

**FOR OFFICE USE ONLY**

Registration number .....

1. App reason.....

2. Property details.....

Housing Services  
Cedar Wood House  
2d Fulbourne Road  
Walthamstow

E17 4GG

Telephone: 020 8496 3000

Email: housing.registration@walthamforest.gov.uk



# Housing Application Form

**CONFIDENTIAL**

## For Council and non-Council tenants

Please write clearly and tick the appropriate boxes where required. If you need help to fill in the form please telephone 020 8496 3000 and ask for the Housing Registration Team. Any changes in your circumstances such as change of address must be reported to the Housing Registration Team if you wish to stay on the list.

### Who can apply on the Housing Register?

This authority has an open register and all applicants over the age of 16 years are entitled to apply for housing.

The assessment process and priorities are described in more detail in the Council's published Allocation Scheme, which can be sent to applicants on request. It is also available on the website [www.walthamforest.gov.uk/housing](http://www.walthamforest.gov.uk/housing)

### Who cannot apply?

The following categories will not be eligible to apply for housing:

#### 1) Unacceptable behaviour (anti-social behaviour)

If you or a member of your family have been successfully convicted by a Court for the above offence, dependent on dates and conditions.

Have you ever been served with a Notice to Quit because of unacceptable behaviour or rent arrears?

YES  NO

If yes please give details: .....

#### 2) People who are subject to immigration control

This includes people from abroad who have not been given exceptional or indefinite leave to remain in this country.

#### 3) People from the EEA, A8 and A2 countries who are subject to work restrictions

If you are not sure of your status please tick the box

<b>1. Are you a Council tenant?</b>		YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>2. About Yourself</b>		<b>About your partner</b>	
Family name/ or surname		Family name/ or surname	
First name(s)		First name(s)	
Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/>		Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/>	
<b>3. Address</b>			
		Postcode	
Contact address (if different)			
		Postcode	
Email address			



<b>10. Language</b> What is your spoken language?
Which language do you prefer for written correspondence?
Do you need an interpreter? YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>11. Your sexuality</b> Please tick the relevant box
Are you: Heterosexual <input type="checkbox"/> Gay <input type="checkbox"/> Lesbian <input type="checkbox"/> Bisexual <input type="checkbox"/> Prefer not to state <input type="checkbox"/>

<b>12. Your religion</b> Please tick the relevant box
None <input type="checkbox"/> Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Jewish <input type="checkbox"/> Other <input type="checkbox"/>
If 'other' please specify:

<b>13. Ethnic Origin</b>	<b>Self</b>	<b>Partner</b>	
White British			
White Irish			
Any other White background			Please specify:
Black or Black British: Black African			
Black or Black British: Black Caribbean			
Any other Black background			Please specify:
Asian or Asian British: Indian			
Asian or Asian British: Pakistani			
Asian or Asian British: Bangladeshi			
Any other Asian background			Please specify:
Mixed: White and Black African			
Mixed: White and Black Caribbean			
Mixed: White and Asian			
Any other mixed background			Please specify:
Chinese			
Other ethnic origin			Please specify:
Prefer not to state			
Your nationality			

<b>14. Monitoring Disability</b>
Do you consider yourself or a member of your household to have a disability as defined in the Disability Discrimination Act 1995. The Act defines disability as: “a physical or mental impairment which has substantial and long-term effect on a person’s ability to carry out normal day to day activities”. YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Disability/Health and Support needs</b>
Does anyone on your application suffer from a disability or ill health, which affects their ability to manage in their present home? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, how many people are affected?
<b>We will send you a Disability Questionnaire to complete</b>
Would anyone on your application be adversely affected by living in any other type of accommodation for example places with stairs YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please state their name(s) and why:

<b>15. Support needs</b>	
If you believe you belong to any of the following groups, please tick the relevant box(es):	
Young people (16/17 years old) <input type="checkbox"/>	Young people leaving care <input type="checkbox"/>
People with mental health needs <input type="checkbox"/>	People with learning disabilities <input type="checkbox"/>
People with hearing impairment/deaf <input type="checkbox"/>	People with visual impairment/blind <input type="checkbox"/>
People with substance misuse problems <input type="checkbox"/>	People who are street homeless <input type="checkbox"/>
People with a physical disability <input type="checkbox"/>	Ex-offenders <input type="checkbox"/>
Other <input type="checkbox"/>	
Please enter the name(s) of those in your household who meet any of the support needs above.	

<b>16. What kind of housing do you live in now?</b> Please tick the applicable box.	
Are you a Council tenant?	Are you a Housing association tenant?
Are you squatting?	Are you an owner-occupier?
Does your employer provide your home?	Do you pay rent to a private landlord?
If none of these descriptions fit your situation, please tell us what type of housing you have such as hospital or rehabilitation accommodation:	

<b>17. Please specify the type of housing you live in:</b>			
House	<input type="checkbox"/>	Flat	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	Bedsit	<input type="checkbox"/>
Do you share your home with relatives?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you share your home with non-relatives?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you live in self-contained accommodation please complete the following:			
How many bedrooms do you have?		How many double bedrooms do you have?	
How many single bedrooms do you have?		How many living rooms do you have?	

<b>18. Floor level:</b>	
If you do not live on the ground floor, do you have a lift?	YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>19. Rented accommodation</b>	
What is your landlord's name?	
What is your landlord's address?	
Please give your landlord's telephone number if known	
How much rent do you pay each week or month?	£                      week/month
What kind of tenancy agreement do you have?	
Assured shorthold tenancy <input type="checkbox"/>	Service tenancy <input type="checkbox"/>
Protected tenancy <input type="checkbox"/>	Licence agreement <input type="checkbox"/>
If you are concerned about losing your tenancy and would like advice, please tick the box <input type="checkbox"/>	

<b>20. Do you or anyone on your application own the freehold or leasehold of any property (including business premises) now or within the last five years? YES <input type="checkbox"/> NO <input type="checkbox"/></b>
If YES, please give details:

# Schemes for Council tenants and Key Workers

## 21. Portable discount scheme

This scheme is currently suspended.

## 22. New Build Homebuy

This will enable you to buy a share in a new-build property built by a housing association. You can buy a 50% share of a new home and pay rent on the remaining share of the home owned by the housing association. You could buy more shares later on.

## 23. Resales

You may have the opportunity to take over the lease from an existing leaseholder and pay rent on the remaining share of a home owned by a housing association. You could buy more shares later on until you have full ownership.

## 24. My Choice Homebuy

This will help you buy up to 50% of the value of a property. The rest would be funded through a conventional mortgage with a Financial Services Authority regulated lender. You would pay a low rate of 1.75% interest per year on the equity loan funded by one of eight housing associations, acting as equity loan providers. The rate you would pay on the standard mortgage would depend on the deal selected through the mortgage providers.

## 25. Ownhome

This scheme allows you to buy up to 40% of the value of the property in an equity loan from Places for People and pay no interest for the first five years on the loan. A low interest rate then applies from 1.75% interest per year to 3.75% interest per year after 11 years. The remainder would be funded through a conventional mortgage with the Cooperative Bank.

## 26. Right to buy

If you are a secure council tenant you usually have a legal right to buy the home you are renting (unless it is sheltered housing or it is built especially for the elderly or those with special needs).

For more information about this scheme contact Ascham Homes Direct on 020 8496 4197.

## 27. Mutual exchange scheme (for council and housing association tenants)

This scheme is currently unavailable. If you are a permanent housing association or council tenant and are interested in swapping your home with another tenant, please contact the Allocations, Choice and Mobility Team on 020 8496 3000. Visit [www.homeswapper.co.uk](http://www.homeswapper.co.uk) for more information.

## Other schemes

### 28. The Moving on Up scheme

The Moving on Up Scheme helps people move from the south of the UK where there is a short supply of social housing to the Midlands and the north of the country. These are areas where there may be empty properties or shorter waiting lists. If you are interested in this scheme, please contact Allocations, Choice and Mobility Team on 020 8496 3000 or email [movingon.up@walthamforest.gov.uk](mailto:movingon.up@walthamforest.gov.uk)

### 29. Shared housing

Would you accept shared accommodation? This is when you have your own bedroom but share a kitchen and bathroom with other tenants. If you are interested, please tick the box

### 30. Sheltered housing

Are you interested in sheltered housing? To apply you will need to register on the Council's housing register and be aged 50 years and over. We also welcome applications from customers in other boroughs that may have a connection with the Waltham Forest area. If you are interested, please tick the box

**31. Useful Transfer Scheme**

The Council needs more family sized properties in Waltham Forest. If your current Council or Housing Association home is larger than you need, we can help you to move to a smaller property of your choice (subject to suitable vacancies). A smaller property may also save you money and be easier to keep clean. A cash bonus is available for people who move to a smaller home. If you are a Waltham Forest Council tenant and wish to move to a smaller property please tick the box.

**32. For applicants living outside of Waltham Forest**

If you are applying because you need to be near immediate family in Waltham Forest, please give their name and address below.

Name
Address
Postcode
Please state their relationship (for example mother, brother)

If you are applying because you have permanent employment in Waltham Forest that is too far for you to commute, please state the name and address of your employer. You must be permanently employed for at least 6 months

Name of employer
Address

**33. Other information**

Have you any reason to think that you may lose your present home    YES <input type="checkbox"/> NO <input type="checkbox"/>
If you have answered <b>YES</b> , please say why:

**34. Personal Statement**

Please tell us why you need Council accommodation, and explain any problems that significantly affect your need for housing that have not been covered by this form. Is there any area or type of housing you feel you could not live in? If so, please state your reasons. Under the Choice Based Lettings Scheme you will be able to bid for any property in any area. However, it would be useful for us to know where you would ideally like to live. Please list your preferences.


Are you or any other member of your Household related to a Waltham Forest Councillor or Council Officer? YES  NO  If yes, please give details:


### 35. Contact with other agencies

Please tell us if there are other agencies or organisations that know about your needs and who would support your application.

Name	Name
Address	Address
Telephone number	Telephone number
Person to contact	Person to contact
Name of the person in the household known to the agency	Name of the person in the household known to the agency
Please sign below to give your permission for us to contact them	
Signed	Date

### 36. Reporting changes in your circumstances

You must keep us informed of any changes in your circumstances. If you move and do not tell us within three months, your application will be cancelled. If you apply again, your application will start as new.

Before signing this form please check that you have answered all the questions. If any replies are incomplete it may delay your application.

#### How we use your personal information

The Council will use the information you have provided in this form to process your housing application, to determine your eligibility for housing and to ensure that any subsequent tenancy and support services are suitable for your needs.

The Authority is under a duty to protect the public funds it administers and may use the information you have provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with Housing Benefits, housing associations to whom you have been nominated and other bodies administering public funds, solely for these purposes.

You have the right to request a copy of the personal information that the Council holds about you (a fee may be charged) and also to correct any inaccuracies in your information. Should you wish to exercise these rights, please contact your housing adviser.

Please indicate your consent to the above by ticking the box and signing the declaration below.

I agree to the Council using and sharing my information with other housing providers in the manner set out above.

#### DECLARATION

The information I have given is accurate. I understand that if I obtain accommodation by giving inaccurate information, the Council may take legal action to recover the property.

I also agree to give Waltham Forest Housing Services authority to contact any organisation it needs to for information that it needs in connection with this application.

**Your signature**

**Date**