

Housing Register Application



Choice-based lettings

Registration number: (for office use only)

You should only complete a Housing Register Application form if you are:

1. Eligible for social housing – If you are subject to immigration controls or you are not habitually resident in the UK you are not eligible.
2. You do not own or have an interest in a property
3. Your gross household income is less than £64,000 per year (one or two bed households) or less than £77,000 per year (three bedroom or greater households)
4. Your savings and assets are less than £30,000 (excluding lump sums paid to members of the British Armed forces)
5. You live outside the borders of the London Borough of Hillingdon but you are either (i) aged 60+ or seeking sheltered accommodation or (ii) you need to move to take up a confirmed offer of employment.
6. You have lived continuously in the borough for the past 10 years. Exclusions apply, for example ex armed forces/ care leavers / victims of disaster. Please seek advice from www.locata.org.uk/Hillingdon or London Borough of Hillingdon Housing Needs tel. 01895 556666 if needed.

Can I apply to the housing register?		
Are you eligible for assistance	Yes	No
I do not own/have a financial interest in a property	Yes	No
I earn less than £64000/£77,000	Yes	No
I have savings of less than £30k*	Yes	No
I live in Hillingdon*	Yes	No
I lived here for the last 10 years*	Yes	No

*refer to exceptions/seek advice

If you cannot answer Yes to all the above questions you are unlikely to be successful in your application to join the London Borough of Hillingdon housing register. For advice and assistance on accessing accommodation please visit our housing advice web service at www.locata.org.uk/Hillingdon. If your need for assistance is urgent or you believe you are threatened with homelessness please contact our Housing Needs service on **01895 556666**

What evidence will I need to support my application?

Before you start filling in the form, you need to think about who you want to include on your application and about assembling the evidence you will need to support your application when we need to verify the information you have put in your housing application.

(Photocopies are allowed but originals will be requested at point of verification before an offer of accommodation is made)

To prove you are eligible for housing

- Your passport.
- Your spouse/partner's passport if you are making a joint application.
- Home Office documents explaining your immigration status.
- Your full birth certificate.
- Your spouse/partner's full birth certificate.
- Your children(s) full birth certificate(s).
- Your UK Residence Permit or EC/EEA ID card.

To prove you qualify to go on the waiting list

Financial resources

- If you receive out of work or disability benefits – award letters or benefit book or bank statement identifying payments.
- If you receive a pension – award letter, benefit book, bank statement.
- If you are employed - payslips for the past 12 months.
- If you are self employed - audited accounts for the past 18 months.
- If you part own or fully own a property but unable to live there – we will assess your financial circumstances on the basis that the money can be reasonably expected to be released if the property were sold.

Local connection

- Council tax bills for the past 10 years.
- Tenancy agreements for properties you have lived in over the past 10 years.
- Bills, bank statements, credit card statements showing where you have lived over the past 10 years.

Information to support your housing need

Depending on the reason for seeking housing assistance:

- Medical letter from your G.P or hospital.
- Letter from a support worker/social worker.
- Other relevant information.

Part 1 About you

Main Applicant	
Title	
First name	
Middle name	
Last name	
Male / Female	
Date of Birth	
Marital Status	
National Insurance number	
Home Phone number	
Mobile number	
E:mail address	

Part 2 Eligibility

Nationality:

What passport do you hold?

British Irish

EEA

EEA Nationals are: Bulgaria Czech Republic Estonia Hungary Latvian
Lithuanian Poland Romania Slovakia Slovenian

Are you working? if so, for how long 3 months

Other EEA

Note EEA Other are: Austria Belgium Cyprus Denmark Finland
France Germany Greece Italy Iceland Malta
Luxembourg Netherlands Liechtenstein Portugal Spain Sweden
Norway

Are you working? if so, for how long

Non EEA

Do you have Leave to Remain in the UK ? Yes No

If No, What is your status?

Was s/he given leave to remain in the UK, because she /he has a sponsor?
Yes No don't know

If married, have they been granted leave on the basis of their marriage?
Yes No don't know

Has any member of the household lived outside the UK during the last 3 years?
Yes No

Part 3 Income

Total Household Income

What is your yearly household income, including salary, benefits and personal pension?

	Yes	No
Under £63,000	<input type="checkbox"/>	<input type="checkbox"/>
£64,000 - £76,999	<input type="checkbox"/>	<input type="checkbox"/>
£77,000 +	<input type="checkbox"/>	<input type="checkbox"/>

About you and your partner's income

	You		Your partner	
	Yes	No	Yes	No
Are you and/or your partner currently working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you/or your partner self-employed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If no, what dates were you last employed? From: _____ To: _____

If you and/or partner are employed, please tell us the name and address of your employer.

What date did you start working for the company named above?

If you and/or your partner are self-employed, please tell us the name of your company and nature of business.

If you and/or your partner are currently working, how long have you been in continuous employment? Please tell us the actual date you began continuous employment.

How much do you or your partner earn annually before tax.

What is you or your partner's job?

How many hours do you work per week?

You	Your partner
£	£

If you and/or your partner ARE receiving benefits or a pension, enter below the total amount received each month for all that apply.

Jobseekers Allowance

Income Support

ESA

Disability Living Allowance / PIP

Housing Benefit

Council Tax Reduction Benefit

Working Tax Credit

Child Tax Credit

Carer's Allowance

£	£
£	£
£	£
£	£
£	£
£	£
£	£
£	£
£	£
£	£

Child Support	£	£
Child Benefit	£	£
State Retirement Pension	£	£
Private Occupational Pension / Superannuation	£	£
Other	£	£
Provide details		

Part 4 Do you own a own property

Do you or anyone on your application own a property in the UK or abroad?

Yes No

Estimate the value of your property and land.

Estimate the mortgage you still have to pay.

If you pay a mortgage how much do you pay every month?

If you are currently behind with your payments, tell us by how much?

£

Part 5 Household Members

Provide details of all the people that you wish to include on your housing application

Title	
First name	
Middle name	
Last name	
Male / Female	
Date of Birth	
Marital Status	
National Insurance number	
Relationship to Applicant	

Title	
First name	
Middle name	
Last name	
Male / Female	
Date of Birth	
Marital Status	
National Insurance number	
Relationship to Applicant	

Title	
First name	
Middle name	
Last name	
Male / Female	
Date of Birth	
Marital Status	
National Insurance number	
Relationship to Applicant	

Title	
First name	
Middle name	
Last name	
Male / Female	
Date of Birth	

Marital Status	
National Insurance number	
Relationship to Applicant	

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First name	
Middle name	
Last name	
Male / Female	
Date of Birth	
Marital Status	
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Male / Female	
Date of Birth	
Marital Status	
National Insurance number	
Relationship to Applicant	

Title	
First name	
Middle name	
Last name	
Male / Female	
Date of Birth	
Marital Status	
National Insurance number	
Relationship to Applicant	

Title	
First name	
Middle name	
Last name	
Male / Female	
Date of Birth	
Marital Status	
National Insurance number	
Relationship to Applicant	

Part 6 Previous Addresses

Please give your ten year address history:

FROM	TO	ADDRESS	PROPERTY TYPE Flat/House etc	TYPE OF TENANCY Private rented/council etc

Part 7 Your Property

What kind of property do you and/or your partner live in?

Please circle against the category that best describes the property where you and/or your partner currently live:

House / Flat / Maisonette (split level) / Bungalow / Studio / Bed-sit / Houseboat / Room in shared house / Other (please describe)

What kind of living arrangement do you and/or your partner have?

	You	Your Partner
Living with parents	<input type="checkbox"/>	<input type="checkbox"/>
Living with other relatives	<input type="checkbox"/>	<input type="checkbox"/>
Living with friends	<input type="checkbox"/>	<input type="checkbox"/>
Living in hostel	<input type="checkbox"/>	<input type="checkbox"/>
Renting from a non-resident private landlord	<input type="checkbox"/>	<input type="checkbox"/>
Renting from a live-in private landlord	<input type="checkbox"/>	<input type="checkbox"/>
Living in employer accommodation	<input type="checkbox"/>	<input type="checkbox"/>
Renting from employer	<input type="checkbox"/>	<input type="checkbox"/>
Living in property that you own	<input type="checkbox"/>	<input type="checkbox"/>
Living in property you jointly own	<input type="checkbox"/>	<input type="checkbox"/>
No fixed address	<input type="checkbox"/>	<input type="checkbox"/>
Serving in HM Armed Forces	<input type="checkbox"/>	<input type="checkbox"/>
In-patient at hospital or other medical facility	<input type="checkbox"/>	<input type="checkbox"/>
In prison	<input type="checkbox"/>	<input type="checkbox"/>
Living in Housing Association property	<input type="checkbox"/>	<input type="checkbox"/>
Living in Council property	<input type="checkbox"/>	<input type="checkbox"/>
Living in Shared accommodation	<input type="checkbox"/>	<input type="checkbox"/>
Other (please describe):	<input type="checkbox"/>	<input type="checkbox"/>

Bedroom 2	
Bedroom 3	
Bedroom 4	
Bedroom 5	
Living Room 1	
Living Room 2 or Dining Room	

Provide details of the facilities in your current accommodation

Please tick all that apply:

- Kitchen/Kitchenette
- Hot Water
- Cold Water
- Indoor toilet
- Bath / Shower
- Central Heating
- Is the living room separated from the kitchen by a wall.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Do you share your accommodation with other tenants, friends or relatives who are not included on your housing application.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Is your current accommodation adapted in any way to meet the needs of someone in the household.

If 'Yes', please give details of these adaptations below:

On which floor is the front door to your current accommodation?

Ground

First

Second or above

Is there a lift in this accommodation?

Yes

No

Part 10 The health of you and your household

If you need to complete a medical assessment please request a form.

Part 11 Ex-Military Personnel

Have you or your spouse or civil partner ever served in the British regular or reserve Armed Forces?

Never served.

Regular British Armed Forces.

British Reserve Forces.

Both Regular & Reserve British Forces.

If you have ever served in the British regular or reserve Armed Forces, when did you leave?

Less than 5 years ago.

More than 5 years ago.

Still currently serving.

Do you need to move because of a serious injury / illness or disability caused by you, your spouse or civil partner's service in the British Armed Forces?

Yes

No

Do you have to leave British Ministry of Defence accommodation following the death in service of your spouse or civil partner?

Yes

No

Were you living in the borough 10 years prior to joining the forces? **Yes** **No**

Part 12 Childless Couples

Do you have or have you had any children, including children in care, adopted or deceased? **Yes** **No**

Are you currently pregnant?

If you have ticked no to any of the above questions, it will be verified via checks to the benefit system, education and childrens' services, registrar's office.

Part 13 Housing Options

Would you like to consider any of the following options?

Sheltered Housing
Colne Park Caravan Site
Shared Ownership

Are you homeless or threatened with homelessness?

If you have been asked to leave your home we will refer your application to our Housing Options Team to discuss how we can either help you stay in your current home or your options to find a new home.

If you would like to contact them directly you can call 01895 556666 Monday to Friday 9 a.m. to 5 p.m. or e:mail them on housingoptions@hillingdon.gov.uk.

For what reason have you been asked or need to leave your current home?

Part 14 Where would you prefer to live?

Please tick the boxes to show which areas you would prefer to live in.

Ruislip

(Including Northwood, Northwood Hills, Eastcote, Ruislip, South Ruislip and Harefield).

Uxbridge

(including Ickenham, Hillingdon North, Hillingdon Hill, Uxbridge, Cowley, Hillingdon Heath, Cliftonville and Margate).

Hayes

(Including Hayes, Hayes End, Yeading, Barnhill, Charville, Harlington, Hayes Town, Botwell and Townfield).

Yiewsley

(including Yiewsley, West Drayton, Harmondsworth, Sipson and Longford).

Moving out of the borough
(please specify).

Part 15 Ethnic Origin (for monitoring purposes only)

Asian or British Asian- Bangladesh

Black or Black British- African

Asian or British Asian- Indian

Black or Black British- Caribbean

Asian or British Asian- Other

Black or Black British- Somalia

Asian or British Asian- Pakistani

Black or Black British- Other

Chinese

African & Caribbean

Chinese- Other

Mixed other background

White- British

Mixed White/ Asian

White- Irish

Mixed White/ Black African

White- Other background

Mixed White/ Black Caribbean

Albanian

Any other Ethnic group

Kosovan

Not given

Other European background

Unknown

Part 16 Support Needs

Does any household member have any of the following needs: **None**

Mental health issues

Learning difficulties

Domestic violence

Harrassment (Racial/ASB)

Drug addiction – reduction regimes

Alcohol Addiction

Elderly (60+)

16/17 year olds

Refugee/Asylum Seeker

Care Leaver/Institution

Ex-Military services

Teenage Parent (up to age 21)

Travelling Community

History of self harm

History of rent arrears

Ex-offender

Is English your first language?

Interpreter required

Language:

Part 17 Declaration

**The following information is extremely important.
Please make sure that you have read and understood it.**

We take the safety of our staff, people acting on our behalf and our residents very seriously.
Answer the following questions if they apply to you or anyone on your application.

Connections with us

Are you or a member of your household employed by us (including private contractors or agencies) or related to a member of staff or a councillor?

If 'Yes', please give details **Yes** **No**

Provide details and dates of any convictions against you or anyone on your application involving 'offences against the person', including offences of a sexual nature but not convictions which are spent under the Rehabilitations of Offenders Act 1974. ('Spent' convictions stay on your criminal record but you no longer have to declare them after a certain period of time.)

Date of conviction	Type of conviction

Important Note:

If you do not give the information we ask for here, it may affect your application for housing. We may contact the police to check information.

Declaration and Authority

This council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with law enforcement agencies and other bodies responsible for auditing or administering public funds for these purposes.

This council may use software from a credit referencing company to assist in its enquiries.

The information you give on this form is confidential. However, we may share information with other agencies (for example, doctors, social workers and registered social landlords) to speed up the assessment process.

It is a criminal offence to knowingly or recklessly give false information and that the council will seek to prosecute such offences. It is also an offence to knowingly withhold information or to fail to tell the council of any changes in your circumstances which might affect your right to housing. If prosecuted by the council and found guilty you could be ordered to pay a fine of up to £5,000 and/or a term of imprisonment.

I/We declare that to the best of my/our knowledge and belief the information I/we have given to the council is correct in every detail. In submitting this application, I/we give you my/our permission to share the information in this form with other internal departments and outside organisations, as far as the law allows.

Everyone listed in this form aged 16 or over must read these statements and put their name and signature (and the date they sign below).

Full name (people over 16 only)	Signature	Date

I authorise the following person to act on my behalf:-

Name: _____ Relationship: _____

Address and Postcode: _____

Telephone: _____

Signature of the person: _____

Please use this space for any other information you want to give us.

When you have filled in this form, return it to:

**Housing Options Team
London Borough of Hillingdon
2N/02 Civic Centre
High Street
UXBRIDGE
Middlesex
UB8 1 UW
Telephone: 01895 556666**

