



Application for housing

Application and guidance

Partners

Caledonia Housing Association
Dunedin Canmore Housing Association
Fife Council
Fife Housing Association
Glen Housing Association
Hillcrest Housing Association
Kingdom Housing Association
Ore Valley Housing Association
Ochil View Housing Association

Office use only

Date received:

Date registered:

Passed to FHR Team:

Input Date:

Tenancy Reference(s):

Application Number:

Application for renting a home in Fife

1. About you

Please write in your own details. Please supply your National Insurance Number. This will be used to confirm your identity when processing your form and when you contact us about your application.

If you want to apply jointly with someone else their details should be written on the next page. If you are looking for housing and you don't live together at the moment, fill in an application form for each address. This lets us assess your housing circumstances fully.

2. Tenancy details

If you, or anyone you want to apply jointly with, are a tenant of any of the FHR partners (listed) then please tick the box. Please also write your tenancy reference here. Even if you do not live at this address at the moment we still need to know that you are a tenant. If you don't know your tenancy reference, check your rent card (if you have one) or letters that you have been sent. You could check with your landlord if you are not sure.

3. Your address

Please write the address where you normally live. Unless you say so later on the page, this is the address we will use to contact you. Make sure that we have an up-to-date address for you at all times. If we write to you and you do not respond your application may be withdrawn. If you live between addresses please give us a main contact address and mark this 'care of'.

4. Contact details

Occasionally, phone or e-mail may be used to contact you about your application or possibly an offer of housing. Please provide us with contact details we can use to get in touch with you. If you want mail to go to a different address, please write the address you would like us to use in the space provided.

5. Link to Fife

If you currently, and normally, live in Fife then this is your link to Fife and you do not have to show any other link. If you are applying from outwith Fife, please tick the box that best describes your link to Fife. Where you are looking to establish a link to Fife we need you to provide proof, this may be:

- A letter from the person / people you would be moving to support
- A letter from your employer or your offer of employment
- Anything that may be relevant to a different connection you may have

Where a link to Fife cannot be established, you will still be accepted onto the housing list. Your application will be assessed according to your circumstances.

6. General information

Homeless

If you are homeless or might become homeless in the near future then please let us know. This will ensure that your application is considered appropriately and you will be given all of the advice and assistance that we can offer.

Anti Social Behaviour

Any previous action taken against you or your joint applicant will be considered in line with FHR rules on Anti Social Behaviour. This does not necessarily mean that you will not be offered a property.

Sex Offenders Act 1997 or Sexual Offences Act 2003

A requirement to register under the Act will not affect the assessment of your application but may affect where you could be housed.

Asylum and Immigration

Council housing is regarded as a form of public assistance therefore, if you are not eligible for public assistance, the council will be limited in terms of the assistance it can offer. These restrictions do not apply in the same way to housing associations therefore your application will be registered and assessed on your individual circumstances. All information in your application is held securely and only made available to those with a need to know.

P = Written proof required

1. About you

Title / Last Name

First Name(s) / M/F

Date of Birth / National Insurance No

2. Tenancy details

Are you or your joint applicant (J/A) a tenant of

	You	J/A	Tenancy Ref
Fife Council	<input type="radio"/>	<input type="radio"/>	
Fife HA	<input type="radio"/>	<input type="radio"/>	
Glen HA	<input type="radio"/>	<input type="radio"/>	
Kingdom HA	<input type="radio"/>	<input type="radio"/>	
Ore Valley HA	<input type="radio"/>	<input type="radio"/>	
Ochil View HA	<input type="radio"/>	<input type="radio"/>	
None of the above	<input type="radio"/>	<input type="radio"/>	

3. Your address

Please give your current address below

Postcode

4. Your contact details

Only provide details we can use to contact you

Home Phone

Work Phone

Mobile

E-mail

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

If you do, please write the address here

Postcode

5. Link to Fife

Please tick one box

I need to live in Fife to support close family or to get support from close family

I work or am looking to work in Fife

I study or am looking to study in Fife

I have a different link with Fife
(Please describe below)

I have no link with Fife

P Please provide proof if your link is anything other than you live in Fife now

6. General information

Are you homeless? No Yes

Might you become homeless in the next 56 days? No Yes

Has anyone ever taken court action against you, or a person you are applying with, for anti social behaviour? No Yes

Do you, or anyone you are applying with, have to register with the police under the Sex Offenders Act 1997 or Sexual Offences Act 2003? No Yes

P
i Under the Housing (Scotland) Act 2001 and the Asylum and Immigration Act 1999, councils are required to confirm whether a person qualifies for public assistance, including housing, so we need to ask the following questions.

Do any immigration controls apply to you or someone who will be moving with you? No Yes

Are there any conditions or limits on your permission, or someone living with you, to enter or stay in the UK? No Yes

Your household

Your household

Please use this page to give us full details of everybody who lives with you. There is no need to include yourself.

If you have a larger family please use a separate sheet to give us the same details of other family members.

If you wish to be housed with someone else as a joint applicant then please say so here.

If someone on your application does not live with you at the moment they will need to complete a separate application for. Your circumstances will still be considered together but we need to know about both living arrangements.

Only tell us that somebody is pregnant if they will be moving with you. Please provide proof of pregnancy, for example a letter from the maternity hospital.

P = Written proof required

Person 1

Title	First Name	M/F
-------	------------	-----

Last Name	Joint App Y / N
-----------	--------------------

Date of Birth	Relation to You
---------------	-----------------

N.I.Number	Any Other Names
------------	-----------------

Lives with You Y/N **Moving with you** Y/N
If they live somewhere else please give address

Person 2

Title	First Name	M/F
-------	------------	-----

Last Name	Joint App Y / N
-----------	--------------------

Date of Birth	Relation to You
---------------	-----------------

N.I.Number	Any Other Names
------------	-----------------

Lives with You Y/N **Moving with you** Y/N
If they live somewhere else please give address

Person 3

Title	First Name	M/F
-------	------------	-----

Last Name	Joint App Y / N
-----------	--------------------

Date of Birth	Relation to You
---------------	-----------------

N.I.Number	Any Other Names
------------	-----------------

Lives with You Y/N **Moving with you** Y/N
If they live somewhere else please give address

Person 4

Title	First Name	M/F
-------	------------	-----

Last Name	Joint App Y / N
-----------	--------------------

Date of Birth	Relation to You
---------------	-----------------

N.I.Number	Any Other Names
------------	-----------------

Lives with You Y/N **Moving with you** Y/N
If they live somewhere else please give address

Person 5

Title	First Name	M/F
-------	------------	-----

Last Name	Joint App Y / N
-----------	--------------------

Date of Birth	Relation to You
---------------	-----------------

N.I.Number	Any Other Names
------------	-----------------

Lives with You Y/N **Moving with you** Y/N
If they live somewhere else please give address

If you need to give details of more than 5 people, give the same details on a sheet of paper and send it with your form.

Pregnancy

Are you, or is anyone who is moving with you pregnant?
No Yes

Who is Pregnant?
Name -

When is the baby due?
Date -

Please provide proof (for example Form MatB1)

P

Your housing situation

1. Accommodation history

Please use this section to tell us where you have lived in the last 5 years.

The first part allows you to say how long you have lived at your current address. If this is 5 years or longer please move onto section 2.

If it is less than 5 years, the second part gives space for you to tell us where else you have lived. If you don't give us a full history we will have to contact you and this will delay your application.

If you are applying with a joint applicant and where they have lived over the last 5 years is different, you will need to provide us with this information as well. If you need more space then please use a separate sheet to give us all of the same details.

2. Your circumstances

People who apply for housing may live in a range of circumstances that cannot be set out in full. Please tick the box that best describes your current living arrangements.

3. Your home facilities

Please go to the next section if these questions do not apply to you

These questions tell us more about where you live. Please tell us if you have any problems with the condition of your home by ticking all of the boxes that apply to your situation.

If you can't answer because you are homeless (and you have not already done so) please contact us.

If your landlord or Environmental Services are involved because of the condition of your home please provide details here. You will need to include copies of any notifications you have received.

1. Your addresses in the past 5 years

How long have you been at your present address? years months

If less than 5 years, please tell us in full every address you have lived at during the past 5 years.

Address

From To
Month/Year Month/Year

Owned By (Please give their name and address)

Reason for Leaving

Address

From To
Month/Year Month/Year

Owned By (Please give their name and address)

Reason for Leaving

Address

From To
Month/Year Month/Year

Owned By (Please give their name and address)

Reason for Leaving

2. Your circumstances

Please tick one box

I am a home owner
(write your lender's name and address below)

I rent my house
(write your landlord's name and address below)

I live with family, friends or in lodgings
(write their name in the box below)

I live in a caravan or mobile home

I have no fixed address

Other (please give details below)

3. Your home facilities

Are you missing any of the following?

A kitchen or cooking facilities
No Yes

Bathing facilities No Yes

An inside toilet No Yes

Sink with hot and cold running water
No Yes

Central heating No Yes

Are you sharing the following with anyone other than those who will move with you?

Bath or shower No Yes

Kitchen No Yes

Toilet No Yes

Has Environmental Services or any other organisation tested your:

a) water and found it unsafe?
No Yes

b) drainage and found it inadequate?
No Yes

c) property and found rising or penetrating damp?
 No Yes

If you have ticked yes to any of the three questions above please provide proof

More about your housing situation

1. For owners and tenants only

If you are not an owner or tenant go to Question 3

These questions are about sleeping arrangements for families that are overcrowded in their own home. Please tick the box or boxes which best describe your sleeping arrangements. Tell us the number of bedrooms in your home - this includes rooms which would normally be used as bedrooms even if they are not used as bedrooms at the moment (for example if you use a bedroom for a computer, dining room or some purpose other than sleeping in).

When stating how many bedrooms you need, please only include bedrooms for sleeping in. If you need more room for other reasons (for example to provide care or for illness or disability reasons) this will be covered in other parts of the application. The Allocation Policies of the FHR partner organisations state how many bedrooms you are eligible for. Check the Allocation Policy of the landlord you want to be housed by for more information.

2. For tenants only

Complete this section if you rent your home from the council, a housing association, a private landlord or have accommodation linked to your job including the armed forces.

You will need to provide us with full details of your landlord, whether you have a written tenancy agreement, what type of tenancy you have and when you have to leave.

If you have been asked to leave you should have received notice in writing. In order to fully assess your circumstances we need to have a copy of the agreement you have with your landlord and the Notice asking you to leave. If you have to leave for another reason we need to know why.

3. For those staying with family, friends or in lodgings

If you do not own your home or do not have a tenancy agreement, please complete this section by ticking the box which best describes your circumstances.

4. For Homeowners only

If your home is at risk please provide details of the situation and include copies of any letters or other papers you have received. Copies of letters and other information can give us a lot of information therefore it is important you provide this.

P = Written proof required

1. For owners and tenants only

Do you have a bedroom where, permanently:

three or more people are sharing?

No Yes

a parent is sharing a bedroom with a child?

No Yes

a child over 8 is sharing with someone (other than a parent) of the opposite sex?

No Yes

a child of 13 or over is sharing a bedroom with someone (other than a parent) of the same sex?

No Yes

children share with step brothers or step sisters?

No Yes

How many bedrooms do you have?

(if you live in a bedsit please write 0)

How many bedrooms do you need?

2. For tenants only - Please tick one box

Do you have:

a written lease?

a tied tenancy?

an armed forces tenancy?

a time limited tenancy?

no lease?

If you have a lease please provide a copy (This is not needed if you are a tenant of one of the Fife Housing Register Partners).

Have you had notice to leave your home?

No Yes

If yes, was it: - please tick one box

Notice to Quit

Notice to demolish or develop your home

Environmental Services Closure Order

Armed Forces Discharge Papers

When do you have to leave?

Date -

Please enclose a copy of the notification

3. For those staying with family, friends, or in lodgings only

Current living arrangements are:

don't have to share a bedroom (except with partner if applicable)

share with brother/sister

share with someone else (other than partner, brother or sister if applicable)

usually sleep in a room that isn't a bedroom

4. For homeowners only

Do you own your home outright?

No Yes

Have you been advised to sell your home due to financial problems?

No Yes

If yes, please enclose copy letter from your adviser

Is your home being repossessed due to financial problems? No Yes

If yes, please enclose a copy of correspondence with your lender

i

P

P

P

i

P

Do you have any extra needs?

1. Illness and disability

You, or somebody in your household, may have problems with illness and disability made worse by where you live. Please tell us how the problems affect your day-to-day living and about your condition. In your own words tell us about the problems that your living arrangements cause you. If you complete this section, please make sure that you also fill in an Illness and Disability Assessment form.

Please note that if your problem is temporary or a change of property will not improve your situation, an assessment will not be made.

You do not need to get your doctor / consultant to fill this out for you or sign the application. Specialist members of staff will assess your circumstances and, if there is a need to contact your GP or other specialist, this will be part of the assessment.

2. Supported accommodation

In Fife there are a range of different types of supported accommodation provided by a number of organisations. Supported housing may be specialist housing within the community or it may be a mainstream tenancy where support can be arranged around your needs. If you feel you would like to be considered for housing with support please tick the into box. If you are in supported accommodation and you want to leave please tick the out of box. This may involve your circumstances being checked with those providing your support. If either apply then please tell us briefly your reasons and this will be properly assessed.

3. Sheltered housing / housing for older people

There are different forms of sheltered housing or other types of housing for older people. This may be accommodation provided as part of a wider housing complex or individual flats or bungalows within the community.

If you complete this section, please make sure that you also fill in a Sheltered Housing Assessment form. Specialist staff will assess this, and if there is a need to contact anybody else this will be part of the assessment.

You do not need to provide any other information. If you would be interested in this type of accommodation but are not sure it would be available in your areas of choice please see the Housing Information Guide for information.

4. Support needs

If you need to move to give or receive support please tell us about your situation and who is involved. As well as giving us basic details, it is important that you tell us what kind of support is involved and how often this is needed. When ticking childcare, there must be a support need. This does not include babysitting arrangements alone.

Tell us about any childminding support arrangements (whether formal or informal) that are in place. This could be from friends or family or by an organisation. If you feel you need support but there is nothing in place at the moment please use this section to tell us what support you think you need.

You might be concerned that we are asking about benefits, but the nature of the benefit can help us to assess your needs. This is not an attempt to find out what your financial circumstances are, but it can be an important part of your assessment so please complete this fully and provide the proofs requested.

If you complete this section, please make sure that you also fill in a Support Assessment form.

P = Written proof required

1. Illness and Disability

Do you, or anyone in your household have an illness or disability made worse by the type of property you live in?
No Yes

If no, please go to section 2
If yes, please complete an illness and disability assessment form.

What is the nature of the illness or disability?

Briefly how does your property affect this?



2. Supported Accommodation

Do you want to be assessed for a move into supported accommodation?
No Yes

Do you want to be assessed for a move out of supported accommodation?
No Yes

Please provide details:

3. Sheltered Housing / Housing for Older People

Do you want to be considered for sheltered housing?
No Yes

If yes please complete a sheltered housing assessment form.



4. Support Needs

I need to give support to someone

I need to get support from someone

Please give their name and address below

Name

Address

Why do you need to move to give/get support?

Why is support needed, and how often?

	Everyday	Other
Going Outside	<input type="radio"/>	<input type="radio"/>
Shopping	<input type="radio"/>	<input type="radio"/>
Cleaning	<input type="radio"/>	<input type="radio"/>
Going to bed and / or getting up	<input type="radio"/>	<input type="radio"/>
Money and benefits	<input type="radio"/>	<input type="radio"/>
Cooking	<input type="radio"/>	<input type="radio"/>
Personal care	<input type="radio"/>	<input type="radio"/>
Childcare	<input type="radio"/>	<input type="radio"/>
Something else	<input type="radio"/>	<input type="radio"/>

please provide details

Does the person who will receive support get benefits for support to be given? (for example Disability Living Allowance)
No Yes

P

P

Do you have any additional/social needs? - If there are other personal issues that affect your housing situation please say what they are here

1. Violence and harassment

If you suffer from violence or harassment linked to where you live then please use this section to tell us about your situation. If you have been getting support or have needed assistance from any organisation please give contact details in the space provided. If you want to talk about this before completing your form please contact your nearest office.

If you are not sure where your nearest office is, details are in the Housing Information Guide.

2. Children's needs

Educational Needs

If your child needs to change school and this means you need to move home, please use this section to give us details. This does not include wanting to move school, only the need to move school. We will ask the school to support your application.

Social Needs

If you live in accommodation which means your children have no private playspace please tick the box that describes your circumstances. Private playspace will usually be an enclosed garden or garden for your family's own sole use.

3. Work / Education

This will be judged on your personal circumstances. If you need to move to make travelling to your place of work or study possible or easier then please provide details. You will need to give proof. Please include a letter from your employer or place of study.

4. Care arrangements

If you need to move to provide foster or respite care please tick the relevant box. This should not include anybody already named on Page 3 as a permanent member of your household. If you need to move home to provide foster or respite care then please provide a supporting statement from an appropriate person for example; Social Worker.

If you have regular overnight access to children we need to know about the arrangements that are in place. You should only include children where there is overnight access and should not include anybody already named on Page 3 as a permanent member of your household. If you have regular overnight access please provide proof, for example a letter from the child's other carer.

P = Written proof required

1. Violence and harassment

Are you suffering from:

threats of abuse or physical abuse from neighbours? No Yes

verbal harassment from neighbours? No Yes

Please provide details

Who would confirm your claim?

Name

Address

Phone No

Job Title

Are you suffering from:

racial harassment from neighbours? No Yes

fear of domestic abuse? No Yes

2. Childrens needs

I need to move home to allow my child to change school
Why does your child need to move school?

Name of child

Current School

Name of contact teacher

Private Playspace

I have children aged 15 or under and have:

A shared place where they can play

No private place where they can play

3. Work / Education

Please tick one box

Do you need to move because you:

cannot get to work or education on time?

travel for more than an hour to get to work or place of education?

Please provide a letter from your employer or place of education which can confirm your situation

P

4. Care arrangements

Do you need another room to:

offer respite care?

provide foster care?

have overnight access to children?

Please provide details - this does not include anybody already included in your household details on Page 3

Name

Date of Birth

Who they live with

Address

Respite Foster Access

Nights per week

Name

Date of Birth

Who they live with

Address

Respite Foster Access

Nights per week

Name

Date of Birth

Who they live with

Address

Respite Foster Access

Nights per week

P

7 Please provide a letter from an appropriate person to confirm your situation

i

Where do you want to move to? - Please see the Housing Information Guide for more details

1. What areas would you like to live in?

It is vital that you can be matched to available properties and you will need to see the Housing Information Guide for information. You can choose up to 3 areas from those listed in the Housing Information Guide. In choosing your areas please note certain types of property may be unavailable or in short supply. Within the areas you have chosen please write any streets or sub areas you would not consider. Sometimes it is possible to get an offer of housing in some areas with a lower award of points. Please speak to a member of staff for advice.

2. Who would you like to be housed by?

Please tell us which landlord(s) you would like to be housed by, for example, if you only want to be housed by the Council or by a single Housing Association only tick the box next to their name. If you want to be housed by more than one organisation tick the boxes next to all of their names. Please remember that you can only be housed if the housing provider has properties in the area you want to live in - you may need to check this in the Housing Information Guide or with an adviser. The Fife Housing Register can only give you direct access to the organisations listed but, by ticking the other boxes, the Council will know you would like to be considered by other organisations and could give them your name ('nominate' you). If you want to be 'nominated' the Council can pass your details onto a housing association you have chosen that has properties in the areas you want to live. This cannot happen unless you are well placed on Fife Housing Register.

3. What type of property do you want?

Please tell us what type of housing you would like. Please remember certain types of housing are not available in some areas. If you have ticked 'flat', tell us the highest floor level you would accept. This will save making inappropriate offers to you. If you have problems with illness and / or disability the type of housing you can be offered may be restricted following the assessment.

4. What heating would you like?

Please tell us about the type of heating you would like. If you cannot accept a type of heating, explain the reasons in the box. You will only be considered for properties that have the heating type you select.

5. Do you have pets?

If you have a pet (usually cats and dogs) this can restrict the type of housing you can be offered so it is important we know whether or not you intend to keep a pet. If you need advice about the types of properties this applies to please contact your nearest office.

If you need help completing your form then please contact any of the partner offices for help. Contact details are included in the Information Guide.

1. What areas would you like to live in?

List the three areas you would like to live in

1. 2.
3.

Within these areas, list any streets you **do not** want to be housed in

If I **do not** have enough points for an early offer I would consider

2. Who would you like to be housed by?

- Any FHR partner in the areas chosen
- Caledonia Housing Association
- Dunedin Canmore Housing Association
- Fife Council
- Fife Housing Association
- Glen Housing Association
- Hillcrest Housing Association
- Kingdom Housing Association
- Ore Valley Housing Association
- Ochil View Housing Association

It may be possible to nominate you to other landlords. If you would like to be housed by any other landlords please tick the box(es) below. You can also apply to these landlords directly. See the Housing Information Guide for details.

- Ark Housing Association
- Barony Housing Association
- Bield Housing Association
- Cairn Housing Association
- Hanover (Scotland) Housing Association
- Home In Scotland Housing Association
- Horizon Housing Association
- Isaac Mackie Housing Association
- Link Housing Association
- Margaret Blackwood Housing Association
- Trust Housing Association
- Viewpoint Housing Association

3. What type of property do you want?

(Some property types may be limited or not available in some areas.)

- House Bungalow
- Ground 4 in a block Upstairs 4 in a block
- Multi-storey Flat Maisonette
- Other Ground Floor Flat Bedsit
- Other Upstairs Flat

Sheltered Accommodation

- Bungalow
- Flat (Ground floor or with a lift)
- Flat (Upstairs with no lift)

Particular Needs Accommodation

- Suitable for wheelchair user
- Suitable for people with mobility problems

If you would accept a flat, what is the highest floor level you will accept?

- Ground 1st 2nd 3rd or above

4. What heating would you like?

- Gas Electric Coal

If you cannot accept a particular type of heating please give reasons below

5. Do you have pets?

- Do you have a cat or a dog? No Yes

You may not be offered certain property types if you have a cat or a dog

List any other pets you have:

General Information - please state any other housing options you may be interested in and provide information to help us plan for the future

1. Other housing options

Sometimes other options become available. Please use this section to let us know if you would be interested in any of the options available. If you are unsure about what these mean then descriptions have been included within the Housing Information Guide. If you are still unsure then please speak to a member of staff.

2. Affordability issues

This information is optional and will not affect how your application is processed or prevent you receiving an offer of housing in any way. This information is collected to help with future planning and to ensure that future developments are affordable.

3. What is your ethnic group?

Please give details of what you consider as your ethnic origin.

Information given in this section is optional and will not affect your application for housing.

This information is collected to assist us in monitoring our performance and in planning for the future.

4. Relationship to staff or committee members

If you are a member of staff or are related to staff, elected members, or Housing Association Board or Committee members it is important that you let us know. For Fife Council you only need to tell us if the relationship is with a member of staff who works in the Housing and Neighbourhood Service or Local Office.

1. Other housing options

Would you be interested in

Low cost home ownership?

Shared ownership?

Renting privately?

Furnished accommodation?

Carpeted accommodation?

A Mutual Exchange?

Further information is included in the Housing Information Guide

2. Affordability issues

The rest of the questions in this section are to help us plan for the future. You do not need to give the information, but we do keep all the information you give confidential. **This will not affect your application**

What is your normal income each week?
(include all wages, benefits and pensions paid to your household)

Less than £95 per week

£ 96 - £195 per week

£196 - £289 per week

£290 - £384 per week

£385 - £479 per week

£480 or more a week

Are you:- Self Joint
Applicant

In full time employment

In part time employment

Unemployed

Retired

Student

My household income consists of
Wages/Salary Unemployment Benefit

Tax Credits Retirement Pension

Child Benefit Occupational Pension

Income Support Interest from Savings

Maintenance Other

(please describe other)

Do you have difficulty paying your rent/
mortgage? No Yes

Do you have rent/mortgage arrears?
No Yes

3. What is your ethnic group

Choose one section from A to E, then tick the box to indicate your cultural background

A White

Scottish English

Welsh Irish

Any other white background - Please state

B Mixed

Any mixed background - please state

C Asian, Asian Scottish, Asian English, Asian Welsh, or other Asian British

Indian Pakistani

Chinese Bangladeshi

Any other Asian Background - Please state

D Black, Black Scottish, Black English, Black Welsh, or other Black British

Caribbean African

Any other Black background - please state

E Other Ethnic Background

Any other ethnic background - please state

4. Relationship to staff or committee members

Special permission may be needed for us to offer accommodation to employees, committee members or their close relatives.

Are you or any member of your household an employee or related to an employee or committee member of a Fife Housing Register partner?

No Yes

If Yes, please provide details

Your Statement and Declaration - if you do not sign these sections it may mean that your application cannot be processed at all or will take longer

1. Permission to seek references / verification of information

It may be necessary to seek more information about your application. Please sign this section to enable us to do so. If you do not sign this section this may delay the processing of your application.

2. Your statement

Please do not submit your application unless you have signed the declaration that this is a true and honest account of your circumstances. Your application will not be processed without it. Please make sure that you sign sections 1 and 2. We cannot properly or fully assess your application without this.

Checklist -

Please use the checklist below to ensure you have completed all relevant parts of the application form. This will help prevent any delay in your form being processed.

- Have you read, understood and signed the statement?
- Have you supplied all of the information that we have asked for?
- Have you told us all that we have asked for about your present accommodation and supplied all proofs requested?
- Is the housing need section of this form completed fully? If needed, you should complete an illness and disability form or sheltered housing assessment form.
- Are you sure that you have completed the housing choice section and you have checked your choices against the Housing Information Guide to ensure that you can be offered accommodation?
- Have you told us everything we need to know to ensure that you are assessed in accordance with law and organisational policy?

Pg No	Confirmation of:	Examples
1	Link to Fife	Letter from employer etc
1	Immigration	Official document
2	Pregnancy	Mat B1, Letter
3	Property	Closure order, letter from Environmental Services
4	Tenancy	Lease & Notice to Quit, AT5, AT6, Section 33
4	Financial difficulty	Letter from lender or adviser
5	Illness & Disability Sheltered Housing	Assessment forms
5	Support	Support Assessment form
5	Support	Copies of Benefits received
6	Work / Education	Letter from employer / place of education
6	Care	Letter from appropriate person

Data Protection Act 1998

The information you provide on this form is held by Fife Council on behalf of the organisations participating in Fife Housing Register. It must be processed fairly and lawfully and you are entitled to know how we intend to use the information you provide. It will be made available to the partner landlords within the Fife Housing Register and authorised support agencies for the following purposes:-

- To decide if you are eligible for housing with the partner landlord
- Enable partner landlords and authorised support agencies to provide advice and guidance regarding your housing options
- To award you priority for housing in accordance with the points system of the partner landlord(s)
- Enable partner landlords to match your needs and preferences with available properties
- Enable partner landlords to decide if a property will be offered to you
- Agencies may contact your landlord or former landlords for information about you
- Agencies may also use the information for administrative purposes, reporting statistical analysis or for strategic planning

The sensitive personal data collected on this form will be processed for the following purposes:-

- Racial or ethnic origin for equal opportunities
- Physical or mental health data required to assess your need for housing

I consent to the information I have provided on this form being processed and held for the above purposes. *

I consent to the information on this form being shared, as required, with other authorised agencies.*

For independent advice about data protection, privacy and data-sharing issues, contact the Information Commissioner at :Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Phone 01625 545745 Email: mail@dataprotection.gov.uk Web: www.informationcommissioner.gov.uk

* Please tick if you agree

P = Written proof required

1. Permission to seek reference / verification of information

We may need to get references from your present or previous landlord or mortgage lender when processing your application. It may also be necessary to check other information you have given in your application.

I give permission for Fife Housing Register to seek references or verification of any information relevant to my application for housing.

Signed Date

Signed Date

2. Your statement & declaration

THESE SECTIONS IT MAY MEAN THAT YOUR APPLICATION CANNOT BE PROCESSED OR WILL TAKE LONGER.

- The details on this form are true.
- I have included the proofs needed.
- I understand that my application will be registered with all participating landlords for the areas chosen unless I have stated otherwise in this form.
- I understand that if I have given false information, or withheld any relevant information, my application may be withdrawn.
- I understand that I should tell you immediately about any changes in my circumstances that may affect my application for housing
- I understand that if I get a tenancy using false or incomplete information then the relevant landlord can end the tenancy and repossess the property.

Signed Date

Signed Date

Local Office's in Fife

Abbeyview, Abbey View,
Dunfermline

Anstruther, 1-2 Ladywalk,
Anstruther

Benarty, Flockhouse Avenue,
Ballingry

Burntisland, 106 High Street,
Burntisland

Cardenden, 114-116 Station
Road, Cardenden

Cowdenbeath, Town House, 123
High Street, Cowdenbeath

Cupar, County Buildings, St
Catherine Street, Cupar

Dunfermline, City Chambers,
High Street, Dunfermline

Glenrothes, Fife House, North
Street, Glenrothes

Inverkeithing, Civic Centre, 10
Queen Street, Inverkeithing

Kelty, 51-53 Main Street, Kelty

Kirkcaldy

Kirkcaldy North, Beauly Place
Kirkcaldy East, Park Road
Kirkcaldy Central, Town House, 2
Wemyssfield

Leven, Leven Library, 16 Durie
Street, Leven

Lochgelly, Lochgelly Centre,
Bank Street, Lochgelly

Methil, Methil Library, Wellesley
Road, Methil

Oakley, Oakley Centre, Station
Road, Oakley

St Andrews, St Marys Place, St
Andrews



Alternative Formats

Information about Fife Council can be made available in **large print**, **braille**, **audio CD** and **tape** on request by calling

Alternative Formats line:

03451 55 55 00



British Sign Language

please text (SMS) **07781 480 185**

BT Text Direct:

18001 01592 55 11 91

Language lines

Arabic	خط هاتف اللغة العربية: 03451 55 55 77
Bengali	বাংলায় আলাপ করার জন্য টেলিফোন লাইন: 03451 55 55 99
Cantonese	中文語言熱線電話: 03451 55 55 88
Polish	Polskojęzyczna linia telefoniczna: 03451 55 55 44
Urdu	اُردو زبان کے لیے ٹیلیفون نمبر 03451 55 55 66

Housing Advice Line 03451 55 00 33