

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



Housing Allocations Scheme

WATMOS COMMUNITY HOMES

HOUSING ALLOCATIONS SCHEME

1. Introduction

1.1 This document explains how the WATMOS Group (WATMOS Community Homes and eight Tenant Management Organisations) manages its Housing Register and how available homes are allocated from the Register.

2. Who can register for a home with WATMOS?

2.1 The following applicants are eligible to join the WATMOS Housing Register:

- Applicants over the age of 18 years living within the UK who are citizens of an EEA country or have indefinite leave to remain in the UK.
- Applicants who are 16-18 years of age if they are pregnant, have a dependant child, or are married. Applicants will need a guarantor; for example a Social Worker, friend or relative, who is over the age of 18 years. The guarantor will be required to complete a guarantee form prior to the applicant signing for a tenancy.
- Applicants in H.M. Forces.
- WATMOS tenants whose existing tenancy has been maintained for at least 12 months.

3. Who cannot register for a home with WATMOS?

3.1 The following are not eligible to join the WATMOS Housing Register:

- **Excluded Applicants** – Applicants excluded from the Housing Register based on the criteria set out in the Associations ‘Discretionary Housing Policy’ (attached at Appendix 5).
- **Applicants able to secure their own housing** – Applicants who are financial able to meet their own housing needs may not be eligible to register for a home with WATMOS. Applicants will not automatically be eligible to register if their circumstances include either of the following:

Singles/Childless Couples

- A. Total annual household income of over £27,039*
- B. Total household savings of over £10,815*

Families with Dependent Children

- A. Total annual household income of over £37,855*
- B. Total household savings of over £16,223*

Applicants Over 60 Years of Age

A. Total savings or equity of over £100,000*

*These financial limits apply from 1st April 2008 and are uplifted annually by the inflation rate used to determine Association's rent increases.

If an applicant breaches these limits, a detailed assessment will be undertaken to determine the applicant's ability to secure their own housing.

- **Owner Occupiers** - Owner occupiers are not eligible to register apart from applicants over the age of 60 who have total savings or equity of less than £100,000.
- **Asylum Seekers** - Section 161 of the Housing Act 1996 Part 6 specifies that people subject to immigration controls, within the meaning of the Asylum and Immigration Act 1996, do not qualify for local authority housing unless regulations state to the contrary. There are current alternative arrangements regarding this group of people.
- **Non EEA nationals** - Applicants who are non EEA nationals* can only be accepted if they have leave to remain in the UK.

*EEA nationals are citizens of the following European Union states:

Austria, Belgium, Denmark, Eire, Finland, France, Germany, Greece, Italy, Luxembourg, Netherlands, Portugal, Spain, Sweden, the UK (England, Scotland, Wales, N. Ireland) with the addition of Norway, Iceland and Liechtenstein.

4. Areas of choice

4.1 The WATMOS Group is made up of eight clearly defined estates in various part of Walsall each run by a Tenant Management Organisation (TMO). Housing applicants can choose to be considered for one or more of these areas.

4.2 The eight TMOs are as follows:

- Avenues TMO, Brownhills
- Burrowes Street TMO, Birchills
- Chuckery TMO, Paddock
- Delves East TMO, Delves
- Delves West TMO, Delves
- Leamore TMO, Leamore
- Sandbank TMO, Bloxwich

- Twin Crescents TMO, Pelsall

5. Property Types

- 5.1 Property eligibility is dependent on household size. The definition of property type eligibility based on household size is set out at Appendix 1.
- 5.2 Some TMOs operate local lettings rules regulating property type eligibility on their estates (e.g. age limits for particular blocks of flats or 'no-dogs' policies). Where a TMO operates local lettings rules these are published and made available in the TMO office.
- 5.3 All houses adapted for the needs of a person with disabilities will be allocated to applicants from the register of applicants requiring adapted properties maintained by Walsall Adapted Housing Service.
- 5.4 For the purposes of property eligibility a 'family' is defined as a household in which there is at least one dependent child under the age of 16 years.
- 5.5 For the purposes of eligibility for flats and maisonettes it will be assumed that a pregnant applicant's baby is born once medical confirmation has been received.

6. The Housing Register 'banding' system

- 6.1 The Housing Register is divided into three bands:
- Band A – Housing applicants with multiple housing need factors.
 - Band B – Housing applicants with at least one housing need factor.
 - Band C – Housing applicants with no housing need factors.
- 6.2 In addition, any applicant can appear in a fourth band if they volunteer on a regular basis at one of the Group's TMOs:
- Band D – The active volunteer band.
- 6.3 The housing needs factors used to place a housing application into one of these bands are set out at Appendix 2.
- 6.4 The eligibility criteria for Band D are set out at Appendix 3.
- 6.5 All applicants are placed in a band in date order based on their date of registration.
- 6.6 If circumstances change applicants may move bands:

- If moving up a band, the applicant will be placed at the bottom of the higher band while retaining their old place in the lower band.
- If moving down a band, the applicant will be placed in the lower band in date order based on their registration date.

6.7 In exceptional circumstances, a vacant dwelling may be withdrawn from the Allocations Schedule where there is a need to house an emergency case (see section 9.3).

7. Local Authority Nominations

7.1 WATMOS has a formal agreement with the Local Authority to help it house people who are homeless or who have some other urgent need. This means that we offer one in every four available homes to a Council nomination (Primary Nominations). In addition, we try to ensure that at least another one in every four available homes is allocated to an applicant regarded as a priority by the Local Authority (Secondary Nominations).

8. How are available homes allocated from the Housing Register?

8.1 The Group's banding system enables the allocation of available homes in a fair and balanced way while giving overall priority to people with the greatest need. For twenty available homes, allocations are made as follows:

Council nominations -	5
Band A -	6
Band B -	5
Band C -	2
Band D -	2

8-2 The allocation of available homes is spread across the four bands in a structure way. A schedule of allocation for twenty available homes is set out at Appendix 4.

9. Special Cases

9.1 Where applicants believe that they have an urgent need for housing due to special circumstances these will be considered by the Housing Services Manager on their merits. Examples may include:

- Domestic violence
- Harassment/threats of violence
- Need to give or receive support
- Poor housing conditions

- 9.2 Reports will be prepared by TMO employees and presented to the Housing Services Manager for decision.
- 9.3 Where the grounds of a special case are agreed, the applicant will be placed in Band A. In exceptional 'emergency' cases an applicant may be offered a home directly without the need to wait within the banding system.

10. Relationship Breakdown

- 10.1 Where a relationship breakdown has occurred within a household the former partners will be treated as separate individuals for the purposes of assessing bedroom requirements and calculating bedroom deficiency (i.e. it will be assumed that the former partners require separate bedrooms).
- 10.2 Where a relationship breakdown has occurred within a household, housing applicants will not be deemed to be sharing amenities if they have an interest in their existing home (i.e. if they are part owners or a party to a joint tenancy).

11. Suspended applications

11.1 Housing applications may be suspended in the following circumstances:

- applicants who are currently unable to move at present or who do not wish to move for the time being but want their application registered for the future
- applicants who have not responded to written communication or have failed to attend an interview with that TMO committee or be in when a home visit was to be conducted (these applications will be formally reviewed by WATMOS to determine their eligibility to remain on the Housing Register)..
- applicants who have refused an offer of accommodation (these applications will be formally reviewed by WATMOS to determine their eligibility to remain on the Housing Register).
- applicants with rent arrears from an existing or former WATMOS, Council or partner RSL tenancy.

12. Cancelled applications

12.1 Housing applicants will be cancelled in the following circumstances:

- If the applicant is re-housed by WATMOS Community Homes.
- If the applicant fails to respond to an application review letter (see section 13).

- If the applicant refuses three offers of suitable accommodation.
- If the applicant meets the criteria set out in the Association's Discretionary Housing Policy (see Appendix 5).
- If the applicant's circumstances change and no longer meets the eligibility criteria set out in section 2.
- If the applicant's circumstances change and now comes within one of the categories of person not eligible to register set out in section 3.

13. Excluding applications from the Housing Register

13.1 Housing applicants may be excluded from the WATMOS Housing Register in the following circumstances:

- Individuals or households who have been evicted by a previous landlord due to antisocial or antisocial related criminal behaviour in the 2 years prior to the application date.
- Individuals or households who have a current Anti Social Behaviour Order or Anti Social Behaviour Injunction, or have been the subject of one in the 2 years prior to the application date.
- Individuals who have unspent criminal convictions where the offence or behaviour is of an antisocial nature, unless they have been nominated by the Local Authority with an appropriate support package in place.
- Individuals with sufficient equity/income to purchase their own accommodation and maintain mortgage repayments, except to properties which are proving to be difficult to let.
- Individuals aged under 16 years.
- Individuals aged under 18 years unless there is a rent guarantor and a Rent Guarantee Form has been signed.
- The above is not an exhaustive list and other circumstances may result in an applicant being excluded from the waiting list where authorised by the Housing Services Manager.
- TMOs may also exclude applicants from the register in accordance with their local lettings policies, which at some TMOs place restrictions on applicants below specified ages and may specify whether children or pets are allowed

13.2 The Group's policy on exclusions is set out in detail in the 'Discretionary Housing Policy' attached at Appendix 5.

14. The Review of the Register

14.1 A review of the Housing Register is undertaken twice a year. All applicants subject to review are asked, in writing, to confirm that their circumstances have not changed and that they still wish to remain on the Housing Register.

14.2 Applicants are advised that failure to respond within 28 days will result in their application being removed from the Housing Register.

15. Complaints and appeals

15.1 Applicants who are unhappy with the way their housing application has been dealt with or with any decision made relating to the application are able to take their complaint/appeal through the WATMOS Compliments, Comments and Complaints Process. Leaflets explaining the Compliments, Comments and Complaints Policy are available in all Group offices and on the WATMOS Website (www.watmos.org.uk).

Property Type Eligibility

	Single Person	Childless Couple	Family One Child	Family Two Children	Family 3+ Children
Bedsit	✓				
1 Bed Flat	✓	✓			
2 Bed Flat	✓	✓	✓		
2 Bed Maisonette		✓	✓	✓	
3 Bed Maisonette			✓	✓	
2 Bed House			✓	✓	
3 Bed House			✓	✓	✓
3 Bed Parlour/ 4 Bed House				✓	✓
5 Bed House					✓

HOUSING NEED FACTORS

No.	Need factor
1.	Bedroom Deficiency -Applicants who are lacking a bedroom where they are requesting and are eligible for larger accommodation. This assumes that applicants need one bedroom for each person or couple. These points can also be awarded when an applicant provides proof that a child is expected. One need factor for each room deficient.
2.	Lacking Amenities - Applicants who lack a hot water supply, an inside toilet or a bathroom. Two needs factors.
3.	Sharing Amenities - Applicants who share a hot water supply, an inside toilet a kitchen or bathroom with another household. One need factor.
4.	Unavoidable Mixing of Sexes - Applicants where two children of opposite sexes who are both over 10 years old have to share a bedroom. One need factor.
5.	Families Living Apart - Joint applicants with dependent children living apart due to their housing situation. Two needs factors.
6.	Joint Applicants Living Apart - Joint applicants living apart due to their housing circumstances. One need factor.
7.	Temporary Accommodation - Applicants living in a hostel or some other form of temporary accommodation. Two needs factors.
8.	Urgent Medical Need - Applicant with an assessed urgent medical need. Two needs factors.
9.	Medical Need - Applicant with an assessed medical need. One need factor.
10.	Special Cases - Applicants will an assessed special need. Two needs factors.
10.	Clearance Cases - Applicants who have to be re-housed due to demolition or redevelopment. Two needs factors.

Where evidence exists proving that an applicant has done something deliberately to worsen their circumstances, the needs factor to which this relates will be disregarded for the purposes of band allocation.

ELIGIBILITY FOR THE ACTIVE VOLUNTEER BAND (BAND D)

What is it?

The Active Volunteer Band is an additional band on the WATMOS Housing Register specifically for applicants who demonstrate their willingness to be involved members of the WATMOS community. This provides an enhanced opportunity to be housed by WATMOS. We recognise that our future success will be dependent on new tenants playing an active role in their TMO. We wish to encourage this involvement through positive incentives.

How do I qualify?

In order to be included in the Active Volunteer Band you must participate in an activity at your nominated TMO for at least three consecutive months. This will mean that your application appears in two bands (the co-operator Band and the band determined by your housing needs).

In order to remain in the Active Volunteer Band you must maintain involvement of at least 2 hours per month on an on-going basis.

Activities can include

- ✓ Attending management committee meetings
- ✓ Attending sub committee meetings
- ✓ Helping to produce newsletters
- ✓ Helping deliver leaflets
- ✓ Gardening
- ✓ Fundraising
- ✓ Helping at events
- ✓ Reception duties

The possibilities are endless. All you need to do is agree the activities you wish to be involved in with the TMO Chair.

When you start to get involved you will be given a form to record your involvement. Each time you are involved in an agreed activity ask the TMO Chair or Manager to sign your form and update your application.

You can get involved in the TMO nearest to you, not just the area you would like to move to!

For more information please contact: (INSERT NAME)

Allocations Schedule

Allocation Number	Band/Nomination
1.	Nomination
2.	A
3.	A
4.	B
5.	Nomination
6.	A
7.	B
8.	C
9.	Nomination
10.	A
11.	B
12.	D
13.	Nomination
14.	A
15.	C
16.	D
17.	Nomination
18.	A
19.	B
20.	B

DISCRETIONARY HOUSING POLICY

1. Introduction

- 1.1 WATMOS Community Homes aims to deliver good quality services to its tenants and other residents, working with the community and partner agencies to ensure the long term success and stability of its TMOs and estates.
- 1.2 WATMOS may exercise its right to exclude or suspend an applicant from its register or to refuse a nomination where there are concerns about the applicant's ability to conduct a tenancy in an appropriate manner.
- 1.3 Before making an offer of accommodation to applicants from our waiting list and Walsall Council nominations, WATMOS Community Homes will consider all available information and carry out any necessary checks regarding the applicant or nomination.
- 1.4 Each case will be judged on its own merits taking into account all information known about the applicant. Applicants will be notified in writing of the decision to exclude or suspend. All exclusions and suspensions will be authorised by the Housing Services Manager (Appendix 1).

2. Exclusions

- 2.1 The following may be excluded from the waiting list:
 - 2.1.1 Individuals or households who have been evicted by a previous landlord due to antisocial or antisocial related criminal behaviour in the 2 years prior to the application date.
 - 2.1.2 Individuals or households who have a current Anti Social Behaviour Order or Anti Social Behaviour Injunction, or have been the subject of one in the 2 years prior to the application date.
 - 2.1.3 Individuals who have unspent criminal convictions where the offence or behaviour is of an antisocial nature, unless they have been nominated by the Local Authority with an appropriate support package in place.
 - 2.1.4 Individuals with sufficient equity/income to purchase their own accommodation and maintain mortgage repayments, except to properties which are proving to be difficult to let.

2.1.5 Individuals aged under 16 years.

2.1.6 Individuals aged under 18 years unless there is a rent guarantor and a Rent Guarantee Form has been signed (Appendix 2).

2.2 The above is not an exhaustive list and other circumstances may result in an applicant being excluded from the waiting list where authorised by the Housing Services Manager.

2.3 TMOs may also exclude applicants from the register in accordance with their local lettings policies, which at some TMOs place restrictions on applicants below specified ages and may specify whether children or pets are allowed. For details see Appendix 3.

3. Suspensions

3.1 The following may be suspended from the waiting list:

3.1.1 Individuals with outstanding former tenancy arrears or outstanding housing debts with WATMOS Community Homes or another landlord, in excess of 4 week's rent, *except* where regular payments have been made for a continuous period of six months, and a written agreement has been signed to continue to make regular payments. WATMOS will suspend the housing application but actively encourage the applicant to make an agreement with the former landlord to clear the debt.

3.1.2 Existing tenants of WATMOS Community Homes who are requesting a transfer to another property will be suspended if they have current rent arrears. Except in cases where an emergency transfer is required and has been authorised by the Housing Services Manager, the application will remain suspended until the tenant has a clear rent account.

4. Information Sharing and Data Protection

4.1 In signing the application form for housing, the applicant gives WATMOS Community Homes permission to carry out background checks and to share personal information with relevant agencies and other social landlords in order to assist the applicant in the provision of suitable accommodation.

4.2 In carrying out background checks we may contact:

- Previous landlords for a reference

- The police or the Anti Social Behaviour Unit to carry out a check for unspent criminal convictions
- Probation Services
- Social Services
- Education Departments of local authorities

5 Criminal convictions

5.1 WATMOS Community Homes will only ask an applicant about unspent convictions (Appendix 4) in line with the Rehabilitation of Offenders Act 1974. A previous conviction will not mean that the applicant is automatically excluded. An applicant will only be excluded where there is reason to believe that the applicant is likely to pose a risk to their household, neighbours or the wider community. The following are considered by WATMOS Community Homes to pose such a risk:

5.1.1 A record of repetitive car-crime, burglary or other criminal damage

5.1.2 Drug related offences

5.1.3 Offences against children

5.1.4 Offences of a violent nature including threats of violence and domestic abuse

5.1.5 Arson and other willful damage caused to property

5.1.6 Other criminal offences that may have a relation to community matters

6 Advice

6.1 Excluded applicants will be offered advice regarding their housing options.

7 Appeals

7.1 All applicants can appeal against the decision to exclude them from the waiting list. The appeal should be made in writing using WATMOS Community Homes' Complaints Procedure.

Ref No.

Band:

29, Stafford Street, Walsall, WS2 8DG. Tel: 01922 471910

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: -

--	--	--	--	--	--	--	--	--	--

*National Insurance Number:

--	--	--	--	--	--	--	--	--	--

*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:

(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 related to any TMO or Watmos employee, TMO Committee member or Watmos Board member? If yes please provide details in section 11	Yes / No

Where you live now (Section 2)

*Applicant Address

Joint Applicant (* if applicable)

Post Code: _____

Postcode: _____

When did you move in?

When did you move in?

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

*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:

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 address? 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 provide details:

Income details (Section 7)

*Please give your current employment status? (e.g. employed / unemployed / Retired)

Applicant Status

Joint Applicant Status

If employed can you be contacted at work?

Yes / No

Yes / No

Work Phone number: _____

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

<p>*What property type / types would you like to be registered for?</p>	
<p>*What areas (TMO's) would you like to be registered for?</p>	
<p>*What is the highest floor you would accept? (If requesting a flat)</p>	

<p>*How many bedrooms do you require?</p>	<p>Smallest</p>		<p>Largest</p>	
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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.

EQUAL OPPORTUNITIES STATEMENT (Section 13)

Watmos Community Homes and the TMOs actively promote equality of opportunity for, and equality of treatment of all its customers in all activities and services provided. To assist us to make sure our Equal Opportunities Policy is implemented in regard to housing we need to collect personal information and would like you to answer the following question. 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.

I would describe my ethnic origin as:	You	Joint Applicant
White British	<input type="checkbox"/>	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	<input type="checkbox"/>
White Other	<input type="checkbox"/>	<input type="checkbox"/>
Black African	<input type="checkbox"/>	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	<input type="checkbox"/>
Asian Indian	<input type="checkbox"/>	<input type="checkbox"/>
Asian Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
Asian Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	<input type="checkbox"/>
Mixed White / Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
Mixed White / Black African	<input type="checkbox"/>	<input type="checkbox"/>
Mixed White / Asian	<input type="checkbox"/>	<input type="checkbox"/>
Mixed Other	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Refused	<input type="checkbox"/>	<input type="checkbox"/>
Own Description:	_____	_____

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
- To conduct surveys and statistics on tenant profiles in order to improve services
- To conduct surveys and collate statistics when requested by The Housing Corporation 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 Housing Corporation

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: _____