

Application for sheltered housing

This form is for single people or couples aged 60 years* or older who want to move into a flat or bungalow at one of our sheltered housing schemes. If you would like us to consider you for any vacancies that come up, please answer the following questions as best you can. If someone is applying on your behalf, please fill in section 2, giving their details and relationship with you. If you would like help with the form, please call us on **020 8424 2776**.

1. Your personal details	
Surname	First name/s
Title (eg Mrs Mr Ms Dr etc)	Date of birth
Address	
Postcode	
Home phone	Mobile phone
Email address	
If you are applying for a home for yourself only , please go to section 2 .	
If you are in a couple and want to stay living together , please give us some details about your partner here. Remember, your partner must be aged 60* or over .	
Surname	First name/s
Title (eg Mrs Mr Ms Dr etc)	Date of birth
Address (if they are not now living at the same address as you)	
Postcode	

* 55 for our Becket Fold bungalows

2. Applying on someone else's behalf

If you are filling in this form on someone else's behalf, please complete this section

Your surname

Your first name/s

Title (eg Mrs Mr Ms Dr etc)

Address

Postcode

Home phone

Mobile phone

Email address

What is your relationship with the applicant?

3. Important information about your application

What is your national insurance number?

Do you have the right to live in the UK?

yes no

Have you applied to the council for housing?

yes no

If yes, what is your Locata number?

If you move into a flat with us, **will that make a council or housing association (or similar) home available for letting** to another person in need?

yes no

4. About your current home

Are you:

renting privately

staying with family or friends

renting from a housing association
/the council

living in a home you own*

**you will need to get the property valued before we can offer you a tenancy*

Have you been asked to leave your current home?

yes no

If yes, please tell us why

Do you have any medical, financial or other problems that make it uncomfortable or otherwise difficult to stay in your current home?

yes no

If yes, please explain

4. About your current home

Please indicate what, if any, **support you now get** that **you want to carry on getting** and **how often** or how **many hours each week** you usually use this service:

- | | |
|--|--|
| <input type="checkbox"/> home carer for hours | <input type="checkbox"/> meals on wheels (or similar) <input type="checkbox"/> days a week |
| <input type="checkbox"/> mental health service | <input type="checkbox"/> CPA (care programme approach) |
| <input type="checkbox"/> alcohol or drug service | <input type="checkbox"/> district nurse visits <input type="checkbox"/> days a week |
| <input type="checkbox"/> other (please explain what and how often) | |

5. Income and welfare benefits

This section asks about your income and that of a partner, if you will be living together.

Are either of you still in paid work? (please tick box next to the answer that applies)

You	<input type="checkbox"/> full-time work	<input type="checkbox"/> part-time work	<input type="checkbox"/> retired
Your partner	<input type="checkbox"/> full-time work	<input type="checkbox"/> part-time work	<input type="checkbox"/> retired

Are either of you getting any welfare benefits?

You	<input type="checkbox"/> no	<input type="checkbox"/> yes (please say which benefits below)
Your partner	<input type="checkbox"/> no	<input type="checkbox"/> yes (please say which benefits below)

6. Finding a home that suits your needs

Attached with this form is a leaflet describing our sheltered housing schemes. All of our flats are studio flats or have one bedroom. Our Becket Fold studios are bungalows.

Please rate our schemes from 1 (the one you like most) **down to 6** (the one you like least) **and briefly say what you most like about those you gave the highest rating.**

The property:

What you like about it:

- Wolstenholme, Stanmore
- St Barnabas, Harrow Wealdstone
- Dashwood Court, Hounslow
- Paxfold, Stanmore
- Gillian House, Stanmore
- Becket Fold, Harrow (has no staff)

6. Finding a home that suits your needs

Please tell us what **model of flat you would prefer** by giving a **1** to that which you would **like most** and a **2 for your second choice**

open plan studio flat/ bedsit one bedroom flat ground floor disabled flat

If you would most like a 'one bedroom flat' but we do not have one available, would you refuse a studio flat?

yes no
 not sure

Do you use or are you (or your partner) using or likely to need to use a wheelchair?

yes no
 not sure

Do you (or your partner) have any difficulty climbing up or down stairs?

a lot of difficulty no problem at all
 starting to find it harder/have some difficulty

If offered a flat on the first floor or higher, would you (or your partner) need to use a lift?

yes no
 possibly

Would you prefer a bathroom with:

a bath a shower

Would you prefer to live on the:

ground floor at a higher level
 first floor

Please tell us if you or your partner have any **medical or health needs** that would make a **particular type of property unsuitable** or **uncomfortable**.

7. Moving closer to family

If you would like to move **closer to your family or a friend** for support, please give their name and postcode so we can prioritise vacancies in a sheltered scheme closest to where they live.

Name

Postcode

Are they: family friend?

8. Extra information supporting your application

If there is any other reason, not already given on this form, that you think would support your application, please tell us here.

Do you or your partner have any criminal convictions? yes no
If yes, please tell us about them.

9. Information for our records

We keep a record of the people who apply to us for housing to check that the way we promote our services is easy to use and understand for people from London's many diverse cultures. It also helps us to plan and adapt to individual needs and preferences.

Please tell us:

if you are registered disabled

you: yes no

your partner: yes no

how you describe your ethnic group

your partner's ethnic group
(if applying for two of you)

the language/s you speak

the language/s your partner speaks

Will you need the help of an interpreter at the interview to speak English? yes no

How did you hear about our sheltered housing service?

10. Identity checklist

If we contact you for an interview, please make sure you bring the following documents with you as proof of identity, your current address, and (where needed) your right to live in the UK. If you are applying as a couple, please bring documents for both you and your partner.

- proof of identity, eg your passport, driving licence or birth certificate
- proof of your current address, eg a bank statement less than three months old, your council tax statement for this year or your medical card
- if you are still working, eg a recent payslip or bank statement
- if you are claiming benefit, evidence that it is being paid, eg rent statement or notice from the benefit department
- if you and/or your partner are not UK citizens, proof that you both have the right to live in the UK, eg passport, letter from the Home Office.

11. Your declaration

I declare that all the information I have given on this form is, to the best of my knowledge, correct. I note that HCHA will make any necessary enquiries to check that this information is true and I agree to tell HCHA if my circumstances change in any way that might affect my application for a sheltered housing flat. I understand that if I give false information, my application will be cancelled. (If two of you are applying, you should **both** sign this form.)

Signed

Date / /

Signed

Date / /

Please send your completed application form in a sealed envelope to:

**HCHA (Harrow Churches Housing Association)
13 St John's Road, Harrow, Middlesex HA1 2EE**

For office use only

Application received on

/ /

Applicant added to waiting list on

/ /

Application rejected on

/ /

Grounds for rejecting application (if applicable)

Application processed by

officer's name:

Applicant interviewed on

/ /

Formal offer made on

/ /

of **address**

Accepted yes no

Second formal offer made on

/ /

of **address**

Accepted yes no