

Housing application

Reference number:

Në qoftë se nuk flisni Anglisht dhe keni nevojë për ndihmë që të plotësoni ndonjë form ju lutemi na telefononi në këtë numër **0151 734 4933** ose mund të paraqiteni në zyrën më të afërt të SBHA.

إذا كانت اللغة الإنجليزية ليست لغتك الأصلية ، وتحتاج مساعدة في تعبئة الاستمارة ، فاتصل بهاتف رقم **0151 734 4933** . أو اذهب إلى أقرب مكاتب شركة SBHA

若您不諳英語和需要他人協助來填寫這份表格，請致電 **0151 734 4933** 或親臨您就近的SBHA辦事處查詢。

यदि आपनाय मातृभाषा इंग्लिश नै आर आपनाय एई फोर्म पूरण करार जना साहाय्यार दरकार ताहले अनुग्रह करे एई टेलिफोन नम्बर **0151 734 4933** फान करुन वा आपनाय बाङ्गिर काछेर SBHA एर अफिस चल आखन ।

यदि आपकी मातृभाषा अंग्रेजी नहीं है और आपको यह फार्म पूरा करने के लिए मदद चाहिए तो कृपया इस नम्बर पर **0151 734 4933** फोन करें या अपने घर के पास वाले SBHA के ऑफिस में आएं ।

ਜੇ ਤੁਹਾਡੀ ਮਾਂ-ਬੋਲੀ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਹੈ ਅਤੇ ਤੁਹਾਨੂੰ ਇਹ ਫਾਰਮ ਭਰਨ ਲਈ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ **0151 734 4933** 'ਤੇ ਟੈਲੀਫ਼ੋਨ ਕਰੋ ਜਾਂ ਸੀ. ਡੀ. ਐਸ. ਦੇ ਆਪਣੇ ਸਭ ਤੋਂ ਨੇੜੇ ਦੇ ਦਫਤਰ ਵਿਚ ਆਓ।

Haddii aysan luqaddaada hore Ingiriis aheyn aadna u baahan tahay in buuxinta fooma lagugu caawino, fadlan soo wac telefoonka **0151 734 4933** ama tag xafiiska SBHA ee kuugu dhow.

اگر انگلش آپ کی مادری زبان نہیں ہے اور فارم کو مکمل کرنے میں آپ کو مدد کی ضرورت ہے تو فون نمبر **0151 734 4933** پر یا SBHA کے قریبی دفتر سے رابطہ قائم کریں

If you need help in completing this form, please contact Steve Biko HA 3 Yanwath Street, Liverpool L8 0XP.

I. About you and your household

Surname/ Family name	First name	Date of birth	National insurance number of all the adults who are going to be rehoused with you	Relationship	Sex (male or female)	Is this person living with you now?	Is this person to be rehoused with you?
		/ /	/ / / /	You		N/A	N/A
		/ /	/ / / /				
		/ /	/ / / /				
		/ /	/ / / /				
		/ /	/ / / /				
		/ /	/ / / /				
		/ /	/ / / /				

Current address and postcode

Phone number

Home:

Work:

Email address

How long have you lived here? (We need proof of this)

Can we contact you at your home address?

Yes

No

If **NO** please give an address or phone number below where we can contact you

Is anybody on your application expecting a baby?

Yes

No

If **YES**, please give the name of the person and the date baby is due. **(Proof required)**

Is anybody on your application restricted by immigration rules?

Yes

No

If **YES**, please give their name

2. Income details

Please **tick the box** that best describes you and/or your partner

You

**Your
partner**

Working full time (over 16 hours)

Working part time

Looking after children or someone sick or elderly

Looking for a job

Pensioner or retired

Long-term sick or disabled

Not looking for work

Full-time student

Government training scheme

Other (please give details)

INCOME: please **tick the box** that best applies to you and/or your partner:
(Do not include Child Benefit, Housing Benefit or Council Tax Benefit.)

You

**Your
partner**

Income Support / Jobseeker's Allowance / Employment Support Allowance /
Universal Credit

Wages

Working Families Tax Credit

Disability Living Allowance / Attendance Allowance / Personal Independence Payment

State retirement pension

Company pension

Other state benefits

Other (please give details)

3. Previous addresses

Please list the previous address of all the adults you have included in your application for rehousing, for the last five years. Start with the address you live at now. We may use information to get references from previous landlords.

Name	Previous address	Dates from - to	Landlord name /company address / contact details

4. Which of the following best describes your situation?

Please tick one box in each column.

Type of occupancy

Type of accommodation

Council tenant

House

Private tenant

Maisonette

Living in a property I own

Flat (state which floor)

Housing Association tenant

Bed and Breakfast

Living with friends or relatives

Hospital

Lodger

Bungalow

Hospital or residential home

Bedsit

In prison

Caravan or mobile home

Accommodation with job

Hostel

Member of armed forces

Sheltered or supported housing

Other (Please give details)

Other (Please give details)

Are you the tenant at your current home?

Yes

No

What type of tenancy do you have? (e.g. 6 month, 12 month)

How many bedrooms do you have?

1

2

3

4

5

Have you ever been evicted?

Yes

No

If **'YES'**, please give us the following information

The address you were evicted from

The landlord's name

The reason you were evicted

The date you were evicted

Have you, or anyone on your application, got any criminal convictions?

(Do not include 'spent' convictions.)

Yes

No

If **'YES'**, please give details of the offences, including dates and sentences. Convictions will not necessarily prevent you from obtaining a home with us. However, if we subsequently discover any information provided by you is untrue or misleading, we may take steps to terminate your tenancy.

5. Reasons why you need re-housing

Tick the boxes that best describe why you need re-housing. (* = **proof will be required**)

- | | | | |
|----------------------------------|--------------------------|--|--------------------------|
| Split up from partner | <input type="checkbox"/> | To get children into a better school | <input type="checkbox"/> |
| Losing home with job * | <input type="checkbox"/> | Neighbourhood problems | <input type="checkbox"/> |
| Landlord selling property * | <input type="checkbox"/> | Health reasons * | <input type="checkbox"/> |
| Want to move to a better area | <input type="checkbox"/> | Overcrowding | <input type="checkbox"/> |
| Victim of crime or fear of crime | <input type="checkbox"/> | Building society repossession * | <input type="checkbox"/> |
| Need a smaller property | <input type="checkbox"/> | Asked to leave by friends or relatives | <input type="checkbox"/> |
| To leave home | <input type="checkbox"/> | Cannot afford present housing | <input type="checkbox"/> |
| To be nearer friends or family | <input type="checkbox"/> | Nearer current employment | <input type="checkbox"/> |
| Living apart from family | <input type="checkbox"/> | To give support | <input type="checkbox"/> |
| Eviction order * | <input type="checkbox"/> | To receive support | <input type="checkbox"/> |
| Poor condition of property * | <input type="checkbox"/> | Need a larger home | <input type="checkbox"/> |

Further information to support your application (MUST BE COMPLETED)

(please continue on a separate sheet of paper)

Are you suffering from harassment or domestic violence? (Proof required) **Yes** **No**

How many bedrooms do you need? 1 2 3 4 6

Where would you like to live?

Please refer to the information leaflet sent with this form. Please list up to three areas you would like to live in.

You may wish to give details of particular streets or part of an area that you would prefer.

First choice

Second choice

Third choice

Is there anywhere you do not want to live?

6. Declaration

Are you an employee or board member of Steve Biko HA?

Yes

No

If **YES** please give details

Are you related to any employee or board member of Steve Biko HA?

Yes

No

If **YES** please give details

Please read and sign the declaration below:

To the best of my knowledge, the answers I have given on this form are true. I understand that I may lose any housing or tenancy provided by Steve Biko HA, if I have given any false information. I understand that the information I have given will be entered on to the landlords systems. Please read the **Privacy Policy** included with this application pack, to see how we will protect your information and inform you how and why we will use the information given, in accordance with relevant legislation.

I will inform Steve Biko HA immediately if there is any change to the circumstances I have told you about on this form.

Your signature:

Date:

The joint applicant's signature:

Date:

Please return your fully completed application form and required documentation to the following address:

Steve Biko Housing Association
3 Yanwath Street
Liverpool
L8 0XP

Date Processed	Recommendation	Points Total	Processing Officer	Authorising Officer

Equality and Diversity Monitoring Form

Steve Biko Housing Association is committed to supporting equality and diversity and recognises the importance of diversity and the value it can bring to our organisation. To assist us to monitor the effectiveness of our equality & diversity practices, we would encourage you to complete this monitoring form.

The information you provide will be treated as sensitive data under the Data Protection Act 1998 and will be held confidentially. Information will be used solely for monitoring purposes and will not affect your application in any way.

Please tick the relevant box in each section, or complete details as appropriate.

Ethnic Background				
A) White	<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Any other White background	
B) Asian or Asian British	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Any other Asian background
C) Black or Black British	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Any other Black background	
D) Dual Heritage	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> White and Black African	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Any other Dual background
E) Chinese or Other	<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other Ethnic Group		
F) Prefer not to say	<input type="checkbox"/>			

Gender			
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Trans	<input type="checkbox"/> Prefer not to say

Disability		
A person has a disability under the Equality Act 2010 if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. Long term means has lasted, or is expected to last, for 12 months. Do you consider yourself to be a disabled person?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
If yes, please tell us if you have:		
<input type="checkbox"/> Physical or sensory impairments	<input type="checkbox"/> Mental health difficulties	<input type="checkbox"/> Medical conditions
<input type="checkbox"/> Specific learning difficulties	<input type="checkbox"/> Any other	<input type="checkbox"/> Prefer not to say

Age Group			
<input type="checkbox"/> 14-19	<input type="checkbox"/> 19-25	<input type="checkbox"/> 25-34	<input type="checkbox"/> 35-44
<input type="checkbox"/> 45-54	<input type="checkbox"/> 55-64	<input type="checkbox"/> 65+	<input type="checkbox"/> Prefer not to say

Religion or Belief				
<input type="checkbox"/> Christian	<input type="checkbox"/> Muslim	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish
<input type="checkbox"/> Sikh	<input type="checkbox"/> None	<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Any other	

Sexual Orientation			
<input type="checkbox"/> Lesbian or gay	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual or Straight	<input type="checkbox"/> Prefer not to say

Thank you for taking the time to complete this monitoring form.



STEVE BIKO HOUSING ASSOCIATION Ltd

APPLICATION FOR HOUSING

Dear Applicant,

Please ensure you forward scans of all the requested documents when returning your application form. Retain the original documentation used as we may wish to see them at a later date.

You will need to email the following documents:

- **A Passport for all names on the application**
- **A recent utility bill from your present address (dated within the last 3 months)**
E.g. Water, gas, electricity, council tax bill.
- **Proof of income for all adults on application form (e.g. last 3 months wage slips, Benefit letter, Annual certified accounts plus any tax credit letter)**
- **Reference from your current landlord – please note that it is the applicants' responsibility to provide the requested documentation.**
- **Any additional evidence requested or highlighted with an * on the application form.**

Documents must be emailed to applications@stevebikoha.org alongside your completed application form.

*Please ensure your application is fully completed including the further information box on page 5.

Please DO NOT send passports through the post.

We can only accept fully completed application forms that have all the requested documents attached.

Thank you.

PLEASE NOTE

Steve Biko Housing Association have less than 280 properties, with approx. 17-25 properties becoming available each year. Due to the small number of properties available for letting each year, we would recommend that you also register with Property Pool Plus at <https://www.propertypoolplus.org.uk/HouseholdRegistrationForm>

Please check your email inbox (and spam folder) regularly as this is how we will send any queries, requests for more information and also advise you if you have been accepted onto the waiting list.
Failure to reply within the requested timescale will result in your application being deleted.



Steve Biko Housing Association

Property List

SHELTERED HOUSING and OVER 55's ACCOMMODATION

PROPERTY TYPE	LOCATION	No OF BEDROOMS
Older Persons accommodation (Over55's) NO WARDEN Wheelchair Access, Lift, Communal Garden	Azania Court Arundel Avenue L17	1 & 2 Bedroom Flats
Sheltered Housing accommodation Warden, Communal Lounge/ Facilities, Lift, Lunch Club, Communal Garden, Wheelchair Access	Hector Peterson Court Lodge Lane/Smithdown Rd L8	1 & 2 Bedroom Flats
Older Persons accommodation (Over55's) BUNGALOWS NO WARDEN Access to Communal Facilities, Communal Garden, Wheelchair Access	Steve Biko Close Lodge Lane/Smithdown Rd L8	1 Bedroom
Older Persons accommodation (Over 55's) NO WARDEN Wheelchair Access, Lift, Communal Garden	Rashid Mufti Court North Hill Street L8	1 & 2 Bedroom Flats
BUNGALOWS (Over 55's)	Elaine Street, Merlin Street, Windsor Street L8	1 Bedroom
	Kimberley Close, Northbrook Close, Verulam Close, Windsor View L8	1 & 2 Bedrooms

GENERAL NEEDS PROPERTIES

PROPERTY TYPE	LOCATION	No OF BEDROOMS
FAMILY HOMES	Cullen Street, Eversley Street, Wendell Street, Mulgrave Street,	2 Bedrooms
	Arundel Close, Britannia Avenue L15, Daniel Davies Drive, Dove Street, Eversley Street, Hatherley Close, Lothian Street, Maitland Close, Maple Grove, Mulgrave Street, Modred Street, North Hill Street, Northbrook Close, Selborne Street, Verulam Close, Windsor Street, Windsor View Lodge Lane L8	3 Bedrooms
	Eversley Street, Lothian Street, Maitland Close, Mulgrave Street, Sheil Road L6, Northbrook Close, Selborne Street, Windsor View	4 Bedrooms
	Eversley Street, Mulgrave St	6 Bedrooms

FAMILY FLATS	Hartington Road L8, Sheil Road L6	4 Bedrooms 3 bedrooms
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GENERAL FLATS	Belvidere Road, Bentley Road, Croxteth Grove, Devonshire Road, The Elms	1 Bedroom flats
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	Bentley Road, Croxteth Grove, Mulgrave Street, Devonshire Road, The Elms, Sheil Road L6	2 Bedroom flats
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