



HAIG HOUSING

NOTES TO HELP FILL IN THE APPLICATION FORM

Please read carefully

If we are actively considering you for an empty property, we will arrange for you to be interviewed. You will receive a checklist of documents to support your application.

1	Currently, our largest available housing unit is four bedrooms – if you need more bedrooms we will not be able to help.
2	We need to know whether anyone is pregnant in order to assess the size of accommodation you need should you be accepted onto our waiting list.
3	You must let us know about ANY pets you may have – this includes cats, dogs, reptiles, snakes, rodents, etc. You would need written permission from the Trust to keep any pets. You may be offered accommodation where you may not keep certain pets. In order to increase your chances of being housed in one of our properties you should be prepared to find new homes for your animals if necessary. Please indicate this on the form at question 1.G
4	<p>Eligibility – Please check that you are eligible to apply</p> <p>You are ex-Service: You must have served for a minimum of 3 years (if enlisted before 2001) or 4 years (if enlisted from 2001) unless discharged on redundancy/medical grounds. IF YOU ARE STILL SERVING, PLEASE DO NOT APPLY TO US UNLESS YOU HAVE A LEAVING DATE SET WITHIN THE NEXT SIX MONTHS.</p> <p>You are applying using a connection to a Service or ex-Service person (ie separated or divorced civil partner/spouse) The person whose Service connection you are using, must have served for a minimum of 3 years (if enlisted before 2001) or 4 years (if enlisted from 2001) unless discharged on redundancy/medical grounds. In addition, you have dependant children (under 18) from that relationship with the Service person and your need for housing arises directly from the relationship breakdown. The Trust will seek permission from the Service person for you to apply using their eligibility status as only one tenancy can be linked to one Service person.</p> <p>You are applying as a widower/er of a Service or ex-Service person: Your deceased spouse/civil partner must have served for a minimum of 3 years (if enlisted before 2001) or 4 years (if enlisted from 2001) unless discharged on redundancy/medical grounds. If the person died whilst serving, the above timescales do not apply.</p> <p>You are applying as an ex-member of the Merchant Navy and Fishing Fleets. You will be eligible to apply for housing with us if you have served in a campaign afloat during hostilities (this would normally be recognised by the award of a campaign or service medal) and your need for housing arises from that service.</p> <p>You are applying as a member of the TA: you will be eligible to apply if your need for housing arises from that Service.</p> <p>If both partners are ex-Service: we may offer a joint tenancy if both the applicant and their partner are ex-Service. If this is the case, please attach a separate sheet with the same Service information for the second person.</p>
5	You must give details of any capital or savings you have. If you give false information which leads to an offer of accommodation, you could lose your tenancy
6	If you are a Local Authority (LA) tenant or a tenant of another Housing Association (HA): we will normally only consider your application if you are referred to us by your current landlord. Please apply to them for help with your housing situation in the first instance and, if appropriate, they will refer you to us.

7	This question would be relevant to people in hostel accommodation or people lodging with family, friends or strangers, etc, and means sharing facilities such as kitchens, bathrooms or living rooms.														
8	If you or your partner have a legal or financial interest in a property in the UK or overseas you must tell us. Deliberately withholding this information may affect your application and eligibility for housing by Haig Housing and then, if offered a tenancy, you may then lose it. Examples would include: you may own or have a shared interest in a property abroad or a holiday home of any sort														
9	We need to see originals of any Court proceedings of repossession of your property. Documentation of the valuation of your property should be from a local estate agent on their headed paper.														
10	If you or your partner have had a legal or financial interest in a property in the UK or overseas within the last 10 years you must let us know. Deliberately withholding this information may affect your application and eligibility for housing by Haig Housing.														
11	<p>You can choose THREE areas to be considered for accommodation. Please use the Property Locations sheet included with your application form or download a copy from our website (www.haighousing.org.uk) to see where our properties are located in the UK and what types of property we have in each area. Choosing fewer than three areas will limit your potential for housing. It is important that you make your choices carefully. Do not choose an area where we do not have homes to suit your needs as we will not be able to house you there and you are therefore reducing your chances of finding housing with us. For example, if you are a single applicant, do not choose to be housed in Cardiff where we only have 3-bed houses. The following can be used as a <u>minimum</u> guide:</p> <table> <tr> <td>Single person</td> <td>1 bedroom</td> </tr> <tr> <td>Couple</td> <td>1 bedroom</td> </tr> <tr> <td>Single adult and 1 child</td> <td>2 bedrooms</td> </tr> <tr> <td>Single adult or couple and 2 children under 6</td> <td>2 bedrooms</td> </tr> <tr> <td>Single adult or couple and 2 children of opposite sexes over 6</td> <td>3 bedrooms</td> </tr> <tr> <td>Single adult or couple and 3 children</td> <td>3 bedrooms</td> </tr> <tr> <td>Single adult or couple and 4 children</td> <td>4 bedrooms</td> </tr> </table>	Single person	1 bedroom	Couple	1 bedroom	Single adult and 1 child	2 bedrooms	Single adult or couple and 2 children under 6	2 bedrooms	Single adult or couple and 2 children of opposite sexes over 6	3 bedrooms	Single adult or couple and 3 children	3 bedrooms	Single adult or couple and 4 children	4 bedrooms
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12	Under the Data protection Act 1998, details of your health are defined as being “sensitive data” and we are required to obtain your “informed consent” before entering them in any database. As our database is an essential management tool and your degree of disability is a critical factor in assessing your suitability for a house, such consent is essential if your application is to be fully processed. When you sign in the box at Section 10, Data Protection Act 1988, you are giving your consent to this.														
13	<p>RBL: Royal British Legion</p> <p>SSAFA: Soldiers’, Sailors’ and Airmen’s Families Association</p> <p>JSHAO: Joint Services Housing Advice Office</p>														
14	<p>The Trust operates policies designed to ensure that all applicants receive equal and fair treatment regardless of their sex, religion, disability, race, colour, nation of origin, culture or sexual orientation.</p> <p>We ask this question purely for monitoring purposes to ensure that our services are fair. Your answers will be kept confidential and will have no bearing on your acceptance onto our waiting lists or on the allocation of any property.</p>														

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