



# East Renfrewshire Housing Register

Housing application form for

Arklet Housing Association

Barrhead Housing Association

and

East Renfrewshire Council

Do not fill this section in – this is for office use only.

Application issued by: (tick appropriate box)	<input type="checkbox"/>	A:	BHA:	Date Issued:	
Application received by: (tick appropriate box)	<input type="checkbox"/>	A:	BHA:	Date received	
Name of applicant or applicants:					
Address of applicant or applicants: (please enter full address, including postcode)					
Phone numbers of applicant or applicants:					
Date of application: This should be the date when all information has been received					
Waiting list application number:					
Processed by:				Date processed:	
Points awarded: (enter points in appropriate box)	<input type="text"/>	<input type="text"/>	<input type="text"/>		



# Data Protection Act 1998

We will treat all the personal information you give us in this application as confidential and we will keep to the Data Protection Act 1998. We will store your information securely and we will only use it to work out if you are eligible for housing and to work out your housing need. You can find out how we assess your housing need by reading the summaries of our allocation policies. Copies are included with this form.

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### **Are you homeless or could you soon become homeless?**

Contact East Renfrewshire Council's Homeless Team for advice on **0141 577 3686**. They will look at your situation and tell you what your housing options are.

# Introduction

## Our housing register

You can now apply for rented housing in East Renfrewshire by filling in just one application form. We are a partnership made up of **Arklet Housing Association**, **Barrhead Housing Association** and **East Renfrewshire Council**. We were formed to make it easier for you to apply for housing – you do not have to fill in separate application forms. You can find brief details about the individual organisations below (for contact details, see page 22).

**Arklet Housing Association** currently has over 225 properties in Giffnock, Newton Mearns and Thornliebank. The association has a range of affordable homes for rent, including some amenity housing for the elderly, people with support needs and housing for people who use wheelchairs. (An example of amenity housing includes housing with 24 hour alarm service, handrails, wet-floor shower areas and access ramps.)

**Barrhead Housing Association** currently has over 880 properties in Barrhead, Neilston, Thornliebank and Newton Mearns. The association has a range of affordable homes for rent, including sheltered housing for elderly people and some adapted housing for people with disabilities (including people who use wheelchairs).

**East Renfrewshire Council** currently has over 3000 properties in Barrhead, Neilston, Uplawmoor, Newton Mearns, Busby, Netherlee, Eaglesham and Thornliebank. The council has a range of affordable homes for rent, including sheltered housing for elderly people.

Between us, we have over 4000 properties. Barrhead housing associations are also planning to build more housing. You can find more information on where the properties we all offer are and the types of property we all offer in the leaflets at the end of this application form.

You must be at least 16 years old to apply for housing. When you apply, we will put you on our housing register. We will all have access to this information.

The chances of you being offered housing will depend on:

- where you are placed on the waiting list;
- your needs and choices in relation to the area you want to live in and the type of housing you need or want; and
- whether any suitable empty properties are available.

To improve your chances of being offered a property, we would encourage you to apply to go on the waiting lists of all three landlords in the partnership. But, you can decide to apply to only one or two – simply tell us who below. We all have our own individual housing allocation policy which we will assess your application against.

From the following list, please tick which landlords you want to apply to.	
<b>Arklet Housing Association</b>	<input type="checkbox"/>
<b>Barrhead Housing Association</b>	<input type="checkbox"/>
<b>East Renfrewshire Council</b>	<input type="checkbox"/>

We hope the guidance notes in this form and in the attached information will help you to fill in your housing application form. If you need more help filling it in, please contact any of the housing offices listed on page 22.

# Your details

## Guidance notes for part 1

If only one person is applying for housing, you only need to fill in the 'You' details. If you are applying for a home with someone else you should fill in the 'You' and 'Joint applicant' sections. Please remember that if you are applying for a home with another person, you must both be at least 16 years old and must be living together or intending to live together.

## Proof we need to see

You must provide the following proof of identity and address for you and the joint applicant.

**1** We will need to see a **form of ID** and will accept any of the following.

- A passport
- A driving licence
- A letter or card from the Department for Work and Pensions or HM Revenue & Customs
- A P60 (an explanation of your pay and tax each year, given to you by your employer)

**2** We will need to see proof of your **National Insurance number** and will accept any of the following.

- A National Insurance card
- A payslip, P60 or benefit award letter
- A letter or card from the Department for Work and Pensions or HM Revenue & Customs

**3** We will need to see proof of your **address**.

We will accept a photocopy of any of the following.

- A council tax bill (for the current financial year)
- A utility bill (gas, electricity or phone) dated within the last three months
- A bank statement dated within the last three months (or a bank letter which shows your account number, dated within the last three months, or an email account for online banking dated within the last three months)
- A letter from your employer dated within the last three months (this letter must be on employer's headed paper)
- A letter from the Department for Work and Pensions or HM Revenue & Customs (for the current financial year)

We will use your National Insurance number to confirm your identity when we process your form and when you contact us about your application. We may also use it to match up the information held by all three landlords in the partnership and other council departments. We would do this if you need help from more than one council department or if people who are applying with you have the same name as you or the same initials.

If there are any other **adults** (besides the person you have named as the joint applicant on the form) who live with you and who want to move with you, we will only need to see proof of their address.

If there are any **children** who live with you and who are moving with you, we will need to see one of the following.

- A letter from the Department for Work and Pensions that shows you receive Child Benefit – this letter must contain the full names of the children on the claim.
- A letter from HM Revenue & Customs that shows that you receive Child Tax Credit – this letter must contain the full names of the children on the claim.
- Each child's full birth certificate and a bank statement showing you receive Child Benefit – the bank statement must be dated within the last three months.

**Please photocopy these documents if you are sending them to us in the post. We cannot return documents, so please do not send the original.**

**Part 1** If you are applying for a joint tenancy, make sure you fill in the joint applicant's details as well as yours.

	<b>You</b>	<b>Joint applicant</b>
Title (Mr, Mrs, Ms, Miss and so on)	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>
Last name	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
Address and postcode	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Phone number	<input type="text"/>	<input type="text"/>
Mobile number	<input type="text"/>	<input type="text"/>
E-mail address	<input type="text"/>	<input type="text"/>
National Insurance number	<input type="text"/>	<input type="text"/>
What is your relationship to the joint applicant (for example, wife, husband, sister, brother)?	<input type="text"/>	

**Part 2 Your needs**

We may need to contact you about your application. Do you:

	<b>You</b>		<b>Joint applicant</b>	
have sight problems?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
have hearing problems?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
need an interpreter?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is your first language?	<input type="text"/>		<input type="text"/>	
Do you have any other needs you think we need to know about? If so, please tell us here.	<input type="text"/>			

### Guidance notes for parts 3 and 4

We will use the answers you give to these questions to make sure we assess your needs properly and offer you the size of housing you need. If anyone who will live with you is pregnant, please send us a copy of the confinement certificate. When the baby is born, please send us a copy of the birth certificate so we can update your application.

<b>Part 3</b> Please provide details of everyone <b>who needs to be housed</b> . You can include those people who do not currently live with you, but who will live with you when you move. Give your details in the top line of the table.					
Name	Date of birth	Are they male or female	Do they live with you now?	How are they related to you?	If they are pregnant, when is the baby due?
	/ /			<b>Me</b>	/ /
	/ /				/ /
	/ /				/ /
	/ /				/ /
	/ /				/ /
	/ /				/ /
	/ /				/ /
	/ /				/ /
	/ /				/ /

<b>Part 4</b> Please give details below of anybody currently living with you <b>who will not be moving with you</b> .				
Name	Date of birth	Are they male or female	How are they related to you?	If they are pregnant, when is the baby due?
	/ /			/ /
	/ /			/ /
	/ /			/ /
	/ /			/ /
	/ /			/ /
	/ /			/ /

### Guidance note for part 5

Under the Housing (Scotland) Act 2001 and the Asylum and Immigration Act 1999, local authorities must find out whether you qualify for help provided from public funds, including housing. These restrictions do not apply to housing associations.

The Home Office deal with applications for asylum. If you have applied for asylum, they will decide if you should be 'granted leave to remain' in the UK. They will give you a letter that explains what you are entitled to in the UK (such as access to public funds, for example). We will assess your application based on these entitlements and your circumstances.

<b>PART 5</b>	<b>YOU</b>		<b>JOINT APPLICANT</b>
Are you a British Citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, go to <b>part 6</b> .			
If no, are you under immigration Control?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details about your circumstances here:			
Do you have any restrictions on your Access to public funds?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details here:			
Is anyone else included in this Application under immigration control?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please give full names and the conditions or limits that apply to them:			
What is their relationship to you?			

**Guidance note for part 6**

If you have children from a previous relationship who regularly stay overnight with you, but who do not live with you permanently (for example, they just stay at the weekend), please give their details below and answer the questions.

You will also need to send us a letter from your child or children's other parent confirming the arrangements. Or, you can send us a lawyer's letter that gives details of the access or residency arrangements for the child or children.

<b>Part 6</b> Please give details of any children from a previous relationship who regularly stay overnight with you.				
Name	Date of birth	Are they male or female	How are they related to you?	Their address and postcode (where they live most of the time)
	/ /			
	/ /			
	/ /			
	/ /			
	/ /			

**Part 6 continued**

Do you have agreed access arrangements?

Yes  No

If **yes**, what proof have you provided with your application? (For example, a letter from your child or children's other parent.)

How often will they stay with you? (For example, two nights a week.)

**Part 7** Have you (or has anyone who will live with you) had legal action taken against you for breaking a condition of your tenancy agreement for your current or previous home?

Yes  No

If **yes**, please give details.

**Part 8** Have you (or has anyone who will live with you) been given an antisocial behaviour order (ASBO) within the last three years?

Yes  No

If **yes**, please give your or their name and details.

Please remember that just because you or somebody living with you has been given an ASBO, this does not necessarily mean that we will not offer you a property.

**Part 9** Do you, or anyone who will live with you, have to register with the police under the Sex Offenders Act 1997? If yes, this may affect where we offer you a property.

Yes  No

**Part 10** Are you (or is anyone who will be housed with you) behind with rent or mortgage payments?

Yes  No

If **yes**, please give details of the amounts owed and any repayment plans that have been agreed.



**Part 11** Do you or the joint applicant own or rent any housing other than your current home?

Yes  No

If **yes**, do you rent or own the other property?

Rent  Own

If **yes**, please give the address of the housing you own or rent that you do not live in.

**Guidance note for part 12**

Please provide documents to confirm your connection with East Renfrewshire.

For example

- If you work or are due to work in the area, send us a letter from your current employer to confirm that you work in the area, or a letter from your employer to confirm that you have been offered a job in this area.
- If you are looking for a job in the area, send us a letter from your local JobcentrePlus office that you are looking for work in East Renfrewshire. We will also accept copies of letters you have received from employers inviting you for an interview or to confirm that you have applied for a vacancy in the area.
- If you are receiving support from or giving support to a relative in the area, send us a letter from your relative to confirm that they will support you, or that you are supporting them. We will need details of the support you will give.
- If you are moving for a social or medical reason, please complete a medical application form (you can get one from any of the housing offices listed on page 22).

**Part 12** If you live outside East Renfrewshire, let us know what connection you have with this area.

I have a job in the area <input type="checkbox"/>	I need to receive support from or give support to a relative (parent, child, stepchild, brother, sister and so on) who lives in this area <input type="checkbox"/>
I have been offered a job in the area <input type="checkbox"/>	I have social, cultural, or medical reasons to live in this area <input type="checkbox"/>
I am looking for a job in the area <input type="checkbox"/>	Other reason (please tell us here) <input type="checkbox"/>

Please tell us below which documents you have included as proof of your connection with East Renfrewshire.

## Your housing circumstances

**Part 13** Which of the following best describes your current housing circumstances?

I am an Arklet Housing Association tenant <input type="checkbox"/>	I am in HM Forces <input type="checkbox"/>
I am a Barrhead Housing Association tenant <input type="checkbox"/>	I am a lodger (Please give us more details in section 14.) <input type="checkbox"/>
I am an East Renfrewshire Council tenant <input type="checkbox"/>	I am living with relatives (Please give us more details in section 14.) <input type="checkbox"/>
	I am living with friends (Please give us more details in section 14.) <input type="checkbox"/>
I am a tenant of another council or housing association (Please tell us which here.) <input type="checkbox"/>	I own and live in my home <input type="checkbox"/>
I am a tenant of property provided as part of my job (Please give us more details in section 14.) <input type="checkbox"/>	I do not have a permanent home <input type="checkbox"/>
I am a tenant of a private landlord (Please give us more details in section 14.) <input type="checkbox"/>	I have different housing circumstances (Please give us details here.) <input type="checkbox"/>

**Part 14** Please tell us the name and address of your landlord, employer, relative or friend from the table above.

<p>Name</p>          <p>Date you moved into their property</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 50px; display: flex; justify-content: space-around;"> <span>/</span> <span>/</span> </div>	<p>Address and postcode</p>          
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<b>Part 15</b> Please tick the box which best describes the type of property you currently live in.	
I live in a house or cottage <input type="checkbox"/>	I live in sheltered housing <input type="checkbox"/>
I live in a flat <input type="checkbox"/>	I live in a mobile home or caravan <input type="checkbox"/>
I live in a maisonette <input type="checkbox"/>	I live in a bedsit <input type="checkbox"/>
I live in a high-rise flat <input type="checkbox"/>	I live in a different type of property (please give us details here) <input type="checkbox"/>

<b>Part 16</b> Why are you applying for housing? Please tick the boxes below which describe your circumstances. Please also tick the boxes if the circumstances apply to someone else who will be living with you. You can tick as many boxes as you like, as long as they apply to you.	
I am homeless <input type="checkbox"/>	I could become homeless <input type="checkbox"/>
I am due to be released from prison <input type="checkbox"/>	I am due to be discharged from hospital <input type="checkbox"/>
I am due to be discharged from HM Forces <input type="checkbox"/>	I am having problems with my relationship <input type="checkbox"/>
I am suffering from domestic abuse <input type="checkbox"/>	I am experiencing harassment and violence in my area <input type="checkbox"/>
I am in financial difficulties <input type="checkbox"/>	My home has been repossessed because I could not pay my mortgage <input type="checkbox"/>
I want to move to another part of East Renfrewshire <input type="checkbox"/>	My home is not suitable to live in and has been declared 'below tolerable standard' (BTS) <input type="checkbox"/>
I have a medical condition that is made worse by my current housing circumstances <input type="checkbox"/>	I find it difficult to get around my current home because I have a disability <input type="checkbox"/>
My home is overcrowded <input type="checkbox"/>	My home is too large <input type="checkbox"/>
I want to move so I can be nearer to family <input type="checkbox"/>	I want to move for social or cultural reasons <input type="checkbox"/>
I want to move for some other reason (please give us details here) <input type="checkbox"/>	

**Part 17** To work out the size of the bedrooms in your home, we treat a single bedroom as 10.2 square metres (110 square feet) or less. We treat a double bedroom as more than 10.2 square metres (110 square feet). You can work out how big a room is by multiplying the length of the room by the width of the room. If you have any difficulty working out how big your bedrooms are, please contact us.

How many bedrooms are there in your current home?

How many of these are double bedrooms?

How many are single bedrooms?

How many bedrooms do **just** you and your household have use of (that you do not share with other people who are not in your household)?

How many of these are double bedrooms?

How many are single bedrooms?

**Part 18** If you live in a flat, what floor is it on?

Basement

Ground floor

First floor

Second floor

Third floor or above

**Part 19** Is there a lift in the building your flat is in?

Yes

No

**Part 20** If you have a garden, are you finding it difficult to manage?

Yes

No

**Part 21** Please tick the boxes below to tell us whether only you and your household use the following facilities or whether you share them with other people who are not in your household and who will not be moving with you.

Facility	Only for me and my household	I share these with other people who are not in my household
Toilet	<input type="checkbox"/>	<input type="checkbox"/>
Bath or shower	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>
Living Area	<input type="checkbox"/>	<input type="checkbox"/>
Bedroom	<input type="checkbox"/>	<input type="checkbox"/>

**Part 22** Please answer the questions below about the condition of your home.

Is your home damp? <input type="checkbox"/>	Does your home have dry or wet rot? <input type="checkbox"/>
Does your home have old electrical wiring or plumbing? <input type="checkbox"/>	Does your home have structural problems (such as faulty wiring or plumbing)? <input type="checkbox"/>
Has your home been declared below tolerable standard' (BTS)? <input type="checkbox"/>	Have you received a closing order for your home? <input type="checkbox"/>

**Please provide any proof you have (for example, photographs of damp areas in your home or a copy of the closing order) to support your application.**

**Part 23** Do you want to move closer to where you work or study because it is difficult or expensive to get there? Yes  No

How far is your current home from where you work or study?  miles

**Part 24 You** – Please list **your** previous addresses **for the past five years** starting with your current address.

Address and postcode	Were you a tenant, lodger or owner?	When did you move in?	When did you move out?	Why did you (or why will you) leave your current home?
		/ /	Does not apply	
		/ /	/ /	
		/ /	/ /	
		/ /	/ /	

**Part 25 Joint applicant** – Please list the joint applicant's previous addresses **for the past five years** starting with their current address.

Address and postcode	Were they a tenant, lodger or owner?	When did they move in?	When did they move out?	Why did they (or why will they) leave their current home?
		/ /	Does not apply	
		/ /	/ /	
		/ /	/ /	
		/ /	/ /	

## Your health, care, social and support needs

### Part 26 Do any of the following apply to **you** or **anybody else moving with you**?

(Please tick if it applies to you. If it applies to somebody moving with you, tell us their name.)

	You	Other person's name
I or somebody moving with me has a health problem	<input type="checkbox"/>	<input type="text"/>
I or somebody moving with me has a disability	<input type="checkbox"/>	<input type="text"/>
I or somebody moving with me is moving to give or receive support	<input type="checkbox"/>	<input type="text"/>
I or somebody moving with me want to move for social or cultural reasons	<input type="checkbox"/>	<input type="text"/>
Do you feel as though moving home will improve your circumstances (for example, would your health improve)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Part 27 Have **you** or **anybody else moving with you** filled in a medical priority application form?

Yes  No

### Part 28 If you have answered **yes** in part 27, was a medical priority awarded?

Yes  No

If you have answered **no** in part 27, and you would like to fill in a medical priority application form to help us assess your needs based on your health, please tick the box below. We may contact you to discuss your situation in more detail.

Would you like us to send you a medical application form? Yes  No

### Part 29 Do you need to move because you (or someone living with you) are suffering from harassment, threatening behaviour or abuse?

Yes  No

Have the police been told about the incidents? Yes  No

Give brief details here (for example, how you have been harassed and if you have contacted the police or social work services).

## Your choice of housing

### Letting areas

The attached leaflet lists all the streets within each letting area (for example, Upper Auchenback, Cowan Park and Newton Mearns) and tells you which landlords have housing there.

If you need more information or advice on your housing options, please contact any of the landlords in the partnership (you can find all our contact details on page 22).

### Guidance notes for part 30

#### Property types

- Tenement flat – this means there is a shared front access to the building.
- Main-door flat – this means you live in a property that is separated into four self-contained flats and you can get to your flat from the street through your own front door.
- Maisonette – this means you live in a flat that is on two levels and has stairs. If you live in a maisonette you will get to your home by an outside stairway or entrance.
- Cottage or house – this is a two-storey property, usually semi-detached or terraced.
- Bungalow – this is a single-storey property.

**Part 30** Please tick the types of housing you want us to consider you for.

Tenement flat	<input type="checkbox"/>	Cottage or house	<input type="checkbox"/>
Main-door flat	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>		<input type="checkbox"/>

### Guidance notes for part 31

#### Housing for elderly people and people with disabilities

- **Sheltered housing** – self-contained flats for elderly people that includes a level of support, such as an emergency alarm service and, in some cases, a warden service. (A warden would, for example, check on residents every day to check they are safe. They may also arrange for repairs to be carried out or organise medical appointments.)
- **Very sheltered housing** – this is similar to sheltered housing but has extra care services, such as meals being provided.
- **Amenity housing** – this type of housing is adapted for people with special needs, but does not have any support services. Adaptations may include an emergency alarm system, wet-floor showers in the bathroom and handrails and access ramps.
- **Housing adapted for wheelchair users** – this type of housing offers easy access and is adapted to suit somebody in a wheelchair.

**Part 31** Please tick the boxes below for the type of home you want to be considered for.

Sheltered housing (you must be aged 60 or over)	<input type="checkbox"/>	Very sheltered housing (you must be aged 60 or over)	<input type="checkbox"/>
Amenity housing	<input type="checkbox"/>	Housing adapted for people who use a wheelchair	<input type="checkbox"/>

## Guidance notes for part 32

### Other housing options and what they mean

- Shared ownership – this is where you buy a percentage of the property from your landlord, say 60% or 80%, and pay rent to your landlord for the remaining 40% or 20%. (You may have to arrange a mortgage for the percentage you buy.) Depending on the terms of the agreement, you may be able to gradually increase the percentage of the property you own.)
- Homestake or shared equity – this is where you buy a percentage of the property, say 60% or 80%, from the developer or landlord. You do not pay rent on the remaining 40% or 20%. The terms of the agreement might allow you to gradually increase the percentage of the property you own.

<b>Part 32</b> Other housing options if they are available in your preferred area			
I would consider buying a new low cost house or flat	<input type="checkbox"/>	I would consider renting from a private landlord	<input type="checkbox"/>
I would consider buying a house or flat	<input type="checkbox"/>	I would consider building my own home	<input type="checkbox"/>
I would consider buying a house or flat on the market	<input type="checkbox"/>	I would consider a Mutual Exchange	<input type="checkbox"/>
Would you like us to pass your details to developers who may be building Homestake or Shared Ownership housing in your preferred area? Yes <input type="checkbox"/> No <input type="checkbox"/>			

<b>Part 33</b> How many bedrooms do you need? We will each use our own guidelines to decide what size house to offer you.			
A studio or bedsit (one-roomed home)	<input type="checkbox"/>	Three bedrooms	<input type="checkbox"/>
One bedroom	<input type="checkbox"/>	Four bedrooms	<input type="checkbox"/>
Two bedrooms	<input type="checkbox"/>	Five bedrooms	<input type="checkbox"/>

<b>Part 34</b> What type of heating system would you prefer?			
Electric	<input type="checkbox"/>		
Gas	<input type="checkbox"/>		
I don't mind	<input type="checkbox"/>		

<b>Part 35</b> What is the highest floor level you would consider living on?			
Ground floor	<input type="checkbox"/>	First floor	<input type="checkbox"/>
Second floor	<input type="checkbox"/>	Third floor	<input type="checkbox"/>
Any level if there is a lift available	<input type="checkbox"/>	Any level	<input type="checkbox"/>



**Part 36** The table below shows the different areas where we have housing in East Renfrewshire. The attached leaflet, 'Letting areas – street by street', gives exact details where Arklet Housing Association, Barrhead Housing Association and East Renfrewshire Council have properties. You can choose up to **ten** areas in **total**.

<b>Barrhead</b>		
<b>Barrhead South</b>		
Upper Auchenback <input type="checkbox"/>	Central Auchenback <input type="checkbox"/>	Lower Auchenback <input type="checkbox"/>
<b>Barrhead West</b>		
Gateside <input type="checkbox"/>	Bellfield <input type="checkbox"/>	
<b>Barrhead Central</b>		
Tait <input type="checkbox"/>	Levern <input type="checkbox"/>	Craigheads <input type="checkbox"/>
Centre <input type="checkbox"/>		
<b>Barrhead North</b>		
Waulkmill <input type="checkbox"/>	Crossmill <input type="checkbox"/>	Cowan Park <input type="checkbox"/>

<b>Eastwood</b>		
Thornliebank <input type="checkbox"/>	Newton Mearns <input type="checkbox"/>	Eaglesham <input type="checkbox"/>
Busby and Netherlee <input type="checkbox"/>	Giffnock <input type="checkbox"/>	

<b>Neilston</b>		
Glen <input type="checkbox"/>	Neilston North <input type="checkbox"/>	Neilston South <input type="checkbox"/>

**Part 37**  
 Are there any streets within the areas you have chosen that you do not want to live in?

Yes      No           

If yes, please tell us here.

## How we monitor information

We are committed to providing equal opportunities. This means we will make sure that we treat everybody who applies for housing equally.

For our policies and procedures to be effective, we need to monitor who uses our services so that we do not discriminate against anyone because of their sex, race, colour, nationality, ethnic background, disability, sexuality or age.

We will keep all the information you give us confidential. We will only use it to process your application and to create statistics to see who uses our services.

An Equal Opportunities Questionnaire is included at the end of this form and we would be grateful if you could complete this. You are not obliged to complete this form and any information you give us will not influence our decision to offer you housing

## Declaration

Is anyone included in this application (including you) an employee of, or related to an employee of East Renfrewshire Council, Arklet Housing Association, Barrhead Housing Association or to a councillor or committee member?	
Yes	No
	<input type="checkbox"/>
	<input type="checkbox"/>
If <b>yes</b> , please give their name here	<input type="text"/>
What is the relationship? (For example, are you their husband or wife?)	<input type="text"/>
Which organisation or service do they work in?	<input type="text"/>

Please read through the following statements and sign at the bottom to show that you understand and agree with them. **These statements apply to you and anybody included in this application.**

- I am eligible to apply for housing and I will tell you if my circumstances change.
- All the information I have given on this application form is true. I understand that if I give false information or withhold information you have asked for, my application may be cancelled.
- If I am offered housing because I have given false information or have withheld information you have asked for, I understand that you may end my tenancy and evict me from my home.

**Permission to share information**

- I agree that any information I have given on this application can be given to all the landlords taking part in the common housing register, now and in the future.
- You can contact my doctor, hospital consultant, health visitor or social worker, the police or any other relevant person if you need more information for my housing application, including details covered by the Data Protection Act 1998 as defined in Page 1.
- You can contact my current landlord or previous landlords for a reference.

**Your signature**

**Date**

**Joint applicant's signature**

**Date**

## Power of attorney

An attorney has the authority to act on behalf of another person. If somebody is an attorney, they should have a document that explains what they can do on behalf of another person (such as make decisions, sign documents, handle their business affairs). The attorney is generally referred to as 'having power of attorney'.

If you have signed this form on someone else's behalf and you have power of attorney please give the following details and send us proof that you have power of attorney.

**Signature of person with power of attorney**

**Date**

Address and postcode

Phone number

Name of the person  
you are acting  
on behalf of

## Other housing providers in East Renfrewshire

Below are the contact details for some housing associations who provide housing to certain groups of people, such as elderly people and people with specific housing needs. They have a small number of properties in East Renfrewshire and sometimes they ask us to send them details of people who have applied to us for housing to go on their waiting lists for their properties. This means that if one of their houses becomes available, we may be asked to nominate suitable applicants to be considered as tenants for that property.

### **Cube Housing Association**

70 Glenfinnan Road  
Maryhill  
Glasgow  
G20 8JX

Phone: 0141 204 5222

Website: [www.cubehousing.co.uk](http://www.cubehousing.co.uk)

### **Crown Housing Association**

Westwood Business Centre  
69 Aberdalgie Road  
Easterhouse  
Glasgow  
G34 9HJ

Phone: 0141 771 4694

Website: [www.crownha.org.uk](http://www.crownha.org.uk)

### **Hanover Housing Association**

Pavilion 5  
Ground Floor  
Watermark Business Park  
345 Govan Road  
Glasgow  
G51 2SE

Phone: 0141 553 6300

Website: [www.hsha.org.uk](http://www.hsha.org.uk)

### **Horizon Housing Association**

Leving House  
Fairbairn Place  
Livingston  
West Lothian  
EH54 6TN

Phone: 01506 424140

Website: [www.horizonhousing.org](http://www.horizonhousing.org)

### **Margaret Blackwood Housing Association**

646 Argyle Street  
Glasgow  
G3 8UF

Phone: 0141 221 1606

Website: [www.mbha.org.uk](http://www.mbha.org.uk)

### **Trust Housing Association**

Pavilion 5  
Watermark Business Park  
345 Govan Road  
Glasgow  
G51 2SE

Phone: 0141 227 1994

Website: [www.trustha.org.uk](http://www.trustha.org.uk)

When you have filled in your form please send it, along with any proof we have asked for, to any of the following offices.

## **East Renfrewshire Council Housing office**

### **Barrhead**

211 Main Street  
Barrhead  
G78 1SY

Phone: 0141 577 3701

E-mail: [customerservices@eastrenfrewshire.gov.uk](mailto:customerservices@eastrenfrewshire.gov.uk)

Website: [www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk)

### **Opening times**

Monday to Thursday: 8.45am to 4.45pm

Friday 8.45 am to 15.55 pm

## **Arklet Housing Association**

Barrland Court  
Barrland Drive  
Giffnock  
G46 7QD

Phone: 0141 620 1890

E-mail: [arklet@arklet.org.uk](mailto:arklet@arklet.org.uk)

Web Site: [www.arklet.org.uk](http://www.arklet.org.uk)

### **Opening times**

Monday to Thursday: 9am to 5pm (closed for lunch 12.30 p.m. to 1.30 p.m.)

Friday: 9am to 4pm (closed for lunch 12.30 p.m. to 1.30 p.m)

## **Barrhead Housing Association**

70 Main Street  
Barrhead  
East Renfrewshire  
G78 1SB

Phone: 0141 881 0638

E-mail: [enquiries@barrheadha.org](mailto:enquiries@barrheadha.org)

Website: [www.barrheadha.org](http://www.barrheadha.org)

### **Opening times**

Monday to Thursday: 9am to 5pm

Friday: 9am to 4pm

## Checklist

### Have you remembered to include the correct proof with your application form?

We need to see proof to support the details you have given in the form. Please check that you have sent us the relevant proof and tick the items you have included on the checklist below. We will not be able to process your application and award the correct points without this proof.

<b>Essential proof</b>			
You <b>must</b> provide the following proof. Without it, we cannot put you on our housing waiting list. For details of which documents you can use as proof, see the guidance notes on the page number shown below.			
<b>Part number</b>	<b>Page number</b>	<b>Proof we need to see</b>	<b>Tick</b>
1	4	Proof of personal identification for you and the joint applicant (if this applies). (See the guidance note on page 3.)	
1	4	Proof of National Insurance number for you and the joint applicant (if this applies). (See the guidance note on page 3.)	
1	4	Proof of address (See the guidance note on page 3.)	
5	6	If you are not a British citizen, proof of your right to live in the UK. (See the guidance note on page 5.)	
	20	If it applies, proof of power of attorney. (See page 20 for more information.)	
3 and 4	5	Proof of other adults living with you. (See the guidance note on page 3.)	
3 and 4	5	Proof of any children living with you. (See the guidance note on page 3.)	
<b>Other Proof</b>			
You <b>must</b> provide the following proof (if it applies) to support information about family members or certain circumstances you have told us about in the application form. You may be entitled to extra points for your individual circumstances, but we will not award these until we have received the correct proof. For details of which documents you can use as proof, see the guidance notes on the page number shown below.			
<b>Part number</b>	<b>Page number</b>	<b>Proof we need to see</b>	<b>Tick</b>
3 and 4	5	If you are pregnant, your MATB1 certificate. (See the guidance note on page 5.)	
6	6	Proof of shared custody of children. (See the guidance note on page 6.)	
12	9	Proof of a local connection (for example, if you work or have family in the area you want to live in). (See the guidance note on page 8.)	
16	10	Proof that your current home is below a tolerable standard (BTS). The local authority responsible for the area you live in will have inspected the property and sent you a letter about the condition of it.	
22	12	Proof of the condition of your house. (For example, photographs of damp areas or other problems as listed in part 22.)	

**If you are posting these documents, we will accept photocopies. Do not send the originals – we cannot return them to you.**





# Notes

(This page is for office use only.)

Date	Details	Initials
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We can explain this document to you in other languages and provide it in other formats such as large print or Braille. For more information, please contact Customer First on 0141 577 3001 or e-mail [customerservices@eastrenfrewshire.gov.uk](mailto:customerservices@eastrenfrewshire.gov.uk).

آپ کے لیے اس دستاویز کی دیگر زبانوں میں وضاحت کی جاسکتی ہے اور یہ دیگر مختلف صورتوں میں جیسا کہ بڑے حروف کی لکھائی اور بریل (نابینا افراد کے لیے) بھجے ہوئے حروف کی لکھائی) میں فراہم کی جاسکتی ہے۔ مزید معلومات کے لیے برائے مہربانی ٹیلیفون نمبر 0141 577 3001 پر کسٹمر فرسٹ سے رابطہ کریں یا [customerservices@eastrenfrewshire.gov.uk](mailto:customerservices@eastrenfrewshire.gov.uk) کے پتہ پر ای میل بھیجیں۔

এই পত্র অন্যান্য ভাষায় বর্ণনা ছাড়া নানা বিকল্প আকারেও দেয়া যেতে পারে যথা – বড় ছাপান অক্ষরে এবং উঁচু গঠিত বর্ণমালায়ও (Braille) দেয়া যেতে পারে। এ বিষয়ে আরও খবরাখবরের জন্যে যোগাযোগ করুন কাশীমার ফাউন্ট টেলিফোন: ০১৪১-৫৭৭ ৩০০১ অথবা ইমেইল: [customerservices@eastrenfrewshire.gov.uk](mailto:customerservices@eastrenfrewshire.gov.uk)

आप के लिए इस दस्तावेज़ की व्याख्या अन्य भाषाओं में की जा सकती है और बदलवें रूपों जैसे बड़े अक्षरों और ब्रेल पर भी प्रदान की जा सकती है। कृपया अतिरिक्त जानकारी के लिए कस्टमर फस्ट वालों से इस फोन नंबर पर संपर्क करें: 0141 577 3001 व इस पते पर ईमेल करें: [customerservices@eastrenfrewshire.gov.uk](mailto:customerservices@eastrenfrewshire.gov.uk)

ਤੁਹਾਡੇ ਲਈ ਇਸ ਦਸਤਾਵੇਜ਼ ਦੀ ਵਿਆਖਿਆ ਹੋਰਨਾਂ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਵੀ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ ਅਤੇ ਇਸ ਨੂੰ ਬਦਲਵੇਂ ਰੂਪਾਂ ਵਿਚ ਜਿਵੇਂ ਵੱਡੇ ਅੱਖਰਾਂ ਅਤੇ ਬਰੇਲ ਤੇ ਪ੍ਰਦਾਨ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਵਧੇਰੇ ਜਾਣਕਾਰੀ ਲਈ ਕਸਟਮਰ ਫਸਟ ਵਾਲਿਆਂ ਨਾਲ ਇਸ ਫੋਨ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰਨ ਦੀ ਕ੍ਰਿਪਾਲਤਾ ਕਰੋ: 0141 577 3001 ਜਾਂ ਇਸ ਪਤੇ ਤੇ ਈਮੇਲ ਕਰੋ: [customerservices@eastrenfrewshire.gov.uk](mailto:customerservices@eastrenfrewshire.gov.uk)

這份文件可以使用其他的語言解釋,亦可以提供其他形色的版本,例如大字和凸字。請聯絡客服務 (Customer First) 索取進一步的資料。電話:0141 577 3001或電郵 [customerservices@eastrenfrewshire.gov.uk](mailto:customerservices@eastrenfrewshire.gov.uk)

### **Suggestions and complaints**

If you would like to make a suggestion or complaint about the way we have dealt with your housing application, please contact East Renfrewshire Council, Arklet Housing Association or Barrhead Housing Association (see page 22 for contact details). We will try our best to sort out your complaint.

If you are still not happy when we have tried to sort out your complaint, you can contact the Scottish Public Services Ombudsman. They are an independent organisation who sort out complaints about public services like ours.

You can contact them at:

4 Melville Street  
Edinburgh  
EH3 7NS.

Phone: 0870 011 5378

## EQUAL OPPORTUNITIES QUESTIONNAIRE

I do not want to fill in this questionnaire

(please tick box)

How would you describe your ethnic origin?

ETHNIC ORIGIN		YOU	JOINT APPLICANT
White	Scottish	<input type="checkbox"/>	<input type="checkbox"/>
	Irish	<input type="checkbox"/>	<input type="checkbox"/>
	English	<input type="checkbox"/>	<input type="checkbox"/>
	Welsh	<input type="checkbox"/>	<input type="checkbox"/>
	Gypsy or Traveller	<input type="checkbox"/>	<input type="checkbox"/>
	Polish	<input type="checkbox"/>	<input type="checkbox"/>
	Other White	<input type="checkbox"/>	<input type="checkbox"/>
	If other white, please tell us here		
Black, Black Scottish or Black British	Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
	African	<input type="checkbox"/>	<input type="checkbox"/>
	Other Black	<input type="checkbox"/>	<input type="checkbox"/>
	If other black please tell us here		
Asian, Asian Scottish, or Asian British:	Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
	Chinese	<input type="checkbox"/>	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
	Indian	<input type="checkbox"/>	<input type="checkbox"/>
	Other Asian	<input type="checkbox"/>	<input type="checkbox"/>
Mixed background	Any other background	<input type="checkbox"/>	<input type="checkbox"/>
Other ethnic background	Any other background	<input type="checkbox"/>	<input type="checkbox"/>
Arab, Arab Scottish or Arab British		<input type="checkbox"/>	<input type="checkbox"/>
Unknown		<input type="checkbox"/>	<input type="checkbox"/>

WHAT SEX ARE YOU?	YOU	JOINT APPLICANT
Male	<input type="checkbox"/>	<input type="checkbox"/>
Female	<input type="checkbox"/>	<input type="checkbox"/>

HOW OLD ARE YOU?	YOU	JOINT APPLICANT
16 to 24	<input type="checkbox"/>	<input type="checkbox"/>
25 to 39	<input type="checkbox"/>	<input type="checkbox"/>
40 to 49	<input type="checkbox"/>	<input type="checkbox"/>
50 to 59	<input type="checkbox"/>	<input type="checkbox"/>
60 or over	<input type="checkbox"/>	<input type="checkbox"/>

DO YOU OR DOES ANYONE IN YOUR HOUSEHOLD HAVE A DISABILITY?	YOU	JOINT APPLICANT	OTHER MEMBER OF YOUR HOUSEHOLD
Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for taking the time to complete this questionnaire