



# Housing Application Form

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



## Housing Application Form

We have 2 categories of properties which can be applied for:

- Properties with a Closing Date for Applications
- Properties that are Available for Immediate Let

### How do I apply?

You can apply online at [www.waverley-housing.co.uk](http://www.waverley-housing.co.uk) or simply complete this application form and return it to us at:

Waverley Housing  
51 North Bridge Street  
Hawick TD9 9PX

If you need any assistance with completion, please do not hesitate to contact us on (01450) 364200.

### Who can apply?

Anyone, who is 16 years old or more may apply to be on our waiting list for a home.

### What properties can I apply for?

Any property that is advertised can be applied for, providing the property being applied for matches your needs (e.g. would not result in overcrowding). If you apply for advertised properties with the same closing date, you must apply in order of your preference.

### How are homes allocated?

All housing applications are considered according to the personal circumstances of the applicant(s), with medical, social and housing needs of all applicants being taken into consideration and any priority awarded as appropriate.

Our 'Apply by Closing Date' properties are allocated on an applicant's needs; priority and application date basis. Further information can be found in our 'Allocations Policy' and a copy of this can be requested from our Customer Services Team.

Our 'Available for Immediate Let' properties are allocated on a first-come-first-served basis subject to the needs of the applicant.



## **How is my need assessed?**

This will be confirmed from the information provided by you on your application form and any priority forms. This information will enable us to shortlist applicants in greatest need of housing and so it is important that applicants complete the Application Form accurately. Sometimes, applications might take a bit longer to process, due to information needing to be obtained from other agencies and confirmation of some details.

Applicants with particular needs may be entitled to Priority status. This might include applicants who are homeless or threatened with homelessness, who have health issues, are affected by overcrowding, under-occupancy or currently live in unsuitable housing, or are leaving the armed forces, or applicants with other reasons why they need to move to a specific house or area e.g. for support reasons.

## **How will I know my application has been accepted onto the housing list?**

Once we have received and processed your application, you will receive a letter or email to confirm your application reference number and you should subsequently quote this number when contacting the office about anything to do with your application for housing.

## **What should I do if my circumstances change?**

Contact us as soon as possible so that your application can be amended to reflect your current housing need. You may be entitled to priority status due to the change in your circumstances.

## **What if there are other applicants with the same housing need?**

In these instances we will take into consideration the length of time an applicant has had a priority status or has been on our housing list, considering those that have had priority status or have been on the list the longest.

## **How long will I have to wait for a home?**

This depends on the applicant(s) circumstances, and availability of the type of property needed in the preferred area. We will publish allocations on a quarterly basis which includes the length of time a successful applicant has waited for any allocation. This will give applicants a better idea of how long they are likely to wait for a specific type of house or area, to enable better informed choices.



## **What happens when I am offered a home?**

We will contact you preferably by email, telephone or text or, if this is not possible, by letter to confirm your interest in being allocated a property and to verify your housing needs. We will also take up references and discuss arrangements for viewing of the property to be allocated and a potential sign-up date when you will be given the keys to your new home.

## **Can I get further information?**

Yes, contact a member of our Customer Services Team who will be happy to assist in whatever way they can. They can be contacted by phone on 01450 364200 or via email to [CustomerServices@waverley-housing.co.uk](mailto:CustomerServices@waverley-housing.co.uk)

To become registered on our housing list, applicants should complete all sections of this Application Form. Our Customer Services team can assist applicants with completing the form if required and can be contacted on (01450) 364200.

We can produce this application form in alternative formats and languages. If you would like information in another language or format, or require the services of an interpreter, please contact our Customer Services Team on (01450) 364200.



## 1. About you

Do you require an interpreter or someone to help you with communication?

Yes  No

If yes, what language or other help do you require?

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## 2. Right to Reside

Do you and everyone to be housed with you have the right to reside in the UK?

Yes  No

## 3. Your details

Main Applicant details	If you wish a joint tenancy, please provide the joint tenant's details below
Title:	
First Name:	
Last Name:	
D.O.B.	
N.I. Number	
Address	
Town	
Post Code:	
Email:	
Daytime Tel No.:	
Mobile Tel No.:	



## 4. Other Household Members

Please list all members of the household who will be moving with you and tell us about any access arrangements in place for children to be housed with you.

First Name	Surname	Relationship to you	Date of Birth	Access Arrangements How many nights a week?

## 5. Correspondence Address or Support Contact Person

If you prefer correspondence to be sent to a different address or someone else to act on your behalf please answer the questions below.

a) Do you want your mail sent to a different address? Yes  No

b) Do you want someone else to act on your behalf? Yes  No

If yes to either question 5a or 5b please provide details:

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

If yes to 5b, what is the designated support person's relationship to you? \_\_\_\_\_

## 6. Your Current Tenure - Are you currently:

A tenant  an owner  living with friends or family  other

If you are a tenant, please tell us the name, address and telephone number of your landlord.

\_\_\_\_\_

\_\_\_\_\_



## 7. Priority Needs

Please indicate if you, or anyone who will move with you, require housing due to one of the following reasons:

- Homelessness: if you are roofless, sleeping rough or have no fixed abode or are threatened with homelessness
- Medical: If your health is affected by your current accommodation
- Overcrowding: If you do not have enough bedrooms for your family size (as per statutory criteria – see our Allocations Policy)
- Under-occupancy: If you have too many bedrooms for your family size
- Unsuitable property: If you live in a property that is in poor condition or that lacks basic amenities (criteria: Below Tolerable Standard)
- Armed Forces: Are you a serving member of the Armed Forces with less than 12 months to discharge, or have you been discharged within the previous 12 months
- Other Community Needs: If you need to move to provide or to receive care and support, or access essential services, or for any other priority reason not covered above, and require to live as a result in a specific area

(If you tick any of the above, you will require to complete a priority form and circumstances will be verified before any award of priority).

**8. Is anyone in your household pregnant?** Yes  No

If yes, please tell us who is pregnant and their Estimated Due Date (EDD) \*

Name:

EDD:

\*(please provide confirmation of pregnancy)

**9. Have you, or anyone to be housed with you, been evicted for antisocial behaviour, or been the subject of an Antisocial Behaviour Order (ASBO) or a Criminal Antisocial Behaviour Order (CRASBO)?**

Yes  No

If yes, please provide further information:

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- 10.** Do you or anyone to be housed with you, have outstanding arrears, or any tenancy related debt e.g. rechargeable repairs which amounts to more than one month's rent and is related to a current or previous tenancy? Yes  No

If yes, please provide the address where the arrears or debt occurred and the name and address of the landlord whom the debt is with:

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- 11.** Have you, or anyone on your application, ever been convicted of a sexual offence or are a Registered Sex Offender? Yes  No

(This information will be kept strictly confidential).

- 12.** Have you, or anyone on your application, ever been convicted of a violent offence? Yes  No

(This information will be kept strictly confidential).

- 13.** Are you or anyone on your application, related to any current or former Waverley Housing employee or Committee/Board member? Yes  No

If yes, please tell us who you are related to:

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- 14.** Have you or anyone on your application, ever held a tenancy with Waverley Housing within the last five years (including your current tenancy)? Yes  No

If yes please give details

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**15.** Do you, or anyone on your application, work for Waverley Housing in either a paid or voluntary capacity, or have you done so in the last 12 months?

Yes  No

If yes, please give details here:

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**16.** Would you be interested in a Mutual Exchange? Yes  No

## **17. 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/)



## 18. Declaration

To the best of my knowledge all information provided is correct. I understand that if I make false statements to try to obtain housing, my name will be suspended from the housing list, or any property allocated to me may be repossessed. I also authorise Waverley Housing to obtain information and make enquiries, should they be necessary in relation to my application.

In signing this declaration, you are giving your consent to Waverley Housing to process your data, including sensitive personal data relevant to your housing application, and in accordance with section 18 above. You have the right to see and obtain a copy of any personal information that is stored about you within our systems, and to have inaccuracies corrected.

Signed (Main Applicant): \_\_\_\_\_

Date: \_\_\_\_\_

Signed (Joint Applicant): \_\_\_\_\_

Date: \_\_\_\_\_

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



## EQUALITY AND DIVERSITY QUESTIONS (OPTIONAL)

Main Applicant - Please describe your ethnic origin:

### White:

- Scottish
- Other British
- Irish
- Gypsy/Traveller
- Polish
- Any other white background
  
- Mixed or Multiple Ethnic Background**

### Asian, Asian Scottish, Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background \_\_\_\_\_

### Black, Black Scottish, Black British:

- Caribbean
- African
- Any other Black background \_\_\_\_\_

### Other Ethnic Background:

- Arab, Arab Scottish or Arab British
- Any other group (please specify) \_\_\_\_\_

### Disabilities

Please indicate if you or anyone to be housed with you has one of the following disabilities or health conditions:

- Vision impairment
- Mobility impairment
- Hearing impairment
- Mental health condition
- Learning disability
- Any other disability or condition – please specify:

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