



Home-Link

www.home-link.org.uk

Application for the Home-Link Register

Name

Completing this application registers you on the Home-Link register. You need to be registered with Home-Link to be able to express interest in available Council and Housing Association homes across the Cambridge sub-region through the Home-Link choice based lettings scheme.

To enable us to fully assess your application, please provide all the information requested. We may not be able to process your application if there is information missing.

Just because you register, this does not mean you will be successful in being housed. There is a significant shortage of Council and Housing Association homes across the sub-region compared to the number of people looking to be housed. To find out more about other housing options in your local area, please contact your local Council or Housing Association.

If you are homeless now or expect to become homeless in the next 28 days please contact your local council or housing association.

Please contact us if you need any help completing this form. Once we have checked your application, we will write to you with your application number and housing needs band.

Tick the box next to the Council or Housing Association that you want to apply to for housing. Once complete, you need to send this form, together with any documents requested to that address.

- Cambridge City Council**
CBL, PO Box 634, Cambridge, CB1 0HP Tel: 01223 457917
- East Cambridgeshire District Council** (Lettings managed by Sanctuary Hereward)
St Marys Lodge, St Marys Street Ely, Cambs CB7 4EY tel: 0845 8505757
- Forest Heath District Council**
College Heath Road, Mildenhall, Suffolk IP28 7EY, Tel: 01638 719345
- Huntingdonshire District Council**
Pathfinder House, St Mary's Street, Huntingdon, Cambridgeshire, PE29 3TN, Tel: 01480 388222 or 388223
- South Cambridgeshire District Council**, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA, Tel: 08450 450051
- St Edmundsbury Borough Council**
Angel Hill, Bury St Edmunds, Suffolk, IP33 1XB Tel: 01284 757178

1. Why are you applying for housing? Please provide evidence where possible, or give more details on page 16

- I am experiencing anti-social behaviour or harassment
- I am experiencing domestic violence
- My existing home is overcrowded
- I am, or am about to become, homeless
- I need to move to or within an area in the sub-region to give or receive support and a proven level of support is required and can be given
- I have found employment in the area and need to move closer to work or will otherwise lose that employment
- I have staying contact with a child/children and I live in accommodation where the child/children are not allowed to stay overnight
- My existing home is too large for my needs
- I want sheltered housing
- I have a medical need or have a disability and my existing home is not appropriate to my needs
- Other reason. Please give details: _____

2. Do you normally live in the United Kingdom?

- Yes. Answer yes if you live or work permanently in the UK
- No. If you do not live permanently in the UK you are not eligible to apply at this time. You may contact your local Council or Housing Association for advice on other housing options that might be available to you.

3. Are you a UK Citizen?

- Yes (go to Q6)
- No

4. Are you an EU Citizen?

- Yes. Which EU country are you a citizen of? _____
- No

5. Immigration Control

Are you under immigration control as a result of the Asylum and Immigration Act 1996?

Yes. Please provide a copy of your passport and any other relevant documentation.

No

6. First person details (you):

First Name(s)

Surname

Sex male female

Date of Birth

Have you ever been known by another name (eg. maiden name)?

Yes. If yes please give details _____

No

Address details:

Street Number

Address

Address

Postcode

Date you moved in

Home phone number

Mobile phone number

Work phone number

E-mail address:

National Insurance number:

7. Do you have a partner or a joint applicant to be housed with you?

Yes

No. Go to Q10

8. Does your partner/joint applicant live at a different address?

Yes

No

Partner/Joint Applicant Details:

First Name(s) Surname

Date of Birth

Street Number

Address

Address

Postcode

Date they moved in:

Home phone number:

Mobile phone number:

Work phone number:

E-mail address:

National Insurance number:

9. Is your partner/ joint applicant known by any other name?

10. If you would like us to write to you at a different address enter it here.

Care of:

Street Number:

Address 1:

Address 2:

Postcode

Contact phone number:

11. Enter the personal details of anybody else (other than you and your partner/joint applicant, if applicable) that you would like to be housed with. You need to enter all the information required for each person. Please continue on a separate sheet if necessary.

For the 'Relationship to you' box, choose from: son, daughter, relative or other non-relative.

Title	First Name(s)	Surname	Sex	Date of Birth	Relationship to you	Living with you now: Yes or No

12. If you have a child or children who do not live with you all of the time, do you have the main responsibility for providing them with a home?

Yes. Please send a copy of any residency order, solicitors letter or other arrangement

No. Go to Q 14

13. When do they stay with you?

15. Is anybody who is part of your application pregnant?

Yes. Please provide a copy of a maternity certificate or other official proof of pregnancy

No

If yes, state the name of the expectant mother

Expected birth date

14. Health & Support Needs: Does anyone on your application have health problems that are made worse by your present housing conditions?

Yes. You will be sent a medical assessment form.

No

16. Do you consider yourself or anybody on your application to be a disabled person?

A person has a disability if she or he has a physical, mental or sensory impairment which has a negative, substantial and long term effect on his or her ability to carry out normal day-to-day activities.

Yes

No

17. Does anyone in your household:

- Use a wheelchair indoors and outdoors all the time
- Use a wheelchair some of the day, the household member cannot manage steps or stairs at all.
- Have restricted mobility, the household member can only manage 1 or 2 steps or stairs.

18. Do you or anybody on your application have contact with any support agencies, such as social services, probation services, community health services, or other voluntary support agencies?

Support Agency	You/partner/other household member	Contact Name	Phone Number

19. Special housing need: Do you or anyone on your application have a special housing need because of any of the following?:

- Issue with literacy
- Permanent physical disability
- Visual impairment
- Mental health problems
- Young person leaving care
- Issue with alcohol
- May need help bidding and has no-one to help
- English is not my first language
- Isolated - no support
- Learning disability
- Hearing impairment
- Age related physical infirmity
- Ex offender
- Issue with drug misuse
- Experiencing domestic violence
- Age related mental infirmity

Any other, please give details:

20. Tick which of these applies to where you live now.

- | | |
|--|--|
| <input type="checkbox"/> Council Tenant | <input type="checkbox"/> Housing-association tenant |
| <input type="checkbox"/> Shared ownership | <input type="checkbox"/> Private rented |
| <input type="checkbox"/> Owner occupier | <input type="checkbox"/> Tied home or renting with job |
| <input type="checkbox"/> Supported housing | <input type="checkbox"/> Sheltered or retirement housing |
| <input type="checkbox"/> Residential care home | <input type="checkbox"/> Hospital |
| <input type="checkbox"/> Prison | <input type="checkbox"/> Approved probation hostel |
| <input type="checkbox"/> Direct-access hostel | <input type="checkbox"/> Bed and breakfast |
| <input type="checkbox"/> Any other temporary accommodation | <input type="checkbox"/> Children's home or foster care |
| <input type="checkbox"/> Living with family | <input type="checkbox"/> Staying with friends |
| <input type="checkbox"/> Sleeping rough | <input type="checkbox"/> Boat |

Other:

21. Please tell us the name and address of your current landlord.

Landlord Name

Street Number

Address 1

Address 2

Town Postcode

Contact Number

How much rent do you pay?

Is this paid weekly or monthly?

22. Owning property: If you or anyone on your application own, part own or lease any residential property or have any investment in any property abroad, please provide details below.

Estimate the value of your property and land £

Estimate the mortgage you still have to pay £

If you pay a mortgage, how much do you pay every month? Amount:
£

If you are currently behind with your payments, tell us by how much:
£

23. Type of Accommodation: Please tick the type of accommodation you live in now.

- House Flat Maisonette Bungalow Room Only
 Caravan Mobile Home Bedsit Boat

Other:

24. If your home is a flat, maisonette or bedsit, please tell us which floor it is on (tick one box)

- Basement Ground Floor First Floor Second Floor Higher

25. How many bedrooms are there in your home?

- 0 1 2 3 4 5+

26. Is your home overcrowded?

- Yes, explain below. No

27. Please state how many single or double bedrooms or other rooms used for sleeping are in your current home and who sleeps in each room.

Room number	Single/double/ other room	Who sleeps in it? Relative or non-relative	On housing application? Yes or No
EXAMPLE: 1	Double	2 relatives	Yes

28. Property Facilities: Tick which best describes the facilities where you live now.

	Sole use by you and your household members	Shared with others not on application	Do not have
Kitchen			
Bathroom			
Inside toilet			
Hot water			
Electricity			

29. Does your current property need repairs?

Yes. Please give details: No

30. Your previous address details: We already have your current address details. If you have lived at your current address for more than 5 years you do not need to complete this question. Enter the details of where you have lived for the last five years starting with the most recent first. Please continue on a separate sheet if necessary.

Address	Date moved in	Date moved out	Tenure (use list at question 20 to describe tenure)	Reason for leaving

31. If you have a partner/joint applicant on your application, has your partner lived at different addresses to you during the past five years? Please continue on a separate sheet if necessary.

Yes. Please give details of your partners addresses over the past five years. No

Address	Date moved in	Date moved out	Tenure (use list at question 20 to describe tenure)	Reason for leaving

32. Previous Tenancies: Have you or your partner/joint applicant (if applicable) ever held a tenancy with a council or a housing association before?

Yes. Give details, including address, start and end dates and why the tenancy ended: No

33. Rented Accommodation: do you have rent arrears? If yes, please tell us how much, who it is owed to and what arrangements if any are in place to pay them off?

If you pay off your arrears, remember to let us know so that we can change this information.

Yes. Give details, including if it is you or your partner: No

34. Have you ever been evicted from any home you have lived in for the following reasons?

Antisocial behaviour Rent arrears Another reason

Brief details:

35. Home Ownership: Have you or your partner/joint applicant (if applicable) ever bought a home under any government incentive scheme?

(For example: Right to buy, Tenant's Incentive Scheme, Homebuy or another).

Yes. Give details, include the address and when you lived there No

36. Local Connection: Do you or your partner/joint applicant (if applicable) have a connection with any Council area that is part of the Home-Link partnership? Members of the Home-Link partnership are listed on the front of this form. You need to enter the Council area, dates and connection reason number in the table below. Please continue on a separate sheet if necessary.

Connection reasons

- 1 Work in the local authority area for 16 hours or more per week. Give details of employment, including the commencement date and the address of your place of work.
- 2 Normally resident in the local authority area. Normally resident is six of the last 12 months or three of the last five years.
- 3 Ex resident from the local authority area who previously lived there for five years or longer.
- 4 Have family members who are resident in the local authority area. Family members are defined as parents, children or brothers and sisters who have been resident in the local authority area for five years or longer.

You/partner or joint applicant	Area	Connection Reason number	Date connection from	Date ended (if applicable)

If you think you have a connection to an area which is not one of the reasons given here, contact the council or housing association who you are applying to and they may consider giving you a local connection.

37. Rural Local Connection: For some properties, you need a recorded connection to the village that the property is in. If you have a village connection with any villages in the Home-Link area complete the table below.

There are 3 types of connection:

Resident: you and/or your Partner/joint applicant currently or previously lives in a village

Relatives: you and/or your Partner/joint applicant has a close relative who is resident in a village. Give details of relative including relationship, address and length of time at the address. The following are considered to be close relatives: Son or Daughter, Step-child, Parent

Employment: you and/or your Partner/joint applicant is not resident in a village but employed there. Give details of employment including date started and address of place of work.

You/partner or joint applicant	Village	Date connection from	Date ended (if applicable)	Type of connection and further details

If you consider that you have a village connection for any other reason than those listed above, contact the council or housing association who you are applying to and they may consider this. Please Note: Any other reason would only be granted in exceptional circumstances.

38. Where in the sub-region would you like to live?

This information is to help the Home-Link partnership plan for the future. You do not have to answer this question. Once you are on the Housing Register, you can bid for properties in any area you like.

39. Types of accommodation: Select the types of accommodation you would consider living in.

You can select as many as you like. This information is to help Councils and Housing Associations plan for the future. You can bid for any types of accommodation that you are eligible for, even if you have not selected it here.

- Bedsit or Studio Flat Maisonette Older Peoples Housing
 House Bungalow Sheltered

40. Other Housing Options: Are you interested in:

Shared Ownership?

- Yes No

Private Rented?

- Yes No

41. Keyworker Accommodation: Are you a Keyworker?

A Keyworker is defined as someone employed by the public sector in a frontline role delivering an essential public service in the areas of health, education and community safety where there are serious recruitment and retention problems.

The Cambridge regional plan describes Keyworker housing as a subset of affordable housing targeted at specific groups of workers, including teachers, nurses and others, who are unable to meet their housing needs on the open market.

- Yes. If yes, what is your job title?
- No

42. If you are a Keyworker, would you be interested in Keyworker Accommodation?

- Yes No

43. Savings and Income: What is the current gross total weekly household income (before deductions) including state benefits?

Do not include Housing Benefit and Council Tax Benefit

- Weekly household income £
- Savings and Investments £
- Shares £
- Other Investments £
- Benefits £

44. Equal Opportunities: Please describe the ethnic origin of your household using the tick boxes provided.

We monitor the ethnic origin, age, sex and disability of housing applications to ensure that we deal fairly with all applicants regardless of background. The information you provide will be in confidence and will give no advantage or disadvantage. You may refuse to answer if you wish.

I do not wish to answer

White

British Irish
 Other White

Mixed

White and Black Caribbean White and Black African
 White and Asian Other Mixed

Asian or Asian British

Indian Pakistani
 Bangladeshi Other Asian or Asian British

Black and Black British

Caribbean African
 Other Black and Black British

Chinese or Other Ethnic Group

Chinese
 Other
 Gypsy / Traveller If you are a gypsy or traveller, indicate what type. **Tick any that apply:**
 Romany Welsh English Irish Scottish
 Gypsy Traveller New Age

45. What is your religion?

- I do not wish to answer None
- Baha'i Buddhist Christian Hindu Muslim
- Jain Jewish Sikh Zoroastrian Other

46. What is your sexual orientation?

- I do not wish to answer
- Heterosexual Bi-sexual Homosexual

47. Housing Act 1996

Are you or is anyone in your household, related to any member of staff, elected member or board member of a Local Authority or Housing Association who are part of the Home-Link scheme?

- Yes No

If yes please give details:


Name	<input type="text"/>
What is the relationship	<input type="text"/>
Where do they work	<input type="text"/>
Position held	<input type="text"/>

48. Rehabilitation of Offenders Act 1974: Have you, or has any member of your household, been convicted of a criminal offence?

Only give details of convictions which are not spent. A spent conviction is one which will still show on your criminal record but which you do not have to declare.

- Yes. please specify below No

Data Protection Information

 We will control the information you have given us on this application form under the data protection legislation. We will use the information that you give us, or which other people give us, to consider your application for housing. We may share your details with other housing associations, housing providers, and statutory organisations to help us manage your application for housing. We may store your details on computer but we will not keep your records for longer than is necessary.

Under the terms of the Data Protection Act 1998, you are entitled to a copy of all information that we hold. However, we may need to get permission from other people who gave us information before we can release it. **If you have any questions regarding Data Protection and your application, contact your Council or Housing Association.**

49. Declaration:

I/we declare that the information given on this application is correct. I/we understand that it is an offence knowingly or recklessly to make a statement which is false, or to withhold information. I/we also understand that I/we may be liable for prosecution if any information is subsequently found to have been false or withheld. If prosecuted by the council and found guilty, I/we could be ordered to pay a fine of £5,000. I/we will advise the council of any changes in circumstances which occur whilst my/our application is registered.

You: Signed

Date

Your partner/joint applicant (if applicable): Signed

Date

Application Form Proof Required

We cannot process your application until you provide the following information:

- Proof of residence i.e. council tax bill, rent statement etc.
- Proof of ID for every person on the application, e.g. passports, driving licence, medical cards or child benefit forms.
- Proof of income and savings (such as bank statements, copy of savings accounts etc).
- Proof of local connection to any authority area where you have a connection.

Where relevant, could you also provide;

- Proof of immigration status, such as a copy of a passport or home office documentation.
- Proof of pregnancy , such as a certificate of confinement.
- Evidence of other people living in the home, if for example you are overcrowded.
- Proof of support needs if you are moving to receive support.
- Proof of employment if you are moving for employment reasons, such as a copy of your contract or a wage slip.
- If you are about to become homeless, documentary evidence where possible, such as a valid notice to quit or a letter from your landlord.
- Proof of staying contact with children, such as a copy of the residency order or solicitors letter.

Please provide copies rather than original documents. We may ask you for more information in certain circumstances. If your circumstances change, let us know as this may affect your housing needs band.

If there is any other information that you would like recorded on your application, please include it here: