Names – please insert all of your first names to help us identify you from other applicants.
- Date of Birth – this helps identify the types of properties you are eligible for.
- National Insurance Number - Please include this as this helps us identify you from other applicants with similar names.
- Present Address - Where you are currently living - if you have no fixed abode it is essential you give a contact address.





- Date you moved to this address – So we know how long you have been living in your current circumstances.
- Contact address and telephone number – if different from 'present address' so we can contact you.
- Landlord's name and address – So we can request a landlord reference.

Previous application – If you have previously made a housing application to Hafod please give us all the details so we can trace the paperwork.

Previous convictions – Please tell us about any previous convictions (not including 'spent' ones) that apply to any

persons applying on the application. We will use this information to assess your suitability for re housing in our accommodation. All information will be treated in the strictest of confidence.

If you wish to apply for housing with a partner who lives in a different address to you please provide his/her address and contact details.

PAGE 2 – FAMILY DETAILS

Please list all people living at your present address and those who are not living with you now but who need rehousing with you. This will help us identify whether you are living in over crowded accommodation or whether you are under-occupying your property. If you are sharing your accommodation with other people who will not move with you note their details in this section to help us work out your overcrowding points but remember to indicate that they will not be moving with you.



If you are expecting a baby please indicate the expected due date and provide confirmation of your pregnancy (such as a copy of an ante natal card) for our records. Once the baby has been born, you will be expected to provide a copy of the birth certificate as this may mean that you are entitled to be considered for larger accommodation.

Your Previous Addresses

It is important for us to get a picture of where you have been living for at least the last

4 years. Please provide full details of all addresses for this time, if you need to complete the details on a separate sheet of paper. Please note we will seek references from these landlords to consider your suitability as a tenant.

Question 1 – At your current home are you?

Points will be awarded according to the type of accommodation you are living in. Points are awarded according to the security you have in your housing. If you have lived in Council or Housing Association accommodation before please supply full details.





Question 2 – Is your current home?

We need to know the type and size of accommodation you live in, so that we can award points according to the need of the applicants needing re housing.

Overcrowding points are awarded for the following:

- Lacking a separate bedroom for a single adult aged 17 and over.
- Lacking a separate bedroom for a single adult/couple.
- Lacking a separate bedroom for each child (except where there are same sex children with less than a 5 year age gap)

Please note a bedsit is treated

as a living room, points are awarded for lacking bedrooms in these cases.

Points will be awarded to applicants living in rented accommodation that is too big for them (under occupation). Points are also available to owners over 55 who are under occupying.

Question 3 – Shared facilities

Points will be awarded if applicants are sharing any of the following;

- Bathroom
- Toilet
- Kitchen

Question 4 – Floor level

Where applicants are vulnerable (i.e. with children under 5, OAP's or disabled), and have to climb stairs to their current accommodation, they will be awarded points.

Question 5 – Heating

Applicants will be awarded additional points where the current home has no heating at all.



Question 6 – Major repairs required

Points can be awarded if the property you are living in is in poor condition such as:

- Lack of repair likely to endanger health (poor insulation, extensive damp penetration, inadequate lighting and ventilation)
- Dangerous electrical installation or structural instability or serious disrepair.

Please note that evidence will be required from the Environmental Health Department before these points are awarded.





Question 7 – Access

We will try to accommodate your housing needs if you have access to a child/children, however points can only be awarded when documentary proof is provided such as a letter from your solicitor or the child / children's parent / legal guardian.



Question 8 – Support to families/employment

Points will be awarded in the following circumstances;

- A need to move area in order to give or receive support
- Needing to move area to secure employment
- An MOVEUK Nomination / transfer request

Proof or supporting documentation will be required to qualify for these points. Please note you can **ONLY** select the area close to where you will be giving support or taking up employment.



Question 9 – Medical

Medical points are only awarded if our property will alleviate the problem. As an example if you are living in a top floor flat (without access to a lift) and have become physically disabled so that you can no longer climb stairs a property with ground floor

access would benefit your needs and so medical points can be awarded.

Proof or supporting documentation will be required to qualify for these points.

Question 10 – Any other reasons

You may also qualify for additional points if you can demonstrate any of the following;

- Currently suffering verbal nuisance or harassment.
- Currently suffering domestic violence (mental or physical).
- Couples living in the same property following a relationship breakdown.
- Applicants living in ‘move-on’ accommodation managed by Hafod Care, Wallich Clifford, Llamau, CASH and Care and Repair.



If you are or your partner are related to a member of Hafod Housing Association's staff or any Committee Member your application will have to be approved by the Association's Board before it can be dealt with.

DECLARATION AND SIGNATURE

We cannot process your Housing Application Form unless you have signed the declaration.

MISREPRESENTATION

We would like to remind you that anyone who is found to have put false information on his/her Housing Application Form will not be considered for a tenancy. In addition, the Association will take legal action to repossess the property of any applicant who has obtained housing accommodation by misrepresentation / falsehood.

AREAS PREFERRED

If you wish to be considered for sheltered accommodation (over 55 years of age) you can request a separate leaflet that explains this service in more detail.

We suggest you complete this section after reading the 'Area of Choice' and the 'Properties Let' leaflets so that you can clarify which areas have the types of property you require and how often these areas become available for letting. So for example you may wish to live in a 3 bedroom house in a particular area and the 'Area of Choice' leaflet indicate that the

Association has a number of 3 bedroom houses in this area but the 'Properties Let' leaflet indicate none were available for letting last year, as a result you might want to widen your areas of choice.



If you have difficulty with reading or writing, or English / Welsh is not your first language and you would like to be dealt with in another language or braille please let us know.

Change Of Address

If you change your address after completing a Housing Application Form you must complete a new form. Your housing need can only be considered for the accommodation you are currently living in. Any offer of accommodation that may arise will be withdrawn if you have moved addresses without completing a new Housing Application Form.

EQUAL OPPORTUNITIES

We ask that you complete this section to help us check whether we are being inclusive and allowing all sections of society to have access to our services. This information is kept confidential.

All applicants are dealt with on the basis of their housing need and not on the basis of their race, colour, nationality or ethnic origin. However if you have special needs as a result of your race, colour, nationality or ethnic origin we will take this into consideration.



What if my circumstances change?

You should contact us as soon as possible. You may be asked to complete another application form. A change in your circumstances may change your points total and possibly your priority on the waiting list.

Reviews

Please note that we review our waiting list every 6 months to ensure that those people on our waiting lists still wish to be rehoused and that their circumstances have not changed. Please note that if you fail to return your Review Form within the specified timescale your name will be removed from our waiting list.

Stay in Contact

Once you are accepted onto the waiting list we suggest you contact us at least twice a year to check that you are still on the waiting list and to ensure review forms are completed on time and have been received by us.



Assistance

If after reading this booklet you are still struggling to complete the Housing Application Form please do not hesitate to contact your Area Office for help.

Please send your completed form to your nearest Area Housing Office

Hafod Housing Association,
14/18 Queen Street,
Bridgend.
CF31 1HX
Tel (01656) 655045

Hafod Housing Association,
93, Cardiff Road,
Taff's Well,
Cardiff,
CF15 7PL
Tel (029) 2081 5230

Hafod Housing Association,
76, Heol Maes Eirwg,
St. Mellons,
Cardiff.
CF3 0JZ
(029) 2077 9841





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