

GUIDE TO COMPLETING THE APPLICATION FORM

General

The information you give on this form is important and will be used to calculate the number of points that you are allocated, which will then determine your position on ECHG's waiting list. Please make sure that you answer all questions relevant to you.

Section 1: About You

Please make sure that we have an address or phone number where we can get in touch with you or where we can leave a message.

We have asked you to provide your national insurance number. You do not have to provide this information. This information is used purely for identification purposes only so that we can confirm your identity if you offered a tenancy with ECHG. If you do not provide your National Insurance number, other forms of identification can be provided if/when you are offered a property.

Section 2: About People Moving With You

Please complete details of everyone in your household that will move with you. We do NOT need to know about anyone that you are currently living with but are NOT moving with you.

Section 3: Your Current Housing Situation

Current Housing situation: We need to know what your current housing situation is e.g. owner occupier, renting from another housing association, local authority or private landlord.

Landlord Details: Please provide the name and address of your current landlord as this information is required for reference purposes. If you don't currently have a landlord, then please provide details of your previous landlord.

Facilities: Please tick yes or no to indicate whether you have the facilities listed. If you have access to these facilities but you share them with people who are NOT to be re-housed with you, please tick the box(es) marked "Shared".

Section 4: Evictions

Please answer this section if you have been evicted from a previous tenancy.

Section 5: Why do you want to move?

If you are suffering from violence or harassment, then please provide any supporting evidence that you have such as letters from Police or Solicitor or housing organisation AND contact details for anyone that has been dealing with your case. This will help us to find out more information about your case and make sure that you are housed appropriately.

Section 6: Medical Details

If there are any medical reasons why you need to move then please make sure that you provide written recommendation from your GP or other health professional. You will not be awarded medical points until this evidence is received.

Section 7: Support Details

If you are receiving support from any of the professionals listed or any other agency, then please provide details. This will help us to ensure that any on-going support needs are addressed in your re-housing with ECHG.

Section 8: Agency Referrals

If the application is being completed with the help of a Referral Agency, then please complete this section. This may help in ensuring that any on-going support needs are addressed.

Section 9: Accommodation Required

All of these questions must be answered to ensure that your application is placed on ECHG's waiting list.

Please indicate the local authority areas where you would consider re-housing e.g. Manchester, Bristol, Brent, Ipswich. If you know which ECHG scheme(s) that you are interested in then please include this.

Sheltered Housing is accommodation principally for older people and comes in a number of forms:

Category I: Eligible for people aged 55+ where you have a warden call system with which you can call assistance in an emergency.

Category II: Eligible for people aged 60+ where You have a Scheme Manager who provides support for all tenants.

Extra Care: In addition to the services outlined for Category II, there is access to on-site catering and some care services.

Section 10: Identification

All registered social landlords have a legal obligation to ensure that all people requesting accommodation have a legal right to remain in the country. Anyone seeking asylum in the UK is not entitled to permanent housing from organisations such as ECHG.

Section 12:

Please complete this section if you know that you are related to a member of ECHG staff or a member of the Board of either ECHG or The Riverside Group.

Section 13: Declaration

Please make sure that you sign and date the form.

Section 14: Equal Opportunities Monitoring

All the questions on this page are asked for statistical reasons only. It helps us to assess whether we actually do house those applicants who most need our accommodation. It also helps us to assess whether our equal opportunities policy is working. Please complete this part of the form, which will be kept confidential. The information you give us will NOT be used to assess your priority on our waiting list.