

*Carmarthenshire Housing
Choice Register*

Guidance Notes for Completing the Housing Application Form



Tai Cymdogaeth



Cymdeithas Tai Bro Myrddin
Bro Myrddin Housing Association



FAMILY HOUSING
ASSOCIATION (WALES) LTD



This document will give you some guidance to fill in the housing application form correctly. If you miss out any questions, we may have to send the form back to you and your application will be delayed.

We will accept applications in other formats if you have difficulty filling in the standard form as a result of disability. If you need the application form in another format (such as large print), please contact the department shown in the form.

Our staff carry out all assessments and offer social housing in line with our published policy. Local councillors or board members of housing associations are not involved in offering housing.

Housing options available to you

So that we can assess what type of housing is most appropriate to you, you need to tick the relevant boxes and fill in the relevant sections in the form.

If you are applying for social housing with the council or housing associations, you will be registered with all the organisations involved and considered for available properties with all organisations.

Mutual exchange

A mutual exchange is for tenants who want to exchange properties with another suitable tenant. To find a suitable exchange, you must use your own efforts to find a property – you can find details of these in the offices of each organisation.

If you have found a person to exchange with, you need to fill in the relevant sections of the housing application and also fill in a mutual exchange form (which are available from each organisation).

Affordable housing for sale

Affordable housing is good-quality housing for sale which is within the reach of local people on average or below-average incomes.

Private rented sector

To meet the growing demand of social rented housing, we work with private landlords. We **may** be able to help you get a property within the private rented sector and help you with a 'bond'. This means we can help you by paying some of your rent in advance for that property. You can phone the Bond Scheme on 01554 740012 for more information. For you to be considered, you need to fill in the relevant sections in the form and tick that you are interested in housing within the private rented sector.

Section 1: Your details

Please enter your details fully and clearly. Please also provide details for your partner (if you have one). When entering phone numbers, please give the codes where appropriate.

For question 9 if you do not have an e-mail address you can leave this section blank.

For question 10, please tick 'Yes' or 'No' to say whether you or your partner are employed. If 'Yes', please give the name and address of the employer. If you are not in employment, please tick the 'Yes' or 'No' box for all other categories.

Section 2: Household details

For this section we need to know about everyone you live with. We also need to know if there is anyone who is pregnant or if you have access to children.

For question 11, please give details of everyone you currently live with. Then put a tick in the column 'who will move with you' to show who will move with you.

For question 12, please tick 'Yes' or 'No' if any member of your household is pregnant. If 'Yes', please say who and give the date the baby is due. We will also ask you to provide proof of pregnancy.

For question 13, please provide details of any child access arrangements. Fill in the relevant columns and under 'Access arrangements' say how often and when they stay with you (such as weekends, mid-week and so on).

Section 3: Current property details

For this section please provide your full address of where you and your partner currently live. If we can't contact you at this address, please provide another address where we can write to you. Also tell us what type of property you live in, the number of bedrooms it has, how many you occupy and the type of heating it has.

Within this section you should also tell us if there are any other housing issues related to your tenancy that we need to be aware of.

If you are in hospital, tell us the date you went in and the likely date you will come home.

You should provide your addresses for the last five years. If there is not enough space, please provide this information on a separate sheet of paper and insert it in the form. If your partner's previous addresses are different from yours, provide this information also.

For question 27, tick 'Yes' or 'No' if you are applying for accommodation because of the physical condition of your property. Then in the space provided give details of the problems and the condition. We may contact the Residential Services section in some circumstances so that they can assess your property.

Section 4: Personal needs

Medical circumstances

For question 31, please tick 'Yes' or 'No' to say whether anyone suffers from a medical condition or illness that would be improved by rehousing. If 'Yes', you need to provide details of the condition or illness and how it can be improved by rehousing. You should also provide a letter from your GP that will support your application.

For question 32, please tick 'Yes' or 'No' to say whether anyone has a disability that affects the type of property you are looking for. If 'Yes', please give details of the disability and what type of housing is needed (such as one with a stairlift, a walk-in shower or handrails).

Social circumstances

For question 34, please tick 'Yes' or 'No' to say whether anyone suffers from any social circumstances which can be improved by rehousing. By social circumstances we mean any harassment, victimisation or abuse, the need to move nearer to facilities and so on. If 'Yes', please give as much detail as possible of why you need to move. If necessary, please provide support letters.

For question 35, please tick 'Yes' or 'No' if you need to move to receive or provide care. If 'Yes', provide details of your carer and their address, or the details of the person you are providing care for.

Sheltered housing

The type of sheltered housing varies and the sheltered housing waiting list will consider you for properties listed in the sheltered housing booklet. The questions within this section are for the sheltered waiting list only and you need to tick 'Yes' or 'No' to each of the questions asked. If we need more information, we will contact you.

Section 5: Financial information

For question 38, please tick to show whether you or your partner receive any of the incomes listed.

Section 6: Other information

For questions 39 to 43, please tick 'Yes' or 'No' where relevant. If you tick 'Yes' to any of them, you must provide the details we ask for. It is important that you fill in this section correctly and truthfully, otherwise we may take your application off the register.

Section 7: The accommodation you would like

In this section you need to tick the relevant boxes to tell us what size and type of property you would like us to consider you for. You also need to tell us what type of heating would be acceptable.

For part 48, you may list as many areas as you want, but we will consider you for all estates in that area unless you say otherwise. You can find a list of all the areas (and types of properties within them) in the booklet provided in the pack.

You will be considered by all organisations for housing that is available as long as that organisation has properties in the areas you are asking for.

Section 8: Declaration

You must read this section carefully. If there is anything you do not understand, you should contact an office for further advice. Otherwise, you must sign and date the form. If someone else filled in the form for you, that person should sign and date in the space provided.

You should also be aware that it is an offence to deliberately make a false statement or knowingly withhold information, which all organisations have reasonably asked for. If you are found guilty of such an offence, you may be removed from the register or have to pay a fine up to £5000.

Also, if you get a tenancy and have:

- done so by providing false information;
- caused any antisocial behaviour while at your property; or
- caused any damage in your property;

we may take legal action against you and apply to the courts to repossess the property.

Equal opportunities form

We also ask you to fill in the equal opportunities monitoring form to make sure our equal opportunities policy is effective. However, you do not have to fill this in if you prefer not to.

Other information

How long will I be waiting for a home?

It is impossible to say how long you will have to wait for a home. The length of the wait depends on:

- your points;
- the areas you have asked for; and
- the number of properties that become available.

The demand for a home could vary greatly between areas. We will provide regular updates on our website, in customer service centres and in each housing association on the types of properties that have been offered and the total number of points the successful tenant had. This will give you an idea of which areas you are most likely or unlikely to be successful for, and may show that you need to widen your choice of property type and areas.