



Housing Needs Team
Email: hadvice@cityoflondon.gov.uk
Telephone: 020 8 142 3903 / 3905

Dear applicant

Please find attached the application form for the City of London Housing Register.

Due to the current restrictions caused by the Covid 19 virus the Housing Needs Team is working remotely. As a consequence we are unable to collect postal applications from our office. If you post your completed form it is possible it won't be processed for some time.

If you are able to do so, please scan the completed application form and supporting documents to the Housing Needs Team at: hadvice@cityoflondon.gov.uk. If you do not have access to a scanner, please make clear photographs of the completed form and documents and email to the hadvice@cityoflondon.gov.uk address.

Whenever possible please include an email address on your form as well as your phone contact.

Please note it takes at least 30 working days to process an application. If your housing need is urgent as you are under threat of losing your home you should contact the homelessness team where you live.

Unfortunately we cannot guarantee how long you will be waiting for accommodation as this will depend on the level of vacancies on our estates. You may also want to apply to the council where you are paying council tax, as they may have some schemes for which you can be considered.

If you have any questions please contact the Housing Needs Team on hadvice@cityoflondon.gov.uk or 020 8 142 3903 / 3905. We would recommend using the email address whenever possible as the phone numbers cannot always be accessed – especially if we are already on a call or in a meeting.

Best wishes

Housing Needs Team

Housing Application Form

This application form is for the City of London Housing Register

Date received by Housing Needs Team	<i>For office use only</i>
Surname	
Housing Registration Number	

If you need help completing this form or help with English, please contact the Housing Needs Team

- | | | |
|--|------------------------------|-----------------------------|
| 1. Are you subject to immigration control in the UK? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Do you live in the City of London 'square mile'?
(for a minimum of 24 months) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Do you work in the City of London 'square mile'?
(for a minimum of 24 months and over 16 hours per week) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Are you a current City of London tenant | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

The City of London 'square mile' is the term used to define our local authority boundary. Please check our boundary map on www.cityoflondon.gov.uk/maps or search your postcode online.

If you reply **yes** to question 1 and/or **no** to questions 2 and 3, it is unlikely that you will be eligible for housing with the City of London. Please read the Eligibility/Exclusions section on page 2 of this form for more details about immigration status and other reasons why you may not qualify to apply. If you do not qualify to apply with this particular authority, you may still contact the Housing Needs Team for advice about alternative housing options.

I am:

- ☐ **a transfer applicant** - an existing tenant paying rent to the City of London
- ☐ **a home seeker** – anyone else, renting privately, living with family or friends, living in temporary accommodation and/or applying for social housing for the first time with a local connection to this authority

If you need a different type of housing such as Sheltered Accommodation for people over 66 years of age, you may need to complete a separate form. Please ask a member of the Housing Needs Team for advice before you complete this form.

Please read the Guidance Notes on page 3 before completing this form

City of London Housing Needs Team
Department of Community and Children's Services
Barbican Estate Office
3 Lauderdale Place
Barbican
EC2Y 8EN

Telephone 0207 332 1237 / 3452 / 3141

Email: hadvice@cityoflondon.gov.uk



The City of London works in partnership with the following local Housing Associations:
Guinness Trust – ISHA – Local Space - One Housing Group - Peabody Trust – Providence Row

You can use this form to apply for general housing from the City of London Corporation on our housing estates across London, whether you are a home seeker applying for the first time or a transfer applicant.

To apply to be on our register, you must have a local connection to this authority. You have a connection if you are living or working within the City of London 'square mile' for a minimum of 24 months and for more than 16 hours per week, if you are an existing tenant of the City of London or the child of a City of London tenant who has always lived at home. The City of London 'square mile' is the term used to define our local authority boundary. Please check our boundary map on www.cityoflondon.gov.uk/maps or search your postcode online.

People currently serving in H.M regular armed forces or who were serving in the regular forces for any time in the previous five years preceding this application.

All the information you give us will be placed on the City of London Corporation Housing Register database. The City of London Corporation may share this information with Housing Associations or other social landlords who could rehouse you. We may also take references from private landlords and contact organisations you tell us about to properly assess your support needs and priority for housing. We may also use your personal information for the prevention or detection of fraud.

You have a right to see information kept on file about your application and to ask for any inaccurate information to be removed.

Our full Housing Allocations Policy 2017 is published and available by calling the Housing Needs Team.

Under the lettings scheme, all applications for housing are assessed and given a number of points – depending on current circumstances and housing need. Priority is decided first by points and then waiting time.

Please note that the demand for housing is far higher than the supply, which means that it is likely you will be **waiting a number of years before you are rehoused**. Therefore you may need to find alternative accommodation whilst you wait in line for social housing.

Home Connections - Choice Based Lettings

With the exception of a few cases, we no longer directly allocate properties to people on the housing register. Once you are registered, to be considered for a property you will need to look at our Choice Based Lettings scheme which is run through Home Connections - www.homeconnections.org.uk. Any available City of London Corporation property or any Housing Association nomination that we receive will be advertised online on a weekly basis. To be considered for a property you must bid on those in which you are interested and qualify. Properties are then offered to applicants within the specified band with the highest points and waiting time. We will send you further information about the scheme and a user guide once your application has been registered.

Eligibility / Exclusions

Anyone 18 years of age and over can apply for housing with the City of London, unless they fall in to one or more of the groups listed below:

- You are subject to immigration control. If you do not have citizenship in an EU country or indefinite/exceptional leave to remain in the United Kingdom and are subject to a 'no recourse to public funds condition' or you do not have refugee status, exceptional leave or indefinite leave to remain in the UK you do not qualify to apply for social housing. If you are unsure, please provide us with a copy of your immigration status papers so we can assess your eligibility.
- You do not have a current local connection through employment or residence in the City of London 'square mile' for a minimum of 24 months and more than 16 hours per week.

- You are not the child of a City of London tenant who has always lived at home.
- You are a homeowner or have financial interest in a property in the UK or abroad.
- Your annual household income is more than £60,000 before tax.
- Your household has savings or capital of over £30,000 or more.
- The City of London reserves the right not to accept applications from people whose tenancy has previously ended due to rent arrears or anti-social behaviour, such as noise nuisance, domestic violence, racial harassment, intimidation, drug dealing, any other social housing fraud offences and if you owe the City of London money (i.e. through rent arrears, re-charges etc.) If your application is refused because of unacceptable behaviour, you will be told in writing, and this will include the reasons for our decision and details of your right to request a review.

Transfer applicants - a current tenant of the City of London who is living in an overcrowded situation or wishes or needs to downsize can apply for a transfer.

- The City of London will not normally make offers of accommodation to transfer applicants in rent arrears, in breach of any other aspect of their tenancy agreements or if their current property is deemed to be in a state of disrepair that is not the responsibility of the City of London.
- Tenancy checks will be carried out after your application to transfer has been registered.

If you are a current City of London tenant who wishes to move to a property of the same size but in another location or estate, you need to register for a Mutual Exchange. This can be done through www.homeswapper.co.uk for free and/or through other online providers. Please ask for more details.

Guidance Notes – please read these carefully before you complete this form:

- Please make sure that you provide us with all the relevant **proof documents** for you and your family as listed on the next page. Failure to provide all the documentation that we require will prevent us from registering your application.
- If you do not fill in the form properly, give us all the information we need or you do not sign the declaration at the end of this form, we will return it to you and this will delay your application.
- Please complete the form in **ink** and as clearly as possible.
- Where a yes/no answer is required, please put a tick in the appropriate box.
- Please read the questions carefully and answer all the questions that apply to you.
- If you are applying for a transfer, please follow the instructions in the form to make sure you answer all the questions that are relevant to you.
- Once your application has been registered, we will contact you with your bidding pack by post or if you indicate you prefer email, we will email you. This pack will contain your registration number, banding and any other information that you will need. Please keep this information in a safe place.

It is your responsibility to keep us informed of any changes in your circumstances as this may affect your status on the housing register, failure to do so may result in your application being closed. Changes of circumstance that you need to tell us about include: a change of address, changes to the people in your household, change of employment, income or assets etc. You should contact us if you have any queries about reporting a change of circumstances. If you withhold information in an attempt to secure accommodation you may be prosecuted, which could result in a large fine, imprisonment or other penalty.

If you do not speak English, or English is not your first language, or you do not understand anything on this form and in the declaration, please contact a member of the Housing Needs Team for support.

If you sign the declaration you are agreeing that you understand and agree with these terms.

PROOF DOCUMENT CHECKLIST

Please send us ALL of the documents that apply to you and your family.
Failure to provide all the documentation will prevent us from registering your application.

PASSPORT OR UK BIRTH CERTIFICATE: You and your partner (if applicable) must have citizenship in an EU country or indefinite/exceptional leave to remain in the United Kingdom with access to public funds. If one or both of you do not have a UK passport, please provide National passports plus Home Office or Immigration documents and work visas (if applicable). DRIVERS LICENCES ARE NOT ACCEPTED AS PROOF	
FULL BIRTH CERTIFICATE FOR EACH CHILD: We only accept the full A4 Birth Certificate that gives information in regard to the parent(s) of the child. If you do not have this version you will need to contact the relevant Registry Office to obtain one. If you have a non-UK Birth Certificate we will need an English translated version, if applicable.	
NATIONAL INSURANCE NUMBER: A recent payslip, N.I. card, DWP/benefit letter, p60, p45 or any other official document that shows a N.I number for each person on the application over 18 years of age.	
PROOF OF RESIDENCE: 1. APPLICANT AND PARTNER (if applicable) - Please provide proof for the last 5 years at any address where you have lived. This can be a Bank Statement, Utility Bill or any other official document with a name, address and a date on it. We accept joint or individual documents. 2. ANY OTHER PERSON ON THE APPLICATION <u>OVER 18 YEARS OF AGE</u> - Please provide 1 current proof of address. A bank account, college/education, work or benefit letter etc.	
PROOF OF BENEFITS: Any Government benefits that you and your family receive such as Job Seekers Allowance, ESA, DLA, PIP, Housing Benefit, Child Tax Credits, Working Tax Credits, Universal Credit etc.	
PROOF OF EMPLOYMENT FOR CITY CONNECTION: If you are claiming a local connection to this authority by your place of work please provide: 1. LETTER FROM YOUR EMPLOYER - Please enclose a letter that is dated within the last 2 months from your HR department or Manager. This must be on company headed paper confirming your start date, physical place of work and the number of hours worked each week. 2. WAGE SLIP - A payslip dated within last 2 months.	
PROOF OF PREGNANCY: This must be official documentation from your GP or hospital that shows the Expected Delivery Date (EDD), such as a MATB1 form which is provided at your dating scan.	
TENANCY AGREEMENT: If you have signed a tenancy agreement, licence, a rent book or other agreement for the rent you are paying, please provide us with a copy.	
H.M. ARMED FORCES DOCUMENTATION a copy of military service records or current service information	
PASSPORT SIZED PHOTOGRAPH OF EACH ADULT APPLICANT Please write your names clearly on the back of each photograph	

- **Please note that your application will not be registered without the relevant proof documents.**
- If you are adding a civil partner, husband or wife to your application please provide us with a copy of the registration certificate.
- If your documents are in a language other than English please provide an official English translation.
- Please DO NOT send original documents in the post.

Our office address is on the front and back pages of this application form

About you and your household

If you are applying with a partner, provided your partner is eligible we will treat it as a joint application, meaning that any tenancy granted will be joint. The main applicant should be the person with the local connection priority.

	Applicant	Partner
Surname/s		
Previous names (if any)		
First name/s		
Date of Birth		
National Insurance No		

Contact details – please indicate preferred contact method/s by ticking the relevant box:

	Applicant	Partner				
Home	<table><tr><td></td><td></td></tr></table>			<table><tr><td></td><td></td></tr></table>		
Work	<table><tr><td></td><td></td></tr></table>			<table><tr><td></td><td></td></tr></table>		
Mobile	<table><tr><td></td><td></td></tr></table>			<table><tr><td></td><td></td></tr></table>		
E-mail	<table><tr><td></td><td></td></tr></table>			<table><tr><td></td><td></td></tr></table>		

Current address:

(if your **partner does not live with you**, there is space below to tell us more about this)

Date you moved in to this address:

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Reason for wanting / needing to leave:

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Are you currently housed in temporary accommodation provided by the City of London? Yes ☐ No ☐

Are you currently housed in temporary accommodation provided by anyone else? Yes ☐ No ☐

If yes, who
provided it?

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If you live in Temporary Accommodation such as a bed & breakfast, a hostel or a foyer etc. please tell us how you obtained this accommodation. For example, was it a self-referral, a local authority referral, charity or other organisation? Please provide the full name of the organisation, why you were referred and the approximate length of your stay:

Household details

Please list details of everyone else in your household (*other than your partner*) with whom you wish to be rehoused:

Surname/s	First name /s	Title (Mr, Mrs, Ms etc.)	Date of Birth	Relationship daughter/ son etc.	National Insurance Number (for anyone over 16 years)

Household members not living with you

Please list below the names of people who do not currently live with you but with whom you would like to be rehoused.

Please note that this does not mean that we will necessarily accept the people that you name.

Surname/s	First name/s	Title (Mr, Mrs, Ms etc)	Date of Birth	Relationship to you

Please give the reason why you would like the above to be rehoused with you, **why** they do not live with you at present and their **current address**. *It is essential you provide this information:*

Is anyone you have named on this application pregnant?

Yes ☐ No ☐

If **yes**, who is pregnant and what is the Expected Delivery Date (E.D.D):

About your current home

Please tick the appropriate box below to show your current housing situation:

Council tenant	<input type="checkbox"/>	Housing Association tenant	<input type="checkbox"/>	Private rented	<input type="checkbox"/>	Hostel / Bed & Breakfast	<input type="checkbox"/>
Home owner	<input type="checkbox"/>	Temporary Accommodation	<input type="checkbox"/>	Living with family/friends	<input type="checkbox"/>	Refuge	<input type="checkbox"/>
Other?	<input type="checkbox"/>	Please specify:					

Are you in tied/serviced accommodation? Yes ☐ No ☐

Is your tied/serviced accommodation due to end? Yes ☐ No ☐

If **yes**, when?:

If you or anyone else on your application is a council or Housing Association tenant, please tell us the name of the authority/association:

Have you or anyone else on your application ever exercised the Right To Buy? Yes ☐ No ☐

If yes, please provide details: *(on any property that you or anyone else on this application has lived in)*

If you are renting your home, please give us your landlord's or agent's name, address and telephone number:

Do you have a signed agreement or any other agreement about the rent you pay? Yes ☐ No ☐

If yes, what sort of agreement is this? e.g.: tenancy agreement, licence, rent book, verbal agreement etc:

If you do not have an address to register from, please let us know where you usually sleep, how long you have been sleeping there and where you keep your belongings:

We will usually write to you at your present address. If you do not want us to write to you there, please provide an address where we can write to you and the reasons why we cannot contact you at your registered address: *(Please note that this does not mean that we will accept an alternative address):*

Your present accommodation

What kind of accommodation are you living in?

Bed & Breakfast		Bungalow		Flat		Hostel	
House		Studio flat		Maisonette		Other? <i>Please specify:</i>	

How many bedrooms are there in your current property **in total**?

None		Studio flat		1		2		3		4		4 +	
------	--	-------------	--	---	--	---	--	---	--	---	--	-----	--

How many bedrooms do you and the other people on this application have for your **sole/own use**?

None		Studio flat		1		2		3		4		4 +	
------	--	-------------	--	---	--	---	--	---	--	---	--	-----	--

Do you lack any of the following facilities or share with someone who is **not** part of your household?

Yes ☐ No ☐

For example, if you live in multiple occupation housing, you live with friends or you live with other tenants or other family members (such as parents) and they are **not** on this application form.

If you answered yes, please tick which of the following facilities apply to your current housing situation:

	Share	Lack / Do not have
Living / Lounge room		
Toilet (any toilet - in bathroom or separately)		
Bathroom / shower room		
Kitchen and/or cooking facilities		
Bedroom		
Electricity/ Gas supply (you share the same bill)		

If you lack a toilet, washing or cooking facilities or fuel supply, please tell us how you meet these needs:

If you share facilities, please say with whom you share them and how they are related to you. If you share with strangers (i.e. in a hostel or room/house share) please write **other tenants** in person name and in relationship to you section write the approximate **number of people** you share the facilities with:

Name of the person you share with	Relationship to you
<i>E.G. Bob Smith / Mum and Dad / other tenants</i>	<i>E.G. Friend / Parent / 3 other tenants</i>

Who uses the bedrooms in your present accommodation?

	Age 1 st Person	Male / Female	Age 2 nd person	Male / Female	Age 3 rd person	Male / Female	Age 4 th person	Male / Female	Age 5 th person	Male / Female
Studio flat										
Living Room										
Bedroom 1										
Bedroom 2										
Bedroom 3										
Bedroom 4										

Previous addresses

Please give details of any addresses where you and your partner (*if applicable*) have lived during the past five years. Start with the address you lived in before your current home and work back.

Main Applicant	Lived there from / to	Reason for leaving?	Landlord name & address?
Address 1:			
Address 2:			
Address 3:			
Address 4:			

Partner (<i>if different</i>)	Lived there from / to	Reason for leaving?	Landlord name & address?
Address 1:			
Address 2:			
Address 3:			

If you need more space, please continue on a separate sheet.

Have you and everyone else on this application always lived in the UK?

Yes ☐ No ☐

If **no**, tell us who did not and when did you/they enter the UK?

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If you do not have an EU Passport, do you and your partner (if applicable) have access to public funds?

(This will be detailed on your immigration papers)

Applicant: Yes ☐ No ☐ / Partner: Yes ☐ No ☐

Previous social housing

Have you or anyone else on this application ever been a tenant of a council or Housing Association property?

Yes ☐ No ☐

If **yes**: Who were the tenant/s and who was the landlord, e.g.: name of council or Housing Association?

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What was the address of the property? *If more than one property, please detail each address:*

Date the tenancy ceased and why?

Have you ever had action taken against you for breach of tenancy, such as a Notice of Seeking Possession, Notice to Quit, Injunction or Anti-Social Behaviour Order? Yes ☐ No ☐

If yes, please give the date and details :

Are you currently or have you ever (or anyone else named on this application) received help from a council or local authority as a homeless applicant? Yes ☐ No ☐

Please give us a brief description of when this happened, why and what was the outcome of this application:

Have you or anyone else named on this application received a deposit, rent in advance, bond scheme or guarantee to access a private rented property from a landlord or letting agency? Yes ☐ No ☐

If **yes**: Name of the person/s on this application who received the assistance:

What is the name of the organisation that provided the deposit (council or other)?

What was the total amount of funds received? :

Address of the property secured with the deposit and the date you moved in:

Reason for leaving the property (if not still in residence) and date you left:

Owner occupation

Do you or anyone else on this application own the property in which you currently live? Yes ☐ No ☐

Do you or anyone else on this application own any other property in the UK or abroad? Yes ☐ No ☐

(Owning can be having a mortgage/owning outright/financial interest/ inherited etc.)

Have you or anyone else on this application had a mortgage or owned a property (solely or jointly) anywhere in the UK or abroad which has been sold in the last 10 years? es ☐ No ☐

Please provide details including the address/s and the name of the person/s on the mortgage / deeds:

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Repairs

Is your home in a state of disrepair? Yes ☐ No ☐

If **yes**, please tick one or more of these boxes to indicate what problems you have in your property:

Damp / mould		Dangerous		Electrical / Faulty wiring		Faulty facilities	
Heating/Gas Supply		Leaking roof / leaking other		Rotting woodwork		Pest infestation	
Structural problems		Water Supply		Other? <i>Please specify:</i>			

Please provide a brief description of the problem: *If you need more space, please continue on a separate sheet.*

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Does your landlord know about these problems? Yes ☐ No ☐

Have you informed your local council's environmental health team about the problem? Yes ☐ No ☐

Have they been to assess your property? Yes ☐ No ☐

If you are a council or Housing Association tenant and have concerns about your home, please contact your landlord in the first instance.

If you are seeking extra priority on your housing application due to disrepair, you will need to contact your local Environmental Health team for an independent assessment. We need to receive a copy of their report and the action taken against the landlord to fix the issue before we can make an assessment.

Working and employment

Please answer the following questions about your employment or any paid work. Please complete both sections for the main applicant and your partner (if applicable).

Main Applicant**Partner**

Are you in paid employment? Yes ☐ No ☐ Are you in paid employment? Yes ☐ No ☐

If **yes**, please complete the following questions for employed or self-employed work for you and your partner (if applicable)

What is your total annual income before tax?	What is your total annual income before tax?
What is your job title?	What is your job title?
How many hours are you contracted to work each week?	How many hours are you contracted to work each week?

Name and address of your employer / registered business:	Name and address of your employer / registered business:
Where do you geographically carry out your work, <i>if different</i> to employer / business address?	Where do you geographically carry out your work, <i>if different</i> to employer / business address?
What was your start date for this employment?	What was your start date for this employment?

Do you consider yourself to be a keyworker? Applicant: Yes ☐ No ☐ / Partner: Yes ☐ No ☐

Government Benefits

Do you or your partner receive any Government benefits? Yes ☐ No ☐

If **yes**, please confirm which benefits you receive and the weekly amount:

	Applicant	Partner
Attendance Allowance (AA)		
Carer's Allowance		
Child Benefit		
Disability Living Allowance (DLA) or PIP		
Employment and Support Allowance (ESA)		
Housing Benefit		
Income Support		
Jobseeker's Allowance (JSA)		
Pension Credits		
Tax Credits - Working / Child etc		
Universal Credit		
Other? <i>Please specify:</i>		

Other income

Is there any other person on this application (e.g. children over age of 18) claiming benefits?

If **yes**, please specify: Yes ☐ No ☐

Is there any other person on this application (e.g. children over age of 18) in paid employment?

If **yes**, please specify: Yes ☐ No ☐

Is there any other income or capital that has not been declared on this form? Yes ☐ No ☐

If **yes**, please specify type of income (e.g. private pension, trust fund, shares, investments etc) and the monthly value:

Do you, your partner or anyone else on this application have any savings? Yes ☐ No ☐

If **yes**, please specify the total value of savings for each person:

Do you, your partner or anyone else on this application have any debt? Yes ☐ No ☐

If **yes**, please state the approximate total value of debt and type (i.e. credit card/loan etc.):

Receiving and giving support

Have you or anyone else on this application ever had a Children's or Adults Social Care Assessment, an NHS mental health or care assessment or any other support assessment (such as Drug and Alcohol etc)

Yes ☐ No ☐

If **yes**, who on this application received the assessment?:

Please provide the name, address and telephone number of the organisation/s and the name of your personal care co-ordinator / support worker:

Do you or anyone else on this application need or already receive support for any of the following reasons?

You can tick more than one box

	Need	Receive
Mental health		
Drugs/Alcohol		
Domestic violence		
HIV/AIDS		
Learning disabilities		
Physical disabilities or ill health		
Sensory disabilities		
Young person leaving care		
Refugee		
Other, <i>please specify</i> :		

Do you or anyone else on this application need or receive support from any of the following?:

	Need	Receive
Community Psychiatric Nurse		
District Nurse / other home care / Health Visitor		
Key Worker / Support Worker		
Occupational Therapist		
Probation Service		
Resettlement or Tenancy Sustainment Officer		
Social Worker		
Other, <i>please specify</i> :		

Giving support

Do you or anyone else on this application provide support to someone else?

Yes ☐ No ☐

If yes, please provide the name, address and relationship to the person who receives your support and the reason you need to support them. *Please provide supporting documentation and continue on a separate sheet if required.*

Her Majesty's Regular Armed Forces

Are you currently serving in H.M regular armed forces or have you served at any time during the 5 years prior to this application? Yes ☐ No ☐

If so please give details in the box at the bottom of this page or on a separate sheet. You will need to provide a copy of your service records.

Medical circumstances

Is your current accommodation directly affecting the health or mobility of you or anyone else on this application? Yes ☐ No ☐

If yes, we will send you an '**Additional Assessment Form**' which you will need to complete and return to us. The information you give on this form will help an independent medical advisor to assess your priority for housing based on your current accommodation.

There is no need to contact your doctor when completing the form although you can send us any supporting documents from your GP, medical professional or hospital about the condition and treatment received. You will need to complete a separate medical form for each person in your household whose health is affected by your accommodation. *If you require more than one form, please tell us how many you need.*

Accessibility

Do you or anyone else on this application have any mobility or sensory requirements? Yes ☐ No ☐

If **yes**, please give details:

Does your current property have any adaptations to aid your disability? Yes ☐ No ☐

If **yes**, please give details:

Please tick any of the following adaptations or facilities that you require in your future accommodation?:

Bathroom adaptations		Ground floor accommodation		Kitchen adaptations		Level access downstairs toilet	
Wet room / adapted shower		Wheelchair adaptations		Other? <i>Please specify:</i>			

Do you think that you would be able to stay in your current home if extra care and support were provided, for example a home help, community alarm, specialist equipment or any adaptations? Yes ☐ No ☐

Pets

Cats or dogs are not permitted on any City of London estate or property except assistance pets.

Please tell us if you have any assistance pets and how they assist you. (e.g.: guide dog etc.)

Is there anything else about your present accommodation or your circumstances that you wish to add or that we should know?

If you need more space, please continue on a separate sheet.

Language

Do you require an interpreter?

Yes ☐ No ☐

If **yes**, which language?

Do you have a friend or representative who can translate on your behalf? If **yes**, what is their name, relationship to you and their telephone number?

Equalities

The City of London has policies to ensure that everyone who applies for housing is provided with a service that is relevant to their needs. To provide a housing service that is accessible to all applicants, the service must be monitored to ensure it is provided fairly. By giving the following information, you will help us to make sure that these policies are working properly.

It is important that you complete this section but we realise that some people may be unwilling to do so, therefore this information is optional. All lettings to council accommodation and nominations to Housing Associations from the housing register **will be made according to housing need**, regardless of ethnic origin, marital status, race, gender or sexuality.

Ethnicity		Applicant	Partner	Religion	Applicant	Partner
White	British	<input type="checkbox"/>	<input type="checkbox"/>	None	<input type="checkbox"/>	<input type="checkbox"/>
	Irish	<input type="checkbox"/>	<input type="checkbox"/>	Christian	<input type="checkbox"/>	<input type="checkbox"/>
	European EU	<input type="checkbox"/>	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	<input type="checkbox"/>
	European other	<input type="checkbox"/>	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	<input type="checkbox"/>
	Other White background, <i>please specify:</i>	<input type="checkbox"/>	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	<input type="checkbox"/>
Black	Black British	<input type="checkbox"/>	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	<input type="checkbox"/>
	Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	<input type="checkbox"/>
	African	<input type="checkbox"/>	<input type="checkbox"/>	Other, <i>please specify:</i>		
	Other Black background, <i>please specify:</i>	<input type="checkbox"/>	<input type="checkbox"/>			
Mixed	White & Black British	<input type="checkbox"/>	<input type="checkbox"/>	Sexuality		
	White and Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>	<input type="checkbox"/>	Gay	<input type="checkbox"/>	<input type="checkbox"/>
	White and Asian	<input type="checkbox"/>	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>	<input type="checkbox"/>
	Other mixed background, <i>please specify:</i>	<input type="checkbox"/>	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	<input type="checkbox"/>
Asian	Asian British	<input type="checkbox"/>	<input type="checkbox"/>	Other, <i>please state:</i>		
	Indian	<input type="checkbox"/>	<input type="checkbox"/>			
	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>			
	Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>	Disability		
	Chinese	<input type="checkbox"/>	<input type="checkbox"/>	Do you consider yourself disabled?		
	Japanese	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	West Asian / Middle Eastern	<input type="checkbox"/>	<input type="checkbox"/>	If YES, <i>please specify:</i>		
	South East Asian	<input type="checkbox"/>	<input type="checkbox"/>			
	Other Asian background, <i>please specify:</i>	<input type="checkbox"/>	<input type="checkbox"/>			
Americas	South American	<input type="checkbox"/>	<input type="checkbox"/>			
	Central American	<input type="checkbox"/>	<input type="checkbox"/>			
Other ethnic group, <i>please specify:</i>		<input type="checkbox"/>	<input type="checkbox"/>			

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, search NFI at www.cityoflondon.gov.uk.

The City of London fully endorses and adheres to the Principles of Data Protection as enumerated in the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018). For further details about how and why we process your personal data, please see our full privacy notice at www.cityoflondon.gov.uk/privacy. Further information about data protection at the City of London Corporation is also available online at: www.cityoflondon.gov.uk/dataprotection.

Declaration

Please read the declaration below and then sign at the bottom.

If you do not sign and date this form we will return it to you and this will delay your application.

- The details I have given on this form are correct & complete. I will inform City of London Housing Needs Team if there are any changes to my household, medical condition, or housing situation and I understand that any changes may affect my entitlement to housing. If my circumstances have changed and I am offered a property, the offer may be withdrawn if my household or circumstances do not match the information on this Housing Application.
- I agree that you may undertake checks with other departments within the City of London and other public and private sector organisations to assess my application.
- I agree that the City of London can contact all the organisations where I have held previous council or Housing Association tenancies as part of the assessment of my application for social housing.
- I agree that any relevant information may be given to these organisations to help them consider my case.
- I also agree that my file will be passed to these organisations if I am to be rehoused by them. I also understand that references may be obtained from private sector landlords.
- I agree that my information can be shared with other people or organisations involved in my care or caring role. I agree that any agency I have listed in the section relating to 'Receiving and giving support' may be contacted.
- I understand that my application may be cancelled if I give false or misleading information, if I withhold information or fail to tell you if my circumstances change.
- If I am granted a tenancy as a result of my giving false or misleading information, or because of information I have withheld, I understand that my tenancy may be terminated, I may have to pay a fine and I could face prosecution action. I also agree that the details given on this form can be used in the decision about any homeless application I may make under Part VII of the 1996 Housing Act.
- I understand that it is an offence to knowingly make a false statement or withhold information.

Applicant's signature: **Date:**.....

Partner's signature:..... **Date:**.....

If this form has been completed by anyone other than the main applicant, please tell us who completed it and why the applicant was not able to:

Thank you for completing this form. Once you have read and signed the declaration, please return the form along with the necessary proof documents to:

Housing Needs Team, City of London, Barbican Estate Office, Lauderdale Place, London, EC2Y 8EN

Telephone: 0207 332 1237 / 3452 / 3141

Email: hadvice@cityoflondon.gov.uk