

HOUSING / TRANSFER APPLICATION
(For Housing Executive and Housing Association Accommodation)
Applicants from outside Northern Ireland

Please Return This Form To:

Date form issued (if Phone application).....

**IF YOU REQUIRE A FORM IN LARGE PRINT,
PLEASE CONTACT ANY HOUSING EXECUTIVE OR
HOUSING ASSOCIATION OFFICE.**

If you need an interpreter or translation to help to complete this housing application form, please contact any Housing Executive or Housing Association office.

Polish

Jeżeli potrzebujesz polskiego tłumacza lub pomoc w wypełnieniu tego wniosku mieszkaniowego to skontaktuj się z jakimkolwiek biurem Housing Executive lub Housing Association.

Lithuanian

Jei Jums reikalingas vertėjas raštu ar žodžiu, kuris padėtų Jums užpildyti gyvenamojo ploto pareiškimo formą, kreipkitės į bet kurią Gyvenamojo Ploto Valdybos (Housing Executive) arba Gyventojų Asociacijos (Housing Association) biurą.

Portuguese

Se precisar de um intérprete ou de uma tradução para o ajudar a preencher este impresso de candidatura a habitação, deve contactar um Representante Habitacional ou um departamento de uma Associação de Habitação.

Russian

Обратитесь в любой исполнительный комитет по жилищным вопросам или в жилищно-строительную ассоциацию, если для того, чтобы заполнить эту заявку на предоставление жилья, вам нужен ее письменный перевод или помощь устного переводчика.

French

Si vous avez besoin d'un interprète ou d'une traduction pour vous aider à remplir le formulaire de demande, veuillez contacter n'importe quel bureau Housing Executive ou Housing Association.

Cantonese

如果你需要傳譯員的協助或需要我們提供表格的中文 (廣東話) 翻譯本才能填妥本房屋申請表格，請聯絡房屋行政處 (Housing Executive) 或房屋協會辦事處。

Mandarin

如果你需要口译员的协助，或者需要我们提供表格的中文 (普通话) 翻译本才能填好本房屋申请表格，请联络房屋行政处 (Housing Executive) 或房屋协会办事处。

Please read the following notes before completing this application

1. You should use this application if you are applying for social housing in Northern Ireland (with the exception of accommodation let on a non-permanent basis); this may be provided in the form of an introductory or secure tenancy by either the Housing Executive or one of the government registered housing associations (which are simply referred to as housing associations in the rest of this form).
2. The Executive and housing associations have agreed that all housing applications should be assessed in the same way. The completion of this single application means that your application can be considered by many of the social landlords (the Executive and housing associations) in your preferred areas (see note 7).
3. Some social landlords provide specialised accommodation, such as supported housing for those with special needs. All social landlords use this application for their specialised accommodation as well as their general housing.
4. Returned applications will be acknowledged by the appropriate office. Please note it may be necessary to contact you by telephone to obtain more information or further details.
5. As you are living outside Northern Ireland we will not be able to visit you in your home. You should therefore include sufficient information relating to your circumstances to enable a proper assessment of your housing need to be carried out. If you only wish to be housed by a particular landlord this will not affect the assessment.
6. In order to process this housing application, you must supply proof of identity. This may consist of one of the following documents: UK Driving Licence with a photograph (current and valid), current passport or National Identity Card.

If none of the above is available, two or more of the following should be produced: Benefit Payment Book, Birth Certificate, Credit Cards, Utility Bill (previous quarter), Medical Cards, recent Bank Statement/Wage slip, Marriage Certificate etc. Only photocopied evidence should be posted.

7. Information you provide will be placed on a computerized Waiting List and may be seen by any social landlord who participates either now or in the future. This does not affect your rights under the Data Protection Act (1998). In order to comply with the requirements of the 'Fair Processing Code' and other obligations under the Data Protection Act 1998, the Housing Executive has prepared an information leaflet which is available at your local district office / housing association.
8. The Housing Executive and housing associations strive to ensure complete fairness in the treatment of all households and individuals in the provision of housing for those in need regardless of political affiliation, religious belief or racial group. It is important therefore that we collect basic information on the racial and religious compositions of households for monitoring purposes. When completing the sections on Racial Group and Religion please indicate which best describes you.
9. In addition to this application you should receive a booklet giving general information about the Executive and each housing association, and a booklet called "The Housing Selection Scheme" which explains how your needs are assessed. Your housing need will be assessed in the same manner as all other applications under the Housing Selection Scheme and you will be awarded points accordingly and registered on the Waiting List. You will receive a letter to confirm your points on the Waiting List.

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APPLICATION FORM FOR PERSONS LIVING OUTSIDE N. IRELAND

Current Status (Mark "Y" against one category)

Council Tenant		Housing Association Tenant		Other	
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APPLICANT DETAILS		ADDRESS include Number/Street/Town/County	
Surname			
First Name			
Title			
Sex		Post Code	
Date of Birth		Telephone No	
Nat Ins Number		Mobile No	
		E Mail	
Reason For Applying			
How long can you remain in your current address?			

Marital Status (Circle or Tick one category)

Single	S	Married	M	Co-Habiting	C
Separated	U	Divorced	D	Widower	W

Religion (Circle or Tick one category)

Catholic	C	Protestant	P	Other	O
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Racial Group (Circle or Tick one category)

Black African	A	Bangladeshi	B	Black Caribbean	C	Chinese	D	Indian	E
Irish Traveller	F	Pakistani	G	White	H	Mixed Ethnic Group	I	Other Ethnic Group	O

Other Household Members (to be housed)

Only complete the Racial Group / Religion (using the relevant code) if different to the applicant

Title	1 st Name	Surname	Date of Birth	Sex	Relation to applicant	Racial Group	Religion

OFFICE USE ONLY

Date Registered by L O	Registered By	Reference Number

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SECTION 1 PERSONAL DETAILS

Employment Details / Income

If you or your partner are working, please complete the following:	Employers Name & Address
Name:	
Name:	

Benefits Are you or your partner receiving state benefit(s)? Yes No

If YES, please give details of the type of benefit(s) below:

Applicant/Tenant / Partner	Details of Benefit(s)

Relative of Employee

Are you, or any member of your household a close relative* of an employee of the Northern Ireland Housing Executive or a housing association in N. Ireland? Yes No

If YES, please give details:

**Close relative is defined as husband / wife / partner / son / daughter / foster child / brother / sister / step brother / step sister / son in law / daughter in law / father / mother / mother in law / father in law / step son / step daughter / step parents / sister in law / brother in law / uncle / aunt / nephew / niece / grandparent / grandson / granddaughter.*

Are you, or any member of your household, getting married? Yes No
If YES, enter Date

Are you, or any member of your household expecting a child? Yes No
If YES enter Date

Are you, or any member of your household being hospitalised, or discharged from hospital / prison or other institution? Yes No
If YES enter Date

Does your name, or that of any member of your household, appear on another application / transfer form for re-housing in Northern Ireland? Yes No

If YES, please list the details below, and note that the person may only appear on one form.

Name of Person	Name and address of the other application	Reference No If known

SECTION 2 ELIGIBILITY

We need the following information to help decide if you and your partner are eligible for social housing in Northern Ireland.

Age Requirements

If you are under 18, please complete the following questions. If not, go to Connection with N Ireland.

Are you currently living outside the family home? Yes No

If YES, please tell us who are you living with and what is their relationship to you:

Are you leaving care ? Yes No

If YES, please give details below

Have you a dependent child or children, or expecting a child? Yes No

Are you married with no children? Yes No

Have you a specific offer of training, full-time education or employment in Northern Ireland? Yes No

If YES, please give details below and attach copies of correspondence you have received with your application.

Connection with Northern Ireland Requirements

Have you, or any member of your household, ever lived in Northern Ireland? Yes No

Have you any connection with Northern Ireland? Yes No

** Connection includes such matters as your normal residence, employment or employment prospects, family associations or other special circumstances.*

If you have answered YES to either or both the above questions, please provide details below:

SECTION 2 a ELIGIBILITY

Has anyone ever made any complaints against you, or a member of your household, in relation to anti-social behaviour committed in, or in the locality of, any home occupied by you at that time? **Yes / No**

Have you or any member of your household any unspent convictions, of a serious offence committed in, or in the locality of, any home occupied by you at that time? **Yes / No**

Note: If you have answered Yes to any of above please give additional information in relation to complaints made or details of unspent convictions on a separate sheet of paper which you should attach to this application.

Are you subject to immigration control? **Yes / No**

Are there any conditions or limits to your leave to enter or remain in the U.K? **Yes / No**

Note: If you have answered Yes to above section we require documentary proof in relation to your status. If you are not sure about your status, you may wish to get you own independent advice.

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SECTION 3 YOUR PRESENT HOME DETAILS

How many bedrooms are there in your current property?

Does the property have more than one living room or a separate dining room? Yes No

What type of property (e.g. house, flat) is it?

Please tick the description that best describes your current housing tenure.

	Tenure	✓
1	Owner occupier/buying his/her own home	
2	Tenant in furnished accommodation(Private Sector)	
3	Tenant in unfurnished accommodation (Private Sector)	
4	Sub tenant in furnished accommodation(Private Sector)	
5	Sub tenant in unfurnished accommodation (Private Sector)	
6	Lodger	
7	Housing Executive tenant	
8	Sharing Housing Executive accommodation	
9	Sharing other rented accommodation	
10	Sharing with an owner occupier or someone who is buying their home	
11	Living in Board and Lodgings (B&B) or in a private hotel	
12	Living in a hostel	
13	Living in residential accommodation (e.g. Nurse's Home)	
14	Child in Care	
15	Living in a Caravan	
16	Prisoner	
17	Hospital Patient	
18	Traveller	
19	Illegal Occupant	
20	Housing Association Tenant	
21	Applicant from outside N. Ireland applying under the HOMES Scheme	
22	No fixed abode	
23	Other - please specify	

Current Landlord Details

The following question is for current tenants of a Local Authority or Registered Housing Association only. If this does not apply to you please go to Section 4.

Please provide name and address and telephone details for your landlord:

Name of Landlord:	
Address:	
Telephone Number:	

SECTION 4 YOUR CURRENT HOUSING CONDITIONS

SHARING

If you are sharing the property with anyone who is not to be re-housed with you, please complete the following questions, otherwise go to Overcrowding questions.

Do you share a living room with anyone not to be re-housed with you?	Yes		No	
Do you have a separate living room in the property?	Yes		No	
Do you share a kitchen?	Yes		No	
Do you share a w.c.?	Yes		No	
Do you share a Bathroom?	Yes		No	

Overcrowding

Please give details of anyone who lives in the property who is **NOT** to be re-housed with you.

Name	Relationship (if any)	Sex	Age (if under 18)
1.			
2.			
3.			
4.			
5.			

How many double bedrooms (100 + square feet / 9.3+ square metres) are in your property?	
How many single bedrooms (40 to 100 square feet / 3.7 to 9.3 square metres) are in the property?	

LACK OF AMENITIES AND DISREPAIR

Describe any general defect in the fabric or structure of the dwelling e.g. excessive dampness etc.

Is there a satisfactory supply of mains water to your kitchen?	Yes		No	
If there is a kitchen does it contain				
A sink?	Yes		No	
A cooker point?	Yes		No	
A supply of hot water?	Yes		No	
A table or work surface?	Yes		No	
Larder / storage facilities?	Yes		No	
Is there a w.c.?	Yes		No	
Is the w.c. outside?	Yes		No	
Is there a fixed bath or shower?	Yes		No	
Is there an electricity supply available?	Yes		No	

SECTION 5 HEALTH AND SOCIAL CONSIDERATIONS

If you have, or any member of your household has, a health and social well being problem which is being seriously affected by your current housing conditions please complete this section. If you do not have such problems proceed to SECTION 6.

FUNCTIONALITY

The following section should not be completed in respect of a person who has a temporary condition which restricts his/her mobility. It is intended to deal with people who have a substantial disability which makes it difficult for them to manage in their present accommodation.

For each person who has a disability, based on the descriptions below, please complete the following table.

- I = Able to function without need of assistance. This includes using artificial aids to carry out the function.
- H = Need some physical assistance in order to adequately manage the task or need to be supervised in the home while carrying out the task.
- D = Persons totally reliant on others to assist them to carry out the task.

If relevant - Circle the appropriate letter in the columns

Within The Dwelling	1 st Person	2 nd Person	3 rd Person	4th Person
Use a walking aid	I H D	I H D	I H D	I H D
Wheelchair user	I H D	I H D	I H D	I H D
Have difficulty, or need help, moving around the home	I H D	I H D	I H D	I H D
Unable to move around the home	I H D	I H D	I H D	I H D
Climb Stairs to access the Bathroom	I H D	I H D	I H D	I H D
Climb Stairs to access the Bedroom	I H D	I H D	I H D	I H D
External Factors				
Difficulty negotiate external steps, or unable to negotiate external steps	I H D	I H D	I H D	I H D
Difficulty negotiating a steep approach to current dwelling, or unable to negotiate a steep approach to current dwelling	I H D	I H D	I H D	I H D

If you have entered details in the table above then please complete the table below

	Name	Relationship to Applicant
1 st Person		
2 nd Person		
3 rd Person		
4 th Person		

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Please list any adaptations that have been carried out in your current property:

SUPPORT AND CARE NEEDS

Do you need help or support with any of the following on an ongoing basis?

PLEASE TICK AS APPROPRIATE	NEED HELP				CANNOT DO			
Dressing / Undressing	Yes		No		Yes		No	
Getting in / out of bed?	Yes		No		Yes		No	
Using bathroom facilities?	Yes		No		Yes		No	
Lighting the fire or managing the heating system	Yes		No		Yes		No	
Doing heavy household duties?	Yes		No		Yes		No	
Cooking meals?	Yes		No		Yes		No	
Making snacks?	Yes		No		Yes		No	
Doing your shopping?	Yes		No		Yes		No	

If you have answered YES to any of the above questions, please state who helps you.

Name	Relationship to you	How often is help provided?
Contact details; Address:		Tel. No.

If you have completed the previous section please give as much relevant details as possible in the space given below, about any medical or social difficulties. It may be necessary for us to contact you further on this aspect of your application.

SECTION 6 – PROFESSIONALS INVOLVED

Please identify any professionals with whom you are currently involved or known to e.g. your Social Worker, Community Nurse, Occupational Therapist, Care Manager.

Contact	Name/Address	Tel No
GP		
Consultant		
Social Worker		
Occupational Therapist		
Care Manager		
District Nurse		
Health Visitor		
Community Psychiatric Nurse		
Community Nurse		
Probation Board		
Voluntary Groups		
Police		
Other		

SECTION 7 - YOUR HOUSING CHOICES

We want to know what sort of accommodation you need. Certain types of accommodation may only be suited to certain applicants. For example, severely disabled applicants require ground floor accommodation.

If YOU need special accommodation because for example, of your age, disability or ill health. Please indicate what type. *Sheltered accommodation provides independent living with supervision through a Warden with a range of communal facilities available for social purposes.

Warden Assisted/Sheltered housing*		Other – please specify
Ground floor accommodation		
Wheelchair facilities		

How many bedrooms do you need?

Please note, while your preference may be as stated above, the number of bedrooms assessed as being required to house you, may be different.

Please indicate one or two areas where you would like to live.

1st Area of interest	2nd Area of interest

In addition to these areas you will be considered for accommodation, (generally in adjacent areas), in the wider "Common Landlord Area" in which your preferred estates/projects are located. If you wish you may widen your choices further by requesting to be considered for any vacancies arising in the relevant General Housing Area which, usually, includes a number of Common Landlord Areas including the one in which your preferred estate/project(s) is/are located.

More information on this can be obtained from the relevant local N.I.H.E. District Office or housing association office.

Do you wish to be considered for the General Housing Areas? (Y/N)

Mutual Exchange

Are you interested in obtaining accommodation by exchanging your current home with another person in Northern Ireland? Yes No

If Yes please complete the Type of housing you would consider:

Please give any other details which have not been covered by the questions in the form, but which you feel are relevant to your application:

SECTION 8 OTHER HOUSING OPTIONS

LATENT DEMAND

Are there any rural areas with little or no Executive/housing association where you would be prepared to accept if accommodation were built there? Yes No

If YES give details

1ST PREFERENCE	2ND PREFERENCE

OTHER TENURES

Are you interested in any other tenure, please answer the following questions?

i) Garage

Are you interested in renting a garage from either the Housing Executive or housing association(s)
 Yes No

If you have answered YES, you should contact the relevant Housing Executive or housing association office for further information, please note, however, that we do not have garages in every area.

ii) Renting From Private Landlord

Are you interested in renting from a private landlord? Yes No

iii) Purchasing Own Home

If you become a tenant, would you be interested in purchasing your own home? Yes No

Are you interested in owning your own home now? Yes No

iv) Co-Ownership

The Executive seeks to assist the Northern Ireland Co-ownership Housing Association in planning new schemes. The Co-ownership scheme is a form of low cost home ownership where you part buy and part rent your home to start with, and can buy the rest later. You choose the property. Co-ownership is available all over Northern Ireland.

Are you interested in low cost ownership through the Co-ownership's scheme? Yes No

If YES, please indicate the area/s where you would be prepared to consider purchasing under the Co-ownership scheme.

1st Area of interest	2nd Area of interest

v) Group Housing Scheme

Are you interested in a Group Housing scheme*? Yes No

** Group Housing Schemes cater for specific communities i.e. Irish Travellers.*

Release of Information on other Tenures

If you have expressed an interest in tenures other than social housing, the Executive may provide details of your name and address to those housing associations, estate agents and / or providers of private housing who may be able to assist you further.

Do you wish this information to be released? Yes No

DECLARATIONS

Please read carefully the declarations below and sign and date this application:

I / We understand that giving false information may lead to prosecution and that withholding or giving incorrect information may lead to the loss of any tenancy as a result of this application.

I / We know that I / we must advise at once of any changes in my / our circumstances.

Enquiries Declaration

I / We permit any one or more of the Participating Landlords, (or any person duly authorised by any of them), to make such enquiries, and obtain such information, as they consider necessary, for the Specified Purposes (which are listed below), from such persons as they deem appropriate.

Data Protection Declaration

I / We have give consent to the processing, for the Specified Purposes, of all personal information provided to any Participating Landlord in connection with this housing application; and /or any tenancy granted to me/us by any Participating Landlord.

I / We understand and agree that the information referred to in the last paragraph may be disclosed to any public authority, but only to the extent that such disclosure is lawful under Part IV of the Data Protection Act 1998.

In this context:

“Participating Landlord” means the Housing Executive and / or any registered housing association which is participating in the Common Selection Scheme arrangements. (A list of the Participating Landlords is available at any Executive or housing association office)

The “Specified Purposes” are as follows:

- Purposes connected with this application;
- Purposes connected with any tenancy which results from this application;
- Purposes connected with the effective operation of the Participating Landlords’ Disqualification Register (I / We have been informed about the nature and functions of that Register).

Signed:

Date:

Signed:

Date:

Input Form Part 1 Housing

(THE REST OF THIS FORM IS FOR OFFICE USE ONLY)

Bedrooms Assessed as required

Indicate which of the following types of accommodation are required (not desired).

Wheelchair Facilities (Y/N) Ground Floor (Y/N)

If answer is Y, please detail reasons below

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These comments should be keyed in the Disability Comment field in Screen 2

Confirmation of Preferences	1 st Preference	2 nd Preference
Common Landlord Area		
Estate / Project		
Estate / Project		
Estate / Project		
Estate / Project		
Estate / Project		
Estate / Project		
Excluded Landlord(s) & Estate(s) / Project(s)		
Excluded Landlord(s) & Estate(s) / Project(s)		
Excluded Landlord(s) & Estate(s) / Project(s)		
Excluded Landlord(s) & Estate(s) / Project(s)		

Screen Comments for Individual Estate / Project Preferences (Each comment can be unique)

Screen Comments for Individual's Chosen (Real) CLA Preferences (Each comment can be unique)

1st Real CLA

--

2nd Real CLA

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Points Assessment

Other Homeless	Y N
Sharing Kitchen	FAUN
Sharing Living Room	FAUN
Sharing WC	FAUN
Sharing Bath / Shower	FAUN
Overcrowding (Enter number of bedrooms short)	
Serious Disrepair	Y N
Dampness Prejudicial to Health	Y N
Inadequate Lighting, Heating & Ventilation	Y N
Inadequate Water Supply	Y N
Unsatisfactory Kitchen Facilities	Y N
Unsuitably Located / No WC	Y N
Inadequate Bath / Shower	Y N
No Electricity Supply	Y N
Unsuitable Accommodation	Y N
Sheltered / Supported Housing	Y N

Primary Social Needs (Of 1st 3 Only awarded 1)	
1 Violence / Risk of Violence	Y N
2 Harassment with Fear of Violence	Y N
3 Fear of Violence for other Reasons	Y N
4 Distress Related to Recent Trauma	Y N
5 To Prevent Going into Care	Y N
6 Larger Accommodation to Facilitate Fostering	Y N
7 Family with Children Living Apart	Y N
8 Analogous Circumstances	Y N

Other Social Needs Factors	Answer	1 st Pref.	2 nd Pref.
1 Rehousing would resolve neighbour dispute	Y N		
2 Harassment with no Fear of Violence (N/A if PSN No.2 awarded)	Y N		
3 Cannot Cope as a Result of Burglary / Vandalism	Y N		
4 Facilitate Access to Children	Y N		
5 Accommodation is too Expensive	Y N		
6 Unable to Maintain Current Accommodation	Y N		
7 Remaining Party's Health Affected by Applicant (not transfers)	Y N		
8 Recent Bereavement in Applicants Current Accommodation	Y N		
9 Living Apart (No Children)	Y N		
10 Socially Isolated	Y N		
11 Outside Traveling Distance of New Job / Course of Study		Y N	Y N
12 Needs to Live in Area to Receive or Give Support		Y N	Y N
13 Needs to be Near Family for Childcare to Aid Employment		Y N	Y N
14 Needs to be Near Specialist Facilities		Y N	Y N
15 Alternative Accommodation Recommended by Social Services		Y N	Y N
16 Child under 10 years Living Above Ground Level	Y N		
17 Analogous Circumstances		Y N	Y N
18 Analogous Circumstances	Y N		
Complex Needs	Y N		
Under Occupation (Transfers only) (Number of rooms in excess)			

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Functional Matrix		
MOBILITY WITHIN EXISTING ACCOMMODATION	1st Applicant	2nd Applicant
Walks Without Aid	I H D N	I H D N
Uses Walking Aid	I H D N	I H D N
Uses Wheelchair	I H D N	I H D N
INTERNAL FACTORS		
Climbing Stairs / Access to WC	I H D N	I H D N
Climbing Stairs / Access to Bedroom	I H D N	I H D N
EXTERNAL FACTORS		
Negotiating External Steps	I H D N	I H D N
Negotiating Steep Approach	I H D N	I H D N

Support Matrix	
SELF CARE NEEDS	Answer
Dress / Undress	H C N
Get In / Out of bed	H C N
Get On / Off Toilet	H C N
Get In / Out of Bath or Shower	H C N
HOME MANAGEMENT NEEDS	
Light Fire / Manage Heating System	H C N
Do Heavy Household Duties	H C N
Cook Meals	H C N
Make Snacks	H C N
Do Own Shopping	H C N

NOTES

Signed : Assessing Officer		Date	
Pre Keying Check :		Date	
Keyed :		Date	
Post Keying Check :		Date	

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THIS PAGE APPLIES TO COMPLEX NEEDS APPLICANTS ONLY

Is applicant /tenant a potential Complex Needs Applicant? Yes No

If Yes, State Reasons:

Has a recent "COMMUNITY CARE" assessment been carried out already? Yes No

If Yes, give details:

	Date
Case referred to Housing Support Service	
Case referred to Health / Social Services Trust	

OUTCOME	Y / N
Applicant / tenant has Complex Needs	
General Needs Option Agreed	
Supported housing Option Agreed	
Other (Please specify below)	

Agreed Housing Choice

Complete if General Needs Option	Y/N
Complex Needs Points	