



Housing Application Form

Clydebank Housing Association Ltd

For Office Use Only

Date of Application:			
Processed by:		Checked by:	
Date:		Date:	
Category	Group	Computer No.	Points Total

Please complete the application form as fully as possible to allow us to give your application proper consideration. **If the second applicant lives at a different address, please ask for an extra application form and return them together.**

If you require this form in a different format please let us know.

Equal Opportunities Statement

The Association will not discriminate on the grounds of age, disability, gender reassignment, marriage, and civil partnership, pregnancy & maternity, race, religion or belief, sex, and sexual orientation, in line with the 2010 Equalities Act.

1) First Applicant's Details:

Title (Miss/Mr/Mrs/Ms)

Surname

First Name

Address

Flat position (e.g. ground)

Type of property
(e.g. flat/multi storey flat)

Town

Postcode

Second Applicant's Details:

Title (Miss/Mr/Mrs/Ms)

Surname

First Name

Address

Flat position (e.g. 1st floor)

Type of property
(e.g. flat/multi storey flat)

Town

Postcode

Clydebank Housing Association Ltd

77-83 Kilbowie Road
Clydebank
G81 1BL

Tel 0141 941 1044
Fax 0141 941 3448

info@clydebank-ha.org.uk
www.clydebank-ha.org.uk

twitter: @clydebankha
facebook: search for us



First Applicant's Details (continued):		Second Applicant's Details (continued):	
Name		Name	
Tel no.		Tel no.	
Email address		Email address	
Date of birth		Date of birth	
National Insurance no.		National Insurance no.	
Do you have access to the internet on a computer or mobile device?	Yes No	Do you have access to the internet on a computer or mobile device?	Yes No

Relationship between 1st & 2nd applicant (e.g. sister/brother/spouse/partner etc.)	
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Please complete the following details for the **FIRST** applicant only. Give all details for your **current** accommodation only. If your circumstances are about to change, advise us of this when it happens.

What date did you move to this address?	
Are you a tenant, a lodger or an owner?	
If a tenant, please tell us the full name and address of your landlord. If a lodger, please tell us who the householder is and their relationship to yourself	
Why do you want to move?	

2) Please now tell us what your living circumstances have been in the last 5 years, before you moved to your current address.

Address of where you lived	Name and address of landlord or owner of property	From	To

3) Household Details

Please give full details of everyone who stays in the same house with you. Please include your own details in row 1. This information is essential to calculate any points you are entitled to.

Name	Date of Birth	Sex	Relationship to You	Moving with You (Yes/No)
1. (You)			Self	Yes
2.				
3.				
4.				
5.				
6.				
7.				

4) Details of Present Accommodation

How many bedrooms are there at your present address?			
Do you live in a bedsit?	<table style="width: 100%; text-align: center;"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		

Does your accommodation have the following available for your use?

(please tick)

	Yes	No
Inside toilet		
Hot water		
Shower or bath		
Kitchen facilities		

5) Accommodation Required

Will you consider a flat?

Yes / No (please circle)

Please circle all floor levels acceptable to you

Ground / 1st / 2nd / 3rd / 4th

(NB: You will not be considered for any floor level you have not circled)

Would you consider a 2 bedroom multi storey flat at Radnor Park?

Yes / No (please circle)

What is the highest level you would consider in a multi storey flat?

..... (max. 14)

Would you consider 4 in the block housing?

Yes / No (please circle)

Would you consider a maisonette?

Yes / No (please circle)

Do you need any of the following?

(please tick)

	Yes	No
1 bedroom amenity housing (for over 60 years old or those with medical conditions who require this type of accommodation)		
1 bedroom ambulant disabled housing (for people who use a wheelchair outdoors only)		
Wheelchair housing (adapted housing for wheelchair users)		

Areas Covered by Clydebank Housing Association

Please tick any streets you wish to be considered for. The less streets you tick the less likely it is that we will be able to offer you suitable housing. **You will be put on the waiting list for all streets/ areas you select.** You will not be put on the waiting list for any areas you have not ticked.

Code	Linnvale - <i>mixture of properties</i>	✓
20	Attlee Avenue	
20	Attlee Place	
20	Bevin Avenue	
20	Cripps Avenue	
20	Dalton Avenue	
20	Greenwood Quadrant	
20	Jowitt Avenue	
20	Kirkwood Avenue	
20	Kirkwood Quadrant	
20	Livingstone Street	
20	McNeil Avenue	
20	Morrison Quadrant	
20	Shinwell Avenue	
20	Silkin Avenue	
20	Strauss Avenue	
20	Westwood Quadrant	

	Whitcreek	✓
2	Whitcreek Street - flats	
5	Forth Street - flats	
13	Ian Smith Court - flats	
13	King Street	
13	Fleming Avenue - flats	
17	Bell Street	
17	East Barns Street	
17	McGregor Street	
17	White Street	
21	John Knox Street - flats	
13	Brown Avenue	

	Mountblow	✓
24	Lilac Avenue	

Code	Central	✓
4/8/9	Dumbarton Road - flats	
11/12	Glasgow Road - flats	
6	Bon Accord Square - flats	
6	Cart Street - flats	
3	Kilbowie Road - flats	
1	Alexander Street - flats	
14	Bannerman Place - amenity	
15	Bannerman Place - flats	
15	Cumbræ Court - flats	
15	Montrose Street - flats	
22	Crown Avenue - flats	
23	Hume Street - flats	
10	Janetta Street	
24	Barrie Quadrant	

	Radnor Park ****	✓
18	Castle View - multi storey	
18	Cowal View - multi storey	
18	Erskine View - multi storey	
18	Lennox View - multi storey	
18	Leven View - multi storey	
18	Lomond View - multi storey	
18	Lusset View - multi storey	

	Drumry	✓
7	Jean Armour Drive - flats	
19	Riddell Street	
16	Melfort Court	
10	West Thomson Street	
19	Onslow Road	

**** Information regarding our Radnor Park multi storey flats: We generally do not let these properties to applicants with children under 12 years of age, as they are not a suitable environment for young children.

Please give any further comments if it is ESSENTIAL for you to have certain amenities (e.g. garden, particular type of heating). Please note you will only be considered for properties containing the amenities you have stated.

.....
.....
.....

6) Other Relevant Information

Please state if you have any other needs in relation to the type of property you require. If you have a longstanding and serious medical condition, which is being made worse by your housing situation, please complete our Medical Assessment Form. If you are homeless record that here. You will then be asked to call for an interview to provide further information.

.....
.....

Are you a member of the Management Committee or staff of the Association or have you been in the last 12 months? **Yes** **No**

If yes, give details

As far as you know, are you related to a current or past (last 12 months) member of the Management Committee or staff of the Association? **Yes** **No**

If yes, give details

7) Sex Offenders Act 1997

Are you or anyone in this application required to register with the Police under the Sex Offenders Act 1997? **Yes** **No**

If yes, please supply the full name(s) of the person(s):

8) Your Views on Our Service

We value your opinion so occasionally we may ask for your views on the service we provide to you. Is this ok? **Yes** **No**

Would you be interested in becoming a member of a focus group which may discuss policies which affect you, such as our Allocations Policy? **Yes** **No**

9) Low Cost Home Ownership

From time to time, we have shared ownership flats available for offer on a part rent, part mortgage basis. If you are in a position to consider buying and would be interested in joining the Reserve List for shared ownership properties, please request a Reserve List Form from our office.

10) Declaration

I certify that the information contained in this application form is true to the best of my knowledge. I agree to notify you in writing of any change to the information given by me, as this may affect my position on the waiting list.

I understand that any false or misleading information given or relevant information withheld now or at any time may result in any tenancy granted being terminated or my application being suspended.

I agree that Clydebank Housing Association Ltd may make any enquiries regarding any current or former tenancies I have held. I agree that Clydebank Housing Association Ltd may make enquiries regarding any tenancy related support needs I have.

I agree that my information, including my name and address, can be used for statistical purposes by Clydebank Housing Association Ltd and other local housing providers.

I understand that the information I have provided will be treated as confidential. The information I have provided is covered by the Data Protection Act 1998. Clydebank Housing Association Ltd will not discuss this information with any third party unless I have given written permission to do so.

Signature (First Applicant):

Signature (Second Applicant):

.....

.....

Address

Address

.....

.....

.....

.....

Date

Date

Please now read the information on pages 8, 9 and 10 overleaf and complete as you wish.

Please return the completed form to: Clydebank Housing Association Ltd, 77-83 Kilbowie Road, Clydebank G81 1BL. Postage information is contained within the enclosed You and Your Application booklet.

Appeal: Any applicant who is not satisfied with the way their application has been dealt with may appeal in writing to the Housing Management and Maintenance Sub Committee. Applicants can ask for a copy of the Association’s Complaints Procedure or download it from our website. This explains how to make a complaint.

Do you need information in a different way?

We are able to provide information in different formats to applicants with disabilities. Please select which format you prefer.

1. Do you have a medical condition or poor eyesight which means you require information in a larger than normal size? If yes, please select which size (please circle):

18pt

20pt

22pt

24pt

26pt

Information which is not available on computer / disk will be photocopied to enlarge the print.

Please tick

2. I would prefer information on audio CD.
3. I would prefer all information by email.
4. I would prefer all information in Braille.
5. I would prefer all information in another language.

Please specify, for example, Gaelic, Urdu, Polish

6. I require a Sign Language interpreter:
- a) British Sign language
- b) Sign Supported language
- c) Lip Speaker

7. Any other requirements:
-

Equal Opportunities Questionnaire

Clydebank Housing Association aims to ensure a commitment to equal opportunities.

All applicants are asked to complete this form which will be used only for the purposes of equal opportunities monitoring. Your application for housing will not be affected if you do not complete this part.

Please tick as appropriate.

1. Are you: Male Female

2. Do you consider yourself to have a disability. By this we mean a condition which has a long term and substantial effect on your ability to carry out normal day to day activities?

Yes No

If yes, it is:

Physical Mental Ill-Health

Learning Disability Visual Impairment

Hearing Impairment Other

Please specify

3. How would you describe the ethnic origin of your household?

White: Pakistani

Scottish Bangladeshi

Other British Chinese

Irish Any other Asian background

Gypsy/traveller **Black, Black Scottish, Black British:**

Polish Caribbean

Any other white background African

Mixed or multiple ethnic background Any other black background

Asian, Asian Scottish, Asian British: Other ethnic background:

Arab, Arab Scottish or Arab British

Indian Any other group

Thank you for your co-operation.

Are you able to access information online?

CHA would like to help you! We want to make sure information is available to everyone. In order to do so we need to find out how able you are to access information online currently. If you could answer the following few questions, ticking all answers that apply. All returns will be entered into our annual prize draw for £50 Asda vouchers. Thanks!

1. How often do you use the internet?

Daily <input type="radio"/>	Weekly <input type="radio"/>	Monthly <input type="radio"/>	Never <input type="radio"/>
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2. What would prevent you from using the internet?

Cost of; Wifi/Broadband <input type="radio"/>	or Device <input type="radio"/>	Don't have wifi/Broadband <input type="radio"/>	Don't know how to <input type="radio"/>	Online security worries <input type="radio"/>	Just not interested <input type="radio"/>
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3. If you do use the Internet, what do you use it for most (if you don't currently use it, what would you like to use the internet for)?

Finding Out Information <input type="radio"/>	Online Banking <input type="radio"/>	Emails <input type="radio"/>	News <input type="radio"/>
Social Networking (Facebook, Twitter) <input type="radio"/>	General Entertainment <input type="radio"/>	Shopping <input type="radio"/>	Other (Please specify)

4. Where do you use the internet most?

Home <input type="radio"/>	School <input type="radio"/>	Café <input type="radio"/>	Library <input type="radio"/>	Your Mobile Phone <input type="radio"/>	Centre81 IT Suite <input type="radio"/>	Friends/Family's House <input type="radio"/>	Never use internet/ Other (Please specify)
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5. If you own a mobile phone, what do you use it for?

Phone calls <input type="radio"/>	Text messages <input type="radio"/>	Data/Internet <input type="radio"/>	Don't own mobile phone <input type="radio"/>
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6. If you don't use the Internet on your mobile phone, why not?

Too Expensive <input type="radio"/>	Phone unable to <input type="radio"/>	Don't know how to <input type="radio"/>	Just not interested <input type="radio"/>
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7. Would you like training on how to use the internet?

Yes <input type="radio"/>	No <input type="radio"/>	Have had previous training but would like more <input type="radio"/>
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8. Do you think that using the internet would save you money?

Yes <input type="radio"/>	No <input type="radio"/>	Don't know <input type="radio"/>
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9. If yes, in what ways?

Reduced need to travel <input type="radio"/>	Better utility deals available <input type="radio"/>	Online discounts <input type="radio"/>	Managing money online (online banking/ price comparisons) <input type="radio"/>
Reading material free online (daily news/info/reference books/ dictionary) <input type="radio"/>	Entertainment that would cost to view/listen to offline <input type="radio"/>	Free communication (Emails, video/phone Calls, Skype etc) <input type="radio"/>	Other (Please specify)

10. Would using the internet make you more likely to access the following public services online?

CHA website <input type="radio"/>	DWP/Job Centre website <input type="radio"/>	Council website <input type="radio"/>	NHS <input type="radio"/>	Police <input type="radio"/>
DVLA <input type="radio"/>	HMRC <input type="radio"/>	Other (Please specify).....		

