

Dear Sir / Madam

Thank you for requesting an application for housing with Watmos Community Homes.

Please find enclosed:

- Application Form
- Equal Opportunities Statement
- Privacy Policy
- Applicant Consent Form

Watmos Community Homes is a Charitable Organisation and because of this we have to ask you for certain information and proof due to the laws we operate within.

Complete the form and then return it to your chosen Tenancy Management Organisation (TMO), who will invite you for an interview at their office; or alternatively you can contact them to ask for assistance to complete the form.

All applicants must provide the following documentary evidence:

2 Forms of Identity – e.g. Passport / Drivers Licence / Medical Card / Birth Certificate

Proof of Address – e.g. Rent Book / Benefit Book/ Bills / Personal Letter

Children – Birth Certificate / Benefit Book (If applicable -Residence Order / Access Order)

Proof of Income –e.g. wage slips / bank statement / pension details/ benefit details/ savings

If the following circumstances apply – you will also need to provide evidence of:-

Pregnancy – e.g. Certificate of Confinement / Hospital Card / Doctors Note

Non EEA Nationals – proof of status / entitlement to stay in UK

Property Sale – Solicitors Letter / Solicitors Bill

Disability – e.g. DLA / AA proof / Vehicle Badge / Health Professional Letter

Medical conditions – e.g. Hospital Letters / Doctors letters /Other professionals

Court order or other Official Notice

Arrears details

Cont.....

Once the interview has taken place and you have provided all the required information, the TMO will let you know if you are eligible to register for housing.

Should you have any queries or wish to discuss your application with someone in more detail - please contact your chosen TMO

Yours faithfully

Sarah Lloyd
Housing Services Manager
WATMOS Community Homes

Ref No. _____

Band: _____

APPLICATION FOR HOUSING

Please read the letter received with this application form and provide as much information as possible.

Please Note: There are 14 sections to this application - questions that must be answered are marked with a * - if a * section is not completed we will not be able to register your application until the information is received. Some questions will require additional information and proof of circumstances before we will be able to register your application.

Applicant

Joint Applicant (*if applicable)

*Title: Mr / Mrs / Miss / Ms _____

*Title: Mr / Mrs / Miss / Ms _____

*First Name: _____

*First Name: _____

*Surname (Family Name) _____

*Surname (Family Name) _____

*National Insurance Number: -

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*National Insurance Number:

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*Date of Birth _____

*Date of Birth: _____

Daytime telephone number: _____

Daytime telephone number: _____

Evening telephone number: _____

Evening telephone number: _____

Mobile telephone number: _____

Mobile telephone number: _____

E-mail address: _____

E-mail address: _____

*Are you or anyone moving with you pregnant? (if yes please state who) Yes / No

Name:	Expected date of confinement:
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(You must provide proof)

* Are you a UK Citizen or other EEA National?	Yes / No
* Are you subject to immigration controls – within the Asylum & Immigration Act 1996?	Yes / No
* Are you or anyone moving with you a close relative to any TMO or Watmos employee, TMO Committee member or Watmos Board member? If yes please provide details in section 11 (Close=Husband/wife/partner/grandparent/children/grandchildren/brother/sister + similar relations by marriage)	Yes / No

Where you live now (Section 2)

*Applicant Address

Post Code: _____

When did you move in?

*Can we contact you at this address? Yes / No
If No – please provide address where you can
Be contacted:

Joint Applicant (* if applicable)

Postcode: _____

When did you move in?

*Can we contact you at this address? Yes / No
If No please provide address where you can
be contacted:

If you rent your home(s) please give the name & address of your Landlord(s):

The people moving with you (Section 3)

*Please list all people who will be moving with you

First name	Surname/ family name	Relationship to you	M/ F	Date of birth	Address if different from yours	Has a bedroom	Shares a bedroom Who with?

You can use the space on the back of this form if you need to continue

*Do you have access to any children from a former relationship?

Yes / No

If Yes – please provide details:

First name(s)	Surname/family name(s)	Relationship to Applicant or Joint applicant –	M/F	Date of birth	Access Arrangements

Other people living in your home (Section 4)

*List all other people living in the property who will **NOT** be moving with you

First name	Surname/family name	Relationship to you	M/F	Date of birth

Your previous homes (Section 5)

Please provide details of your previous addresses for the last 5 years (Most recent first):

Applicant:

Address	Landlord	Status (e.g. rented)	Approx dates	Reason you left	Amount of Arrears outstanding (if applicable)

Joint Applicant: (if applicable)

Your previous homes continued

*Were you, or joint applicant – forced to leave your home as a result of a Court order or other official notice?

Yes / No

If Yes – please provide details below:

*Do you or anyone moving with you have a current Anti Social Behaviour Order or Anti Social Behaviour Injunction, or have been subject to one in the past 2 years?

Yes / No

If Yes – please provide details below:

*Do you or anyone moving with you have any unspent criminal convictions?

Yes / No

If Yes – please provide details below:

*Have you ever been a WATMOS tenant before?

Yes / No

If yes please give details:

*Do you or anyone moving with you own their home?

Yes / No

If yes, please give details: Property Owners are NOT eligible to register for housing until their property is sold. Proof of sale will be required.

Your Present Accommodation (Section 6)

* Are you?	Tick		
A WATMOS tenant		Member of HM forces	
Lodging (living with family or friends)		The owner of the property you live in	
Private tenant (renting from a landlord)		If owner what is the value of your home?	£
Housing Association tenant		Have you sold or are you selling your home	
Service tenant(your home goes with your job)		Living in a short stay hostel or B&B	
Tenant of another Local Authority			

Other – please state

* Is your home a:	Tick	How many bedrooms Does it have?	How many bedrooms do you and the people moving with you use?		
Flat					
House					
House with 2 reception rooms					
Bungalow					
Bedsit					
Other					
* Do you have use of - tick)	(please	Sole use	Shared use	Don't have	
A bath or shower?					
A hot water supply?					
A toilet?					
A kitchen?					

* Do you or the joint applicant have any arrears at this address or any previous addresses? Yes/ No

If yes, please provide details of debt (e.g. mortgage/ rent/ service charge etc) and how much is outstanding:

* Do you have any pets that you want to move with you? Yes / No

(If Yes please note – Leamore TMO operate a No Pets policy and Burrowes Street, Sandbank & Twin Crescents TMO's do not accept dogs).

If Yes – please provide details:

Income details (Section 7)

*Please give your current employment status? (E.g. employed / unemployed / retired)

Applicant Status

If employed can you be contacted at work?

Yes / No

Work Phone number: _____

Joint Applicant Status

Yes / No

Work Phone number: _____

About your work

*Employment

If you or anyone who will be moving with you is in employment - please complete this section

Person's Name	Employers Name and address	Weekly / Monthly take home pay

*Pensions and Benefits:

If you or anyone who will be living with you is receiving any kind of benefit or pension please complete this section. Please also include details of any benefits to which you are entitled to but are not claiming

Name	What benefits/pensions?	Amount £	When did you start receiving benefits/pensions

Income details cont.....

Do you have any other Income or savings?

YES / NO

*If yes - Include income from investments / property / maintenance payments etc.

Name	Type of income or investment	Weekly amount or value

Other information: (Section 8)

If you are a Housing Association tenant - do you want to have your details included in the Exchange Register?

Yes / No

*Are you or any member of your immediate family suffering any form of harassment, violence or domestic violence?

Yes / No

Medical Assessment (Section 9)

If you believe you have a medical condition that we need to take into consideration please state below (Additional information can be provided in section 11 if necessary):

(We will require written confirmation from your Doctor, Medical Social Worker, Occupational Therapist, Community Psychiatric Nurse or any other agency in respect of the information you provide).

The sort of home you want? (Section 10)

Which areas are you eligible for?

Before answering the questions about the sort of home you want, please look at the table below to see which TMO's have suitable properties for your family size / age.

Please note: where a number and a + sign shows, this indicates a minimum age and only applicants of the shown age and above will be accepted for that property type in that area. Families with children over 16 years of age will be considered for flats only.

Look on the left hand side to identify the description that best describes your application

Look at the top of the table to identify the TMO area

Look at the bottom of the table to identify the property types for that TMO

	Avenues	Burrowes Street				Chuckery	Delves East	Delves West		Leamore			Sandbank	Twin Crescents			
Single		✓ 50 +	✓ 45+	✓ 30 +	✓ 40 +	✓ 18+				✓		✓ 18+				✓ 60+	
Couple			✓ 45+	✓	✓ 40 +	✓				✓		✓		✓ 2bed		✓ 60+	
Family with 1 child under 16	✓			✓		✓		✓		✓	✓			✓	✓		
Family with 2 children under 16	✓						✓			✓				✓	✓		
Family with 3 children under 16	✓						✓	✓						✓			
Single over 50		✓	✓	✓	✓					✓		✓					
Over 60 Single or Couple		✓	✓	✓	✓	✓	✓		✓	✓		✓				✓	
Property Types																	
	3 Bed Houses	Bed sits	1 & 2 Bed Low Rise Flats	1 & 2 Bed Multi Storey Flats	2 bed -Raleigh St – Low Rise Flats	1 & 2 Bed Multi Storey Flats	2 & 3 bed Houses	1 & 2 Bed Low Rise Flats	2, 3 & 4 Bed House (1 x 5 Bed) House with 2 reception rooms	1 Bed Low Rise Flats	1 & 2 Bed Low Rise Flats	3 Bed Maisonettes	2 Bed Multi Storey Flats	1 & 2 Bed Multi Storey Flats	2 & 3 Bed Houses	2 & 3 Bed Low Rise Flat 3 Storey	1 Bed Low Rise Flats 2 Storey

The sort of home you want? ...continued

*What property type / types would you like to be registered for?	
*What areas (TMO's) would you like to be registered for?	
*What is the highest floor you would accept? (If requesting a flat)	
Are you interested in doing Voluntary work for one of the TMO's for Band 'D' eligibility? (Please ask for more details if interested)	<p style="text-align: center;">YES / NO</p> <p>TMO: _____</p>

*How many bedrooms do you require?	Smallest		Largest	
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(Please state the range of bedrooms you would accept, e.g. if you would live in a 2 bedroom OR a 3 bedroom property then enter 2 and 3 / if you would only accept a 3 bedroom property then enter 3 in the smallest and 3 in the largest box)

From the list of Offices/TMO's - please select the office that would be most convenient for you to visit:

Additional information (Section 11)

Please use the following space to provide any other information that might be relevant to your application

Now check and sign the form (Section 12)

- 1/ I /We understand that the completion of this form does not mean I/we will be offered housing.
- 2/ I /We understand that I must tell Watmos Community Homes if there are any changes in my/our circumstances.
- 3/ I / We understand that pets will only be allowed at the discretion of the Tenant Management Organisation and prior permission must be obtained.
- 4/ I / We agree to Watmos Community Homes (TMO's) making any necessary enquiries concerning this application including a tenancy check with current or previous landlords and any other agency and therefore authorise those agencies to provide information to Watmos Community Homes.
- 5/ I / We understand that any aggression shown towards Watmos Community Homes & TMO Staff may result in my/our application being refused.
- 6/ I / We understand that any information provided may be used for purposes other than re-housing and I/ we have read and understood the Watmos Community Homes Privacy Policy and have signed the related consent form. (*Please return the applicant/tenant consent form on page 18 - with your application).
- 9/ I/We confirm that the information I/We have provided is a true and accurate record of my/our circumstances and I/We understand that providing false information or deliberately withholding information can lead to my/our application being removed from the waiting list or if already allocated a home I/We could risk losing it.

All joint applicants and everyone over 18 must sign the form

* Applicant Signature	* Joint Signature (if applicable)
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* Date:

If you would like a copy of our Lettings Policy and Procedures, please contact Watmos Community Homes or one of the local TMO Offices.

EQUALITY & DIVERSITY STATEMENT (Section 13)

WATMOS Community Homes & the Tenant Management Organisations (TMO's) are committed to the principles of diversity and equality of opportunity in every aspect of the organisation. WATMOS aims to ensure that all of its customers and employees are dealt with fairly and equitably and that it takes into account the diverse nature of their culture and background. WATMOS will actively work towards promoting good relations, eliminating discrimination and addressing existing disadvantage in relation to different groups on the basis of race, colour, nationality ethnic or national origin, disability, religion, political persuasion, marital status, gender, sexual orientation or age.

To assist us to implement our policies and monitor our services we need to collect both personal information and sensitive personal information and would like you to answer the following questions. If you do not complete this part of the form – your application will not be affected.

Please tick one of the following to describe your ethnic origin, please ask any joint applicant to do the same. If you wish to describe yourself in any other way than the given choices, please do so in the space provided.

Description	You	Joint Applicant	Description	You	Joint applicant
White British			Asian Bangladeshi		
White Irish			Chinese		
White Other			Mixed White/ Black Caribbean		
Black African			Mixed White/ Black African		
Black Caribbean			Mixed White /Asian		
Black Other			Mixed Other		
Asian Indian			Other		
Asian Pakistani			Question refused		

Own Description: _____

Please tick one of the following to describe which religious group you consider you belong? Please ask any joint applicant to do the same.

Religion	You	Joint applicant	Religion	You	Joint applicant
Christian			Jewish		
Hindu			Sikh		
Islam			No Religion		
Buddhist			Any Other		

Details if 'Other' _____

Please tick one of the following for you and any joint applicant. Which of the following groups you consider you belong?

Description	You	Joint applicant	Description	You	Joint applicant
Lesbian			Gay		
Bisexual			Heterosexual		
Prefer not to say			Transgender		

Thank you for completing this section. Please refer to our Privacy Policy (section 14)

Introduction

To undertake the functions of WATMOS in providing effective housing we have to obtain, process and store personal information about our applicants, tenants and suppliers.

This policy details our obligations on how we treat your personal details.

To allow us to use your personal information we require you to give consent to do so. Please read through this Privacy Policy and sign the consent section at the end if you agree to allow us to use your personal information in the way set out in this policy.

What is personal information?

Personal information is information that relates to a living individual, and allows that individual to be identified.

Certain types of personal information is categorised as 'sensitive personal data', this is information which relates to racial or ethnic origin, political opinions, religious beliefs, membership of a trade union, physical or mental health, sexual life, alleged or real offences and proceeds from offences.

How do we collect information?

You may provide personal information to us when communicating with us.

You may communicate with us when making or responding to a housing application, when dealing with your tenancy, when requesting repairs on your property, when making other contact in relation to yourself or your tenancy or when a member of our staff has initiated contact with you in relation to yourself, your tenancy or for any other reason.

Whenever you communicate with us we may need to obtain personal details about you, to enable us to perform any actions that may be required as a result of the contact.

We will only request personal information that is appropriate for our business functions, and you may refuse to provide information if you deem any request to be inappropriate. Please note that we may not be able to carry out WATMOS organisations work for you if you refuse to provide information that stops us doing so.

We may also obtain your personal details from organisations you have dealt with, such as referral agencies/councils and past landlords.

How do we use your personal information?

The purposes for which we process your personal details are:

- To allow us to assess housing applications
- To manage your tenancy and provide appropriate services
- To conduct surveys and statistics on tenant profiles in order to improve services
- To conduct surveys and collate statistics when requested by The Tenants Services Authority and other Housing Organisations or Government appointed agencies
- To provide you with information about WATMOS Community Homes or housing in general that may be of interest to you.
- To enable us to comply with our legal and regulatory obligations.

Who may we disclose your personal details to?

We may have to provide information to The Tenants Services Authority. We may use third parties to carry out surveys on our behalf ensuring Data Protection laws are complied to at all times and that the third party may only use the information provided for the specific purpose intended

We may be required by law to disclose your personal details in order to comply with applicable laws and lawful Government requests: this could include disclosing personal details to housing benefit offices, Department of Work and Pensions, Internal Council Departments etc...

Storing your personal information

We are committed to protecting your personal details. We apply restrictive measures to ensure only members of staff that need to have access to personal details do so.

Ensuring the accuracy of your personal information

We are committed to keeping your personal details accurate. Please inform staff of any changes needed to update your personal details. We may require the amendment to be notified to us in writing and for documentation to be provided depending on the nature of the request.

You may ask to have access to your personal details. Please put your request in writing. An administration fee is payable. We would need to confirm your identity before providing you with access. Please make the request to The Data Protection Officer, WATMOS Community Homes, 29, Stafford Street, Walsall, WS2 8DG.



***Privacy Policy – Applicant / Tenant Consent Form**

Please sign this form only after you have read through the Privacy policy or following a member of staff reading the Privacy policy to you and you agree to its terms.

Please note that we need this consent before we can proceed with your application or tenancy.

*I / We

_____ please enter full name(s) in capital letters – (both applicants/tenants should sign in cases of joint applications/tenancies)

Hereby give consent to WATMOS Community Homes to hold and process personal information (including sensitive personal data as set out in the privacy policy) that I / we have provided or will provide in the future to perform the functions of WATMOS as stated in their privacy policy.

*Signed: _____

Print: _____

*Signed: _____

Print: _____

*Date: _____

FOR OFFICE USE ONLY:

Please complete - if Privacy policy has been read and explained to applicants/tenants:

Name: _____

Position: _____