



**UNDER OCCUPANCY**

**Priority Application Form**

[www.waverley-housing.co.uk](http://www.waverley-housing.co.uk)



If you are the Tenant of a Registered Social Landlord and have one or more spare bedrooms in your current property, you may be eligible for under-occupancy priority. Silver Priority is awarded for under-occupancy. We may visit you or contact your landlord for verification purposes. If you are awarded priority for under-occupancy, you can only apply for properties with a lesser number of bedrooms than you currently have. To apply for under-occupancy priority, please complete the following details:-

**APPLICATION No:**

**Name:**

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**Address:**

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**Email:**

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**Contact No:**

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**How many bedrooms are there in your property?**

**Double**

**Single**

**How many of these bedrooms do you currently use?**

**Double**

**Single**

**Will everyone living at your current address move with you?**

**Yes**

**No**

**Please provide details of your current landlord:**

**Name:**

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**Address:**

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## General Data Protection Regulation

We collect personal information about you and members of your household when you or someone on your behalf applies for housing with Waverley Housing by completing our housing application form, and in any contact, you have with us regarding your housing application. We will collect more personal information if you subsequently become a tenant of ours.

We also collect and share personal information about you from third parties, e.g., references from current and previous landlords on conduct of tenancies held by you.

We will only collect personal information which is necessary to enable us to process your housing application and to subsequently undertake and perform our obligations and duties to you in any subsequent tenancy agreement.

It is a legal requirement that we process data correctly; we must collect, handle and store personal information in accordance with the relevant legislation: -

(a) the General Data Protection Regulation (EU) 2016/679 (“the GDPR”);

(b) the Privacy and Electronic Communications (EC Directive) Regulations 2003 (as may be amended by the proposed Regulation on Privacy and Electronic Communications); and

(c) any legislation that, in respect of the United Kingdom, replaces, or enacts into United Kingdom domestic law, the General Data Protection Regulation (EU) 2016/679, the proposed Regulation on Privacy and Electronic Communications or any other law relating to data protection, the processing of Personal Data and privacy as a consequence of the United Kingdom leaving the European Union.

Any personal data or sensitive personal data provided by you to us will be processed and held in accordance with the above legislation and will be used specifically for the purposes of processing your housing application onto our housing list and for managing any contract of tenancy with us thereafter. Our Privacy Policy and Fair Processing Notice explain further and are available on our website [www.waverley-housing.co.uk/privacy-policy/](http://www.waverley-housing.co.uk/privacy-policy/)

**I confirm that the information given on this form is true.**

**Signed** \_\_\_\_\_  
Main Applicant

**Date** \_\_\_\_\_

**Signed** \_\_\_\_\_  
Joint Applicant (if applicable)

**Date** \_\_\_\_\_

**Waverley Housing will produce this information on request in,  
Large Print and other languages.  
To find out more, please telephone 01450 364200.**



**PLEASE TICK ALL AREAS YOU WOULD CONSIDER MOVING TO**

\* this means that we have very few homes in this area and therefore turnover will be minimal

**Galashiels:**

- Balmoral
- Beech Avenue (incl. Larch & Laurel Grove/Hawthorn Rd)
- Croft Street \*
- Gala Park
- Glendinning/Halliburton
- Lower Langlee
- Torwoodlee
- Tweedbank
- Upper Langlee

**Hawick:**

- Allars Crescent
- Bonchester Bridge \*
- Burnfoot
- Fisher Avenue
- Mayfield
- Newcastleton \*
- Silverbuthall
- Stirches
- Stonefield
- Weensland
- West End

**Jedburgh:**

- Ancrum \*
- Allerley Crescent \*
- Blair Avenue
- Bongate \*
- Bountrees
- Brewster Place
- Grieve Avenue/Lothian Road
- Hartrigge\*
- Headrig\*
- Howdens (Rd/Dr/Cresc)
- Howdenburn Court
- Priors Road/Meadow

**Kelso:**

- Croft Road
- Eschiehaugh\*
- Golf Course
- Heiton
- Inchmyre
- Morebattle\*
- Orchard Park
- The Linn
- Yetholm \*
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**Other:**

- Bowden\*
- Earlston

**Please return this from to:**

Waverley Housing, 51 North Bridge Street,  
HAWICK TD9 9PX

