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HOUSING APPLICATION FORM
CATHCART & DISTRICT HOUSING ASSOCIATION LTD

3-5 Rhannan Road
CATHCART
G44 3AZ

Tel: 0141 633 2779

Email: info@cathcartha.co.uk

Date of Application		Start of Tenancy		App No					
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PERSONAL DETAILS	
First Applicant's Details	Second Applicant's Details
Title (Mr/Mx/Mrs/Ms/Miss)	Title (Mr/Mx/Mrs/Ms/Miss)
First Name(s)	First Name(s)
Last Name	Last Name
Address	Address
Flat Position (e.g., 2/1)	Flat Position (e.g., 2/1)
Postcode	Postcode
Telephone No – Home	Telephone No – Home
Telephone No – Work	Telephone No – Work
Mobile/Other Telephone	Mobile/Other Telephone
Email	Email
Date of Birth	Date of Birth
National Insurance No	National Insurance No
Correspondence Address (if different from above):	

Thank you for your interest in housing from Cathcart & District Housing Association. Applications are welcome from any persons over the age of 16 years regardless of their colour, race, gender, age, disability, social background, marital status, religion or sexual orientation.

Please read this guidance in full before you complete the application form as it contains important details on how to apply and what information you need to provide. Please note that, until we receive all of the necessary information and supporting evidence we require, your application cannot be given the appropriate level of priority and you will not receive an offer of housing from the Association.

Supporting information

You must enclose all relevant documentation when you submit your application form. The information we require is:

- **Photographic Identification is required for the applicant and any joint applicant** – documents such as a passport or driving licence are acceptable.
- **2 proofs of residence for the applicant and any joint applicant** – documents should be dated and have the current address. Utility bills, Council Tax letters and other official letters are acceptable.
- **1 proof of residence for every other person to be rehoused** – documents should be dated and have the current address as above.
- **Proof of Birth Certificate or Passport for anyone under 16.**
- **Proof of ownership/tenancy of the current address** – the documents we accept include the tenancy agreement, occupancy agreement, contract, lease agreement, mortgage statement, factors invoice, Council tax letter or Buildings Insurance documents.
- **Pregnancy** – if anyone included in the application is pregnant, we require to see proof such as the Maternity Certificate which confirms the Expected Week of Confinement.
- **National Insurance Number** – Documents such as DWP letters, National Insurance Card, and wage slips are acceptable.

If you are not the owner or the tenant of the address you are currently living at, please provide written confirmation of who the landlord or owner of the property is.

Medical Condition

If you have a medical condition that affects the size, type or location of housing you need, please request an Application for Medical Priority Form

Preferences for Housing

This application form includes options for you to advise us of the type of house you are interested in and the specific locations you would prefer. Please note that we will not consider you for properties which become available which do not match your specific preferences and you may, therefore, reduce your prospects of being rehoused if you restrict your choices.

What happens next?

We will fully assess your housing needs and, providing you have submitted all of the supporting evidence we require; we will advise you of the level of points given to your application and your reference number which should be retained by yourself should you ever need to contact us regarding your application.

Privacy Notice

Cathcart & District Housing Association will process your personal data in accordance with UK data protection laws. Our privacy notice explains what information we collect, when we collect it and how we use this. A copy of our Privacy Notice can be found on our website at www.cathcartha.co.uk.

HOUSEHOLD DETAILS

Please give full details of everyone who stays in the same house as you – remember to include yourself. Please also include any child or children that stay with you under a custody or access arrangement and indicate how often they stay with you (e.g. every weekend, overnight once or twice during the week).

First Name(s)	Last Name(s)	Date of Birth	Age	Gender	Relationship to you	Is this person moving with you Yes/No	National Insurance Number (if over 16)
					Applicant		

Are you or anyone wishing to be rehoused with you, pregnant? YES/NO* delete as appropriate.

If yes, who?

What is the expected due date (EDD)?

Do you have any pets? YES/NO* delete as appropriate If yes, how many pets do you have and what kind?

PRESENT AND PREVIOUS ADDRESSES
 Please list below your present address and any previous addresses you have lived at during the last **five years**. Please use a continuation sheet if necessary

Present Address	Landlord	Period that you lived there		Reasons for wishing to leave
		From	To	
Previous Address	Landlord	Period that you lived there		Reasons for wishing to leave
		From	To	

PREVIOUS HOUSING APPLICATIONS		Yes	No
Have you ever applied to Cathcart & District Housing Association before?			
If YES, please provide your name and address at the time you applied, the approximate date of application and the application number if you can.			
Name			
Address			
Date of application			
Application Number			

PREVIOUS CATHCART HOUSING ASSOCIATION TENANCY		Yes	No
Have you previously been a tenant of Cathcart & District Housing Association			
If YES, please provide the information requested below regarding your tenancy			
Name (at the time)			
Address			
Date of entry			
Date of leaving			

CURRENT TENANCY		Yes	No
Do you have any current rent arrears?			
If YES, how much is outstanding	£		
What is your current monthly rent including service charges?	£		
What arrangements have you made to clear this debt?	£ per week OR £.....per month		
How long has this arrangement been kept?			

CONDITIONS OF TENANCY	Yes	No
Have you or any member of your household been guilty or involved in an investigation concerning any breaches of tenancy or of behaviour leading to a Notice of Proceedings being served, an Anti-Social Behaviour order (ASBO) being granted, or any legal action being taken against you or in the vicinity of your present address?		
If yes, please give details below of the breach of tenancy or the behaviour concerned, and of the action taken:		
Are you or is anyone on your application required to register with the police under the Sex Offenders Act 1997	Yes	No
If yes, please give the full name(s) of the person(s)		

NATIONALITY	Yes	No
Under the Housing (Scotland) Act 2001 and the Asylum and Immigration Act 1999, are you, or is any member of your household, an asylum seeker or subject to immigration controls?		
If yes, please provide details		
Are you or is anyone on your application required to register with the police under the Sex Offenders Act 1997	Yes	No
If yes, please give the full name(s) of the person(s)		
Nationals from A2 countries may not be eligible for housing. Please tick if you or your partner, or any other joint applicants are nationals of the following countries: Romania <input type="checkbox"/> Bulgaria <input type="checkbox"/>		

VISA	Yes	No
Are you, your partner or the joint applicant staying in the UK on a spouse visa?		
If yes, please provide details		
VISA	Yes	No
Are you or your partner or the joint applicant staying in the UK on any other type of Visa?		
If yes, please provide details.		

YOUR PRESENT ACCOMMODATION DETAILS

Please tell us if you have the following facilities at your present address. Please tick the boxes. If you are sharing facilities with anyone who is not part of your household, please tick the relevant boxes

Facilities/Amenities	Yes	No	Shared with others
Bathroom/Shower-room			
Central Heating			
Kitchen			
Cooking facilities			
Living room			
Use of bedrooms			
Water supply to bathroom or kitchen			

Bedrooms	Number
How many bedrooms do you have in your present home?	
How many bedrooms are double?	
How many bedrooms are single?	

Please tell us who sleeps in each room at your current accommodation:

Living Room	
Bedroom 1	
Bedroom 2	
Bedroom 3	
Bedroom 4	
Comments	

Your accommodation	Yes	No
Do you live in a bedsit?		
Do you live in a Hostel?		
Please tell us about your accommodation e.g. do you have a combined living room/bedroom, do you have a separate kitchen, bathroom/shower room?		

OCCUPANCY DETAILS		
Please tell us whether you own your present home, you are a tenant or lodger, or you are occupying your present address under some other arrangement. Please tick the appropriate boxes.		
Occupancy Type	Yes	No
Owner Occupier		
Tenant		
Short Assured Tenant (e.g 6 month lease)		
Lodger/Insecure Tenant		
Living in 'tied' accommodation		
Other		
Do you have a tenancy agreement, lease or missive for your present home?		
When does your lease end?		
Notice to Leave	Yes	No
Are you under legal notice from your landlord to leave your present home?		
If yes when did you get that notice		
Has court action started		
If yes, what is the court date		
Has a decree for eviction been granted		
If yes, when was the decree granted? Date:		

HOUSE CONDITION		
Please tell us if your present home is affected by any of the following problems (if there are problems in your current home, we will require proof that this has been reported to your landlord). Please tick the appropriate boxes		
Does your home have:	Yes	No
Severe dampness or water penetration		
Structural problems		
If you have answered yes to any of the above, please give us more details plus official documentary evidence		

A house meets Tolerable Standard if it:

- Is structurally stable
- Is substantially free from rising or penetrating damp
- Has satisfactory provision for natural or artificial light, ventilation and heating
- Has an adequate supply of both hot and cold water to the bathroom and kitchen
- Has a toilet available for the sole use of the occupants
- Has an effective system for drainage

The above is a list of the standard amenities, a house that falls below Tolerable Standard (BTS) must be lacking in standard amenities, or it must be in extremely poor condition. Please note that a house may pass the Tolerable Standard but may still be in a poor state of repair, or may suffer from dampness/water penetration/structural problems (as above)

Below Tolerable Standard	Yes	No
Do you think your home is Below Tolerable Standard if yes why?		

HOUSING NEEDS	Yes	No
Are you disabled or do you have any medical condition that makes your present home unsuitable for your needs?		
<p>If yes, please describe below how your present accommodation affects your disability or medical condition and how being rehoused would improve your situation. Please also complete a medical form giving details of your health conditions, your GP and any other health service or social work staff (e.g. Occupational Therapists) who can provide information in support of your application.</p>		

Adaptations and Equipment	Yes	No
Has your present address been adapted in any way to meet special needs such as a medical condition or disability? For example, does it have a ramp, handrails, wheelchair, accessible kitchen and bathroom, and other aids for daily living?		
<p>If yes, please give details.</p>		

Care and Support Needs	Yes	No

Do you need to move to Cathcart and/or Mount Florida to provide care and/or support to a relative or friend?		
Would you benefit from living with Supported Accommodation (meaning someone assisting with your daily tasks)?		
Would you be able to receive care and/or support if you moved to Cathcart and Mount Florida		

If yes, please tell us who the friends or relatives are, what their relationship is to you, what their address is, and what care and/or support could you provide to them or receive from them.

GP's name and address:

Name and address of other relevant contacts:

Are you related to anyone who is already a tenant of Cathcart & District Housing Association

Yes

No

If 'Yes' please give details of name and address

REASONS FOR APPLICATION:

Please use this space to provide any other information that you feel would be useful in assessing your application for housing

HOUSING PREFERENCES

We have 595 properties in Cathcart, Battlefield and Mount Florida. The majority of our properties are traditional tenement flats. We also have a number of studio flats and some more modern flats built within the last 20 years.

It is important that you complete this part of the Application Form as accurately as possible as we will only consider you for vacant properties that meet the preferences you note on this form. It is important to widen your choice as much as possible. If you restrict your selection, you may reduce your prospects of receiving an offer of housing from the Association.

FLOOR LEVEL Please tick the options below to advise us which floor levels you are interested in.	Please tick
Ground floor	
First floor	
Second floor	
3 rd floor	
No preference	

HOUSE TYPE Cathcart & District Housing Association has a variety of properties. Please tick the boxes below indicating what type of property you would be interested in	Please tick
Tenement	
Studio deck access (white meter heating)	
One apartment (Gas or white meter heating)	
Amenities housing aged 60 and over (Gavinton Street only)	

HEATING All our properties are either gas or white meter heating, please indicate what type of heating you would be interested in and if you would accept either please tick gas or white meter heating in order that we can make suitable offers	Please tick
Gas central heating	
White meter heating	
Gas or white meter heating	

Street Choices	Please tick all that you prefer:
Studio Apartments:	
Clarkston Road	
Craig Road	
Cumming Drive (Mount Florida)	
Newlands Road	
Old Castle Road	
Snuff Mill Road	
Spean Street	
1 Bedroom Apartments:	
Brunton Street	
Cathcart Road	
Clarkston Road	
Craig Road	
Cumming Drive (Mount Florida)	
Dairsie Court	
Dairsie Street	
Garry Street	
Grange Road	
Greenholme Street	
Holmhead Crescent	
Holmhead Place	
Holmhead Road	
Holmlea Road	
Kilmailing Road	
Kirkwell Road	
Manse Brae	
Newlands Road	
Old Castle Road	
Rannoch Street	
Stanmore Road (Mount Florida)	
Tankerland Road	
Tulloch Street	
2 Bedroom Apartments:	
Brisbane Street	
Brunton Street	
Cartside Quadrant	
Cartside Street	
Cartvale Road	

Clarkston Road	
Cumming Drive (Mount Florida)	
Craig Road	
Dundrennan Road	
Garry Street	
Grange Road	
Greenholme Street	
Gryffe Street	
Holmhead Place	
Holmlea Court (Mount Florida)	
Holmlea Road	
Kirkwell Road	
Morley Street	
Mount Annan Drive	
Orchy Street	
Rannoch Street	
Rhannan Road	
Ruel Street	
Stanmore Road (Mount Florida)	
Tulloch Street	
3 Bedroom Apartments:	
Cartside Street	
Brisbane Street	
Cartvale Road	
Dundrennan Road	
Garry Street	
Greenholme Street	
Gryffe Street	
Holmlea Road	
Orchy Street	
Ruel Street	
Tulloch Street	
4 Bedroom Apartments:	
Brunton Street	
Gryffe Street	
Holmlea Road	
Orchy Street	
Other Types of Accommodation:	
Sheltered Housing (applicants aged 65 or over)	
Supported Accommodation	

DECLARATION OF INTEREST		Yes	No
Are you related to a Committee Member or employee of Cathcart and District Housing Association?			
If yes, what is their relationship to you?			
Please provide their name and address			
Name			
Address			
DECLARATION			
Please read the following statement carefully and then sign at the relevant place below. Where a joint application is being made, both applicants must sign below, or the application will not be processed.			
<ul style="list-style-type: none"> I confirm that to the best of my knowledge, the details I have given on this application form are true and accurate and that I will tell you if there is any change in my circumstances so that my housing needs can be re-assessed. I understand that knowingly or recklessly giving false or misleading information, or withholding relevant facts, may result in my application for housing being cancelled. If I obtain a tenancy based on false or misleading information, I understand that action may be taken against me to recover the property. I give permission to Cathcart & District Housing Association to make any necessary enquiries in connection with my application for housing to verify the circumstances as stated on this application, or to obtain details relating to any former tenancies. I understand that this application will be cancelled when I accept a property offered through the register. If I want to move again, I know that I will have to make a new application. I understand that you will write to me every year, on the anniversary of my application, asking if I still want housing. I agree that if I do not respond to that letter and update form, you will cancel my application. I understand and agree to the conditions noted in the declaration. 			
Signatures:			
If you are applying with someone else, you must both sign or we will not process the form.			
Applicant Signature		Date	
Joint Applicant Signature		Date	
Cathcart and District HA staff member (if relevant)		Date	