

Applying for housing in Northumberland

Guidance notes for applicants

- Please answer all the questions as fully as possible. If you need help to complete the form, please ask.
- Please read the guide to the Northumberland Homefinder letting service.
- We may ask you to provide extra information to help us assess your housing application. This information could include:
 - proof of identity
 - proof of how much your home is worth
 - proof of pregnancy or,
 - references from existing or previous landlords.
- We may need to get more information from others, such as a doctor or support agency, so that we can complete our assessment.
- We aim to register your application within 2 weeks.
- You will then be able to apply for homes that we advertise each week.
- We will give you a registration number and password. Keep them safe as you will need to use them when bidding.
- We will ask you to update your application each year.

You can contact us at the following addresses:

Alnwick: 1 Greenwell Lane, Alnwick NE66 2HT (in person)

Alnwick: 1 Clayport Street, Alnwick NE66 1LA (by post) Tel: 01665 510505

Blyth Valley Housing: Dinsdale House, 75 Marine Terrace, Blyth NE24 2LN

Tel: 01670 542242

Berwick: Wallace Green, Berwick-upon-Tweed TD15 1ED Tel: 01289 301833

Castle Morpeth Housing: PO Box 240, Morpeth NE61 9BU

Tel: 0845 11700200

Milecastle: Beaufront Park, Anick Road, Hexham NE46 4TU Tel: 01434 611400

Tynedale: Hadrian House, Hexham, Northumberland NE46 3NH

Tel: 01434 652121

Wansbeck Homes: Front Street West, Bedlington NE22 5TU

Tel: 0844 800 3800



Application for housing

Use this form to register on Northumberland Homefinder Scheme.

English	You must complete this application form to apply for a home through the Homefinder letting service. If you would like this document translated into your first language, please contact us on 01670 542242.
Arabic	يجب أن تكمل إستمارة التقديم هذه لتقديم طلب للحصول على منزل من خلال خدمة التاجير (هوم فايندر) Homefinder. إذا أنت تود الحصول على ترجمة لهذه الوثيقة إلى لغتك الأم، الرجاء الإتصال بنا على الرقم الهاتفي 01670 542242.
Arabic (modern)	يجب ملئ استمارة التقديم هذه للتقدم للحصول على منزل من خلال خدمة نورثامبرلاند هوم فايندر. إذا كنت ترغب في الحصول على نسخة من هذا المستند مترجمة إلى لغتك الأولى، الرجاء الاتصال بنا على الرقم 01670 542242.
Bengali	হোমফাইন্ডার লেটিং সার্ভিস-এর মাধ্যমে বাড়ির জন্যে আবেদন করতে হলে আপনাকে অবশ্যই এই দরখাস্তের ফর্মটা পূরণ করতে হবে। আপনি যদি এই দলিলটার অনুবাদ আপনার নিজের ভাষায় চান, তাহলে 01670 542242 - এই নম্বরে আমাদের সঙ্গে যোগাযোগ করুন।
Chinese	要向諾森伯蘭郡 Homefinder 房屋出租服務申請住房，您必須填寫這份申請表格。如果您希望將這份檔譯成您的母語，請致電：01670 542242
Hindi	होमफाइन्डर लेटिंग सर्विस (Homefinder letting service) के द्वारा एक घर के लिए आवेदन करने के लिए आपको यह आवेदन पत्र भरना जरूरी है। यदि आप इस दस्तावेज का अनुवाद आपकी मातृभाषा में करवाना चाहते हैं, तो कृपया हमारा इस नम्बर पर संपर्क करें 01670 542242.
Mandarin	若要通過 Homefinder 租賃服務申請住房，您必須完整填寫此表格。如果您需要將該表翻譯成您的母語，請致電我們：01670 542242
Polish	Osoby ubiegające się o lokal mieszkalny za pośrednictwem serwisu Homefinder prosimy o wypełnienie niniejszego formularza. Aby otrzymać tłumaczenie niniejszego dokumentu, prosimy o telefon pod numer 01670 542242
Portuguese	Deve preencher este formulário de candidatura para candidatar-se a uma casa através do serviço de aluguer da Northumberland Homefinder. Caso queira este documento traduzido na sua língua materna, por favor contacte-nos pelo nº. 01670 542242
Punjabi	ਹੋਮਫਾਈਂਡਰ ਲੈਟਿੰਗ ਸਰਵਿਸ (Homefinder Letting Service) ਰਾਹੀਂ ਘਰ ਵਾਸਤੇ ਅਪਲਾਈ ਕਰਨ ਲਈ ਤੁਹਾਨੂੰ ਇਹ ਐਪਲੀਕੇਸ਼ਨ ਫਾਰਮ ਜ਼ਰੂਰ ਭਰਨਾ ਚਾਹੀਦਾ ਹੈ। ਜੇ ਤੁਸੀਂ ਇਸ ਪੱਤਰ ਦਾ ਅਪਣੀ ਪਹਿਲੀ ਭਾਸ਼ਾ (ਮਾਂਬੋਲੀ) ਵਿਚ ਅਨੁਵਾਦ ਕਰਾਉਣਾ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰ ਕੇ ਸਾਡੇ ਨਾਲ ਨੰਬਰ 01670 542242 'ਤੇ ਸੰਪਰਕ ਕਰੋ।
Slovak	Aby ste mohli využívať realitnú službu Northumberland Homefinder, je potrebné, aby ste vyplnili tento formulár prihlášky. Ak chcete mať tento dokument preložený vo svojom materinskom jazyku, zavolajte na číslo 01670 542242
Turkish	Homefinder kiracılık servisi aracılığı ile konut edinmek için bu başvuruyu formunu doldurmak zorundasınız. Eğer bu belgenin sizin dilinize çevrilmesini istiyorsanız lütfen 01670 542242'ten bizimle bağlantı kurun
Urdu	ہوم فاؤنڈر لیٹنگ سروس کے توسط سے گھر (مکان) کا تقاضہ کرنے کے لیے آپ کو یہ درخواست فارم ضرور مکمل کرنا چاہیے۔ اگر آپ چاہیں گے کہ اس دستاویز کا ترجمہ آپکی (پہلی) زبان میں ہو تو برائے مہربانی اس نمبر پر رابطہ کریں۔ 0167054242

Application for housing

For office use only

Reference no. Registration date Band

Status Date

Status Date

Applicant

Mr Mrs Miss Ms

Male Female

Title

Sex

Joint applicant

Mr Mrs Miss Ms

Male Female

Last name (please PRINT)

First name (please PRINT)

If you have been known by another name, please state it

Date of birth

National Insurance number

Your address

Postcode

Telephone number: home

Telephone number: work

Mobile

Email

When did you move to this address?

What is your nationality?

Correspondence address if different from above

Postcode

Is this correspondence address... (please tick)

work? solicitor? relatives? support agency?

other?

Members of your household

Please tell us about everyone who is to be rehoused with the applicant and joint applicant.

Title	First name	Last name	Date of birth	Relationship to you	Address (if different to yours)	Do you have overnight staying access to him/her?

Who do you share access or joint custody with?

Name	Address	Telephone number

Is anyone who needs housing pregnant?

If yes, who is pregnant?	When is the baby due?

Other people who live with you

Please tell us about other people who currently live in your home but **are not** included in your application and **don't** wish to be rehoused with you.

Title	First name	Last name	Date of birth	Relationship to you

Other people who currently live with the joint applicant if you live separately

Please tell us about other people who currently live in the joint applicant's home but **are not** included on your application and **do not** wish to be rehoused with you.

Title	First name	Last name	Date of birth	Relationship to you

We need the following information to protect you and the Council against any allegation of favour or advantage.

Does any member of the household have a relationship to Northumberland Council or one of our partner Registered Social Landlords? Yes No

Details of person and organisation

The Housing Act 1996 says we must not offer a tenancy to some people. Please answer the following questions so we can decide whether this law affects you or any member of your household.

Has anyone in the household lived abroad? Yes No

Which country? Date of arrival from abroad

Does anyone in the household receive housing or council tax benefit, income support or jobseeker's allowance? Yes No

Has anyone in the household been excluded from claiming state benefits? Yes No

Please give details – why they were excluded, when, and which benefits

Where you live

Please tell us about your current home. Please tick the box that applies to you.

	Applicant	Joint applicant		Applicant	Joint applicant
Are you:					
a Northumberland Council tenant?	<input type="checkbox"/>	<input type="checkbox"/>	in prison?	<input type="checkbox"/>	<input type="checkbox"/>
a tenant of another council?	<input type="checkbox"/>	<input type="checkbox"/>	a home owner?	<input type="checkbox"/>	<input type="checkbox"/>
serving in Her Majesty's Forces?	<input type="checkbox"/>	<input type="checkbox"/>	living with family or friends?	<input type="checkbox"/>	<input type="checkbox"/>
living in hostel accommodation?	<input type="checkbox"/>	<input type="checkbox"/>	accommodated by social services?	<input type="checkbox"/>	<input type="checkbox"/>
a housing association tenant?	<input type="checkbox"/>	<input type="checkbox"/>	in a holiday let?	<input type="checkbox"/>	<input type="checkbox"/>
a tenant of a private landlord?	<input type="checkbox"/>	<input type="checkbox"/>	in residential care?	<input type="checkbox"/>	<input type="checkbox"/>
living in bed-and-breakfast?	<input type="checkbox"/>	<input type="checkbox"/>	in hospital?	<input type="checkbox"/>	<input type="checkbox"/>
living in supported housing?	<input type="checkbox"/>	<input type="checkbox"/>	in student accommodation?	<input type="checkbox"/>	<input type="checkbox"/>
a tied tenant? (your home is with your job)	<input type="checkbox"/>	<input type="checkbox"/>	other?	<input type="checkbox"/>	<input type="checkbox"/>

If other, please state where you are living.

Personal information

We are committed to delivering services equally, regardless of race, ethnic origin, age, sex, disability, colour or national origins. To help us monitor our policies and improve our service, please tick the box that best describes you.

Ethnicity

Applicant

White

- White British
 White Irish
 White other

Mixed

- White and black
 White and black African
 White and Asian
 Other mixed

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Asian other

Black or black British

- Caribbean
 African
 Black other

Gypsy Roma Traveller

- English Romany/Gypsy
 Irish Traveller
 Traveller other

Other ethnic group

- Chinese
 Any other ethnic group
 Prefer not to say

Joint applicant

White

- White British
 White Irish
 White other

Mixed

- White and black
 White and black African
 White and Asian
 Other mixed

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Asian other

Black or black British

- Caribbean
 African
 Black other

Gypsy Roma Traveller

- English Romany/Gypsy
 Irish Traveller
 Traveller other

Other ethnic group

- Chinese
 Any other ethnic group
 Prefer not to say

Disability

Does anyone in your household consider themselves to be disabled? Yes No

Name of household member(s)

If yes, please tick which applies:

Difficulty getting around Difficulty seeing Difficulty hearing

Learning disability Mental health problem Speech impairment

Other (please state)

If you have difficulty getting around, please tick which applies:

Wheelchair user Assisted walking Almost no mobility

Please tell us your faith:

Christian Hindu Muslim No faith

Buddhist Jewish Sikh Prefer not to say

Other (please state)

Do you have any animals? Yes No Details

Personal information (continued)

From the list below, which of the following best describes your sexuality?

Heterosexual

Gay man

Lesbian

Bisexual

Transgender

Prefer not to say

Getting in touch

What is your first language?

You

Your partner

If we get in touch with you, do you need any of the following?

Translation into another language

Sign language

Braille

CD/audio cassette

Large print

Other (please state)

How best should we contact you?

Letter

Telephone

Text message

Email

Home visit

Needing help to bid for properties

Do you know where to look for advertised properties? Yes No

Do you know how to put a bid in? Yes No

Do you have problems reading and writing? Yes No

Do you need help to place bids? Yes No

Do you have someone to do this on your behalf? Yes No

Please give their details below so we can contact them.

Name	Address	Telephone number

Local connection

We need to know whether you have a local connection with Northumberland.

Please tick the box that applies:

I have previously lived in Northumberland.

Yes

No

If yes, please give details of the addresses you lived at.

Address	Dates	
	From	To

I, or a member of my household, work in Northumberland.

Yes

No

If yes, please provide details of the employment.

Household member's name	Employer's name	Address	Date started	Is this job permanent or temporary?

One or more members of my close family live in Northumberland.

Yes

No

('Close family' means your or your partner's parents, grandparents, children, brothers or sisters and grandchildren. This meaning applies whether you are single, married or part of an unmarried or same-sex couple.) If yes, please provide details.

Name	Relationship to you	Address

Other reason for seeking to live in Northumberland (please state).

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Your current landlord's details

Landlord's name	Address	Monthly rent £	Contact telephone number
Applicant			
Joint applicant			

About your current home

Please tick the right boxes to tell us the type of home you live in now.

How many bedrooms has it got?

None 1 2 3 4 5 Other

Number of single bedrooms Number of double bedrooms

House Bungalow Upstairs flat Downstairs flat Sheltered housing

Bedsit Other If other, please state

If you live in a flat, is there a lift? Yes No Which floor are you on?

Has your home been adapted? Yes No

If yes, please tell us what adaptations it has

Does it have: a dining room? Yes No a living room Yes No

If your partner or joint applicant lives separately, please state:

the type of property they live in number of bedrooms

Facilities in your current home

Only tick the 'Shared' box if you share with other people who are not part of your household.

Do you have the use of kitchen facilities? Sole use Shared None

Do you have the use of a bath or toilet? Sole use Shared None

Do you have the use of an inside toilet? Sole use Shared Outside only

Is the toilet upstairs or downstairs? Up Down

Is your current home in poor condition? Yes No

If yes, please give details

Have you told the landlord about this? Yes No

Do you have hot water? Yes No

Do you have an electricity supply? Yes No

Do you have central heating? Yes No

Financial details

Do you or does any member of your household own property? Yes No

If yes, please tell us where and the approximate market value. Market value £

Do you or does any member of your household have a mortgage? Yes No

If yes, how much do you have left to pay? (Please enclose a mortgage statement.) £

What is your monthly mortgage payment? £

Have you or has any member of your household sold a property in the last 12 months? Yes No

If yes, please attach details and a copy of your completion statement.

What is your household economic status?

Applicant

- Full-time work (24 hours or more a week)
- Part-time work (less than 24 hours a week)
- Job seeker
- Government training/New Deal
- Retired
- Not seeking work
- Full-time student
- Long-term sick or disabled

Joint applicant

What is your combined gross monthly income? £

What best describes your source of income?

- Employment
- Pension
- State benefit only
- A combination of these

What type of benefit do you receive?

Do you or does any member of your household have any savings or investments? Yes No

If yes, please tell us how much: £

Where you used to live

Please give details of where you and any joint applicant have been living in the last 5 years, with your most recent address first. **You must also list any council tenancies you have had even if they were more than 5 years ago.**

Applicant

Were you a: (please tick box)

Address	Dates		Reason for leaving	Name and address of landlord	council tenant?	private tenant?	housing association tenant?	owner occupier?	lodger?
	From	To							
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Joint applicant

Were you a: (please tick box)

Address	Dates		Reason for leaving	Name and address of landlord	council tenant?	private tenant?	housing association tenant?	owner occupier?	lodger?
	From	To							
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Why do you want to move?

Please give your main reason(s) for applying for housing (please tick one or more boxes).

Relationship breakdown	<input type="checkbox"/>	Discharged from prison	<input type="checkbox"/>
Discharged from a long stay in hospital	<input type="checkbox"/>	End of my tenancy	<input type="checkbox"/>
Losing or leaving tied accommodation	<input type="checkbox"/>	Eviction or repossession	<input type="checkbox"/>
Asked to leave by family or friends	<input type="checkbox"/>	Experiencing domestic violence	<input type="checkbox"/>
Experiencing harassment	<input type="checkbox"/>	Experiencing sexual or racial harassment	<input type="checkbox"/>
Problems with neighbours	<input type="checkbox"/>	Home unsuitable due to ill health or disability	<input type="checkbox"/>
Home unsuitable due to overcrowding	<input type="checkbox"/>	Property unsuitable due to poor condition	<input type="checkbox"/>
To move nearer to work	<input type="checkbox"/>	To give or receive support to or from my family	<input type="checkbox"/>
Home too large	<input type="checkbox"/>	In supported accommodation	<input type="checkbox"/>
Leaving HM forces	<input type="checkbox"/>	Medical or social conditions affected by your housing	<input type="checkbox"/>
Moving closer to a special facility (see below)	<input type="checkbox"/>		
Financial difficulties	<input type="checkbox"/>	Other (please give details)	<input type="checkbox"/>
Homeless or threatened with homelessness	<input type="checkbox"/>		

If you are homeless or shortly to become homeless, we will ask our housing advice officers to contact you.

Do you need to move near to a special facility such as a special school or special medical facility in Northumberland? Yes No

If yes, please give its details.

Name	Address	Telephone number

Do you need to move closer to relatives in Northumberland for support? Yes No

If yes, please give their details.

Name	Address	Telephone number

Medical or social conditions affected by your housing

Do you or any members of your family have health or disability problems that are affected by your current home and could be improved by moving to another home? Yes No

If yes, we will send you a medical self-assessment form for you to give us more details. To speed up your application, please complete the form and send it with your housing application.

Special needs

Do you or does any person applying with you have a special need because of any of the following?

Problem with alcohol misuse

Problem with drug misuse

In supported accommodation

Mental health problem

Young person leaving care

Leaving prison

Date leaving care

Date leaving prison

Do you get any help from any organisation such as social services or the probation service or a professional support worker? Yes No

If yes, please give us their details below. We may write to them for further information. It will speed up your application if you can get a letter of support from this person and send it in with your housing application.

Name	Organisation	Address	Telephone number

What kind of home would you like to be considered for?

Type of home

Number of bedrooms

(eg house, flat, bungalow, sheltered accommodation)

Which area would you like to live in? (see the leaflet with details of the areas you can choose from.)

Please use the space below to tell us anything else you think we should know about why you want to move home.

Declaration of criminal convictions

Do you or does any member of your household have any *unspent criminal convictions or court orders, or have you or they ever had an Anti-social Behaviour Order made against you?

Yes No

If you answer yes, **it does not mean that we will refuse your application. We will consider your case carefully on its merits.**

If you do not complete this declaration, we will not consider your application.

If you ticked yes above, please give details of any convictions.

Name of offender	Date of conviction	Offence	Details of sentence imposed

Do you have a probation officer or other support worker? Yes No

If yes, please state their details.

Name and organisation	Office address	Telephone number

*Some convictions become 'spent' after a rehabilitation period and don't need to be declared. Ask us for more information if you think this may apply to you. You don't have to tell us about minor traffic offences.

Declaration

I/We have applied for housing within Northumberland.

I/We understand Northumberland Homefinder will need to make enquiries about my/our character and conduct in any tenancies or occupation in the past.

I/We give consent for Northumberland Homefinder to obtain any relevant information about me/us from relevant agencies.

I/We understand that 'relevant agencies' may include any police force, previous landlords, probation service, social services, health professionals and local authority education service.

I/We understand that this information will be held in the strictest confidence.

I/We agree that Northumberland Homefinder may use personal information that I/we have provided to allocate and manage housing.

I/We agree that the information given in this form may be passed to all landlords in the Northumberland Homefinder scheme.

We need the information on this form to process your application for housing. If you become a tenant of one of the landlords in our scheme, we will also use this form for housing management purposes.

We must protect public funds that we handle, so we may use the information you have given on this form to prevent and detect crime and fraud. We may also share this information for the same purpose with other organisations that handle public funds.

Applicant's
signature

Date

Joint
applicant's
signature

Date



Northumberland
Homefinder