

Registration number	
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HOME SEARCH APPLICATION FORM

If you would like this form in another language or format please let us know.

You must answer all of the questions on this form. If you do not answer all of the questions your application will not be registered with Home Search. When complete, please return to: Home Search, One Vision Housing, Atlantic House, Dunning's Bridge Road, Bootle, Merseyside L30 4TH. (Please ask if you need help to complete the form or require a translation. See the Information pack for more details).

1. APPLICANT DETAILS

Applicant - Full name: **Title:** Mr / Mrs / Miss / Ms

Date of birth: **Marital status:** Single / Married / Civil partnership / Divorced

National Insurance number: **Previous names:**

Telephone number(s) Home: **Work:**

Mobile: **Email:**

Joint applicant - Full name: **Title:** Mr / Mrs / Miss / Ms

Date of birth: **Marital status:** Single / Married / Civil partnership / Divorced

National Insurance number: **Previous names:**

Telephone number(s) Home: **Work:**

Mobile: **Email:**

Relationship to applicant:

2. CURRENT ADDRESS

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..... **Postcode:**

Is this property a: Bedsit / Flat / Bungalow / House / Other (please state)

Date you moved in: **Are you a:** Lodger / Tenant / Owner

What floor do you live on? i.e. Ground, First: **How many bedrooms are there?**

Current Landlord's name and address:

..... **Postcode:**

Contact address (if different from above):

..... **Postcode:**

Please tell us why we need to contact you at this address:

.....

3. PREVIOUS ADDRESSES

Please list your previous addresses for the last five years. Please tick Lodger (L) Tenant (T) or Owner (O).

Applicant - Address	Date moved in	Date moved out	L	T	O

Joint applicant - Address	Date moved in	Date moved out	L	T	O

4. PEOPLE YOU LIVE WITH AT YOUR CURRENT ADDRESS

Please state the people who live with you now and also those who will live with you when you move. Please also state if they are Male (M) or Female (F). You will need to provide proof that any children included on your application are resident with you. If you are pregnant please provide proof of expected due date.

Name	Live with you now	Will live with you	Relationship to applicant	Date of birth	M/F

5. MUTUAL EXCHANGE

If you are a council or housing association tenant, you can be considered for mutual exchange. This service is free of charge if you are currently a tenant of OVH or Arena Housing. You can find information about mutual exchanges in the 'Finding a home' section of our website, alternatively you can visit www.homeswapper.co.uk or you can also phone us, or visit your local Neighbourhood Office for more details.

6. DISABILITY

Do any of the following apply to you, or someone else on your application?

Visually impaired / Hearing impaired / Physically impaired / Mental health issues / Learning disability /
Speech impaired / Other (please state)

If not you, who does this apply to?

Are you a wheelchair user? Yes / No **If yes, is this for use:** Indoor / Outdoor / Both

If not you, who is the wheelchair user?

7. FINDING A HOME

Do you understand how to find out about homes available for letting and how to express an interest (bid) when they are advertised? Yes / No

We use a proxy service. This means someone can bid on your behalf. If you would like someone to do this please provide the name and address of the person that you wish to act on your behalf.

Name and address:

Postcode:

Telephone number: Relationship to you:

If there is no one to act on your behalf a Home Search Officer can do this for you in some circumstances. Please contact a Customer Service Advisor for more information on **0300 365 1111**.

8. ADDITIONAL SUPPORT

Do you receive support from anyone? Yes / No Do you give support to anyone? Yes / No

If yes, who? Name and address:

Postcode:

Telephone number: Relationship to you:

What support is given to you / what support do you provide?

9. INCOME

Please give details of your income and joint applicants' income. This information does not affect your application, but it will help us to assess whether you are entitled to Housing or Council Tax Benefit or will need help paying the rent.

	Applicant	Joint applicant
Normal weekly take home pay		
Total weekly amount from pensions		
Total weekly amount from benefits (excluding Housing/Council Tax Benefit)		
Total weekly amount from other sources		
Total		

Applicant - Name, address and phone number of employer (if applicable):

How long have you been with this employer? Years Months

Joint applicant - Name, address and phone number of employer (if applicable):

How long have you been with this employer? Years Months

13. EQUALITY AND DIVERSITY

One Vision Housing is committed to delivering high quality services equally regardless of age, gender, transgender, disability, racial origin, religious beliefs or sexual orientation. To help us to monitor our policies and procedures, we would be grateful if you would answer the following questions. The information you provide will be treated confidentially and will only be used for monitoring purposes. It will **not** be used to determine whether or not you are accepted onto the housing register or whether you will be made the offer of a property.

For the **Applicant**, please tick the squares below for each question. If there is a **Joint applicant**, please tick the circles for each question.

Gender

Is your gender identity the same as the gender you were assigned at birth?

- Yes
- No

What is your current gender?

- Male
- Female

Age

- Under 18
- 18 to 24
- 25 to 59
- 60 to 74
- Over 75

Religion or belief

- No religion
- Bahai
- Buddhist
- Christian
- Hindu
- Jain
- Jewish
- Muslim
- Sikh
- Other (please state)
- Prefer not to say

Sexual orientation

- Bisexual
- Gay Woman/Lesbian
- Heterosexual
- Gay Man
- Other (please state)
- Prefer not to say

Ethnic origin

What best describes your ethnic origin(s)?

Asian or Asian British:

- Indian
- Pakistani
- Bangladeshi
- Other (please state)

Black or Black British:

- Black Caribbean
- Black African
- Other (please state)

Chinese or other Ethnic Group:

- Chinese
- Gypsy
- Traveller
- Other (please state)

Mixed:

- White and Black Caribbean
- White and Black African
- White and Asian
- Other (please state)

White:

- British
- Irish
- Other (please state)
- Prefer not to say

Language

Is English your first language?

- Yes
- No

If no, please state language

14. DECLARATION

Any information given will be completely confidential and will be considered only in relation to an application for accommodation by virtue of the Rehabilitation of Offenders Act 1974. Any processing of the information you have provided on this form will be in accordance with The Data Protection Act 1998 and The Crime and Disorder Act 1998.

Have you or anyone on your form been convicted of any criminal offence, including action for any racially motivated offence, or had legal proceedings taken for anti-social behaviour? Yes / No

Do you or does anyone on your form owe money to a Local Authority, Housing Association or previous landlord? Yes / No

Have you or has anyone on your form ever been evicted from a previous tenancy? Yes / No

Are you or is anyone on your form related to a Councillor, Board Member or an employee working for One Vision Housing? Yes / No

If you have circled yes to any of the above please give details including dates (use additional sheets as necessary):

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I **declare** that the information I have given is full, true and correct. I understand that any false or misleading information, given by me or anyone acting on my behalf, may lead to legal action. I also understand that this action may result in loss of any tenancy granted by One Vision Housing or a fine imposed by the courts.

I **understand** that One Vision Housing may need to conduct checks with other agencies and I authorise those agencies to release information to them on my behalf.

I **understand** that my form will be returned to me and/or my application cancelled if I have not given all of the information required.

Applicant - Signed: Date:

Joint applicant - Signed: Date: