



4. Have you any pets YES/NO  
If yes, please give details .....

**B. PRESENT ACCOMMODATION**

5. Are you:
- |  |   |
|--|---|
| a. <input type="checkbox"/> A council tenant             | e. <input type="checkbox"/> Living with friends/relatives |
| b. <input type="checkbox"/> A housing association tenant | f. <input type="checkbox"/> Flat sharing                  |
| c. <input type="checkbox"/> In B & B emergency housing   | g. <input type="checkbox"/> In a hostel                   |
| d. <input type="checkbox"/> Renting privately            | h. <input type="checkbox"/> Owner occupier                |
|  | i. <input type="checkbox"/> Other (please specify)        |

If a, b, or c: please state which council or housing association.  
If e: please give details of who owns the property  
.....

6. Are you on the council's waiting/transfer list? YES/NO  
If YES which council?..... Application No.....

7. Do you live in a: House  Maisonette  Flat  Rooms

8. How many rooms are available for your own use?

Please mark the boxes below if shared with any people other than those on this application form.

Bedroom  Living  Kitchen  Bathroom  WC

9. How long have you lived there? \_\_\_ yrs \_\_\_ months  
If less than three years, what was the previous address(es)?  
.....  
.....

10. Do you or your joint applicant own a property or have a share in a property? YES/NO  
If yes, please give details .....

11. If you are buying, or have bought your own home;
- a. What is its market value? £ .....
  - b. If you have a mortgage, how much are your monthly repayments? £ .....
  - c. If you pay a Service Charge, how much is this per month? £ .....

12. If you rent your home;
- a. How much per week is the rent? £ .....
  - b. How much per week is the service charge? £ .....
  - c. If you receive Housing Benefit, how much is this per week? £ .....

13. Name and address of your landlord .....

.....

14. Please give your reasons for wanting to move.....

.....

.....

**C. INCOME AND EMPLOYMENT**

15. APPLICANT	JOINT APPLICANT
Applicant's occupation	Joint applicant's occupation
Name and address of employer	Name and address of employer
.....	.....
.....	.....
.....	.....

Monthly income after tax, NI etc.

£ ..... £ .....

16. Do you have any other source of income? e.g. Benefits, second job, bank work.  
YES  NO  YES  NO

If yes, please indicate amount and source

£ ..... £ .....

17. What savings, investments, if any, do you have?

£ ..... £ .....

**D. HOUSING REQUIREMENTS**

18. Please indicate your preferred housing location. If you are interested in more than one of the areas listed, please number in order of preference.

Highbury (singles only)  Charlton (singles/couples)

Sutton (singles only)  Lewisham (singles/couples)

19. Please give your reasons for wishing to move into accommodation in this area.

.....  
.....  
.....

20. Have you any previous connections with the areas of your choice? YES/NO

If so, what?.....

21. How did you hear about Crown Housing Association? .....

.....

**E. PUBLIC SECTOR CONNECTION (if applicable)**

22. If you or your spouse/partner are/were in the Public Sector, please give details.

Employer/Department	Grade	Starting Date	Leaving Date

**F. DECLARATION**

23. The Association is not allowed to grant a tenancy to Board members or staff of the Association or their close relatives except under certain limited circumstances. If you are related to any member or officer of the Association please give details below.

.....  
 .....

24. I/We wish to be considered for housing, and confirm that the foregoing details are correct. I/We understand that the completion of this form does not imply that I/We will be entitled to a tenancy and does not form part of an agreement.

Signature(s) .....

Date .....

**G. ADDITIONAL INFORMATION**

Please provide as much information as possible to support your application. Please write overleaf or attach additional sheet of paper.

**Now that you have completed and signed the form, please return it to the Association's office at Cheam along with the Equal Opportunities form and the Data Protection Notice. You can refuse to supply information on the equal opportunities form, but we will not consider your application unless the data protection form is signed by applicant(s).**

**EQUAL OPPORTUNITIES IN HOUSING**

**POLICY**

The Association operates policies designed to ensure that all applicants receive equal treatment regardless of race, colour, origin, age, sex, sexual orientation, religion or disability. To ensure that this policy is carried out, we monitor those who apply to us for housing. To help us do this, we are inviting you to provide information

on your ethnic origin. Should you not wish to do so, your application will still be given fair consideration. This information will not be used by those involved in selection and is for statistical purposes only. It will be separated from your application and treated as confidential.

1. How do you describe your ethnic origin\* (tick appropriate box for each applicant).

- a. White  British  Irish  Others  
1 2 3
- b. Mixed  White & Black Caribbean  White & Black African  
4 5  
 White & Asian  Other  
6 7
- c. Asian or Asian British  Indian  Pakistani  Bangladeshi  Others  
8 9 10 11
- d. Black or black British  Caribbean  African  Others  
12 13 14
- e. Chinese or other ethnic group  Chinese  Others  
15 16
- f. Gypsy/Romany/Irish Traveler   
18
- g. Refused   
17

\* Ethnic origin refers to a 'racial group' defined by Section 2.4 of the **RACE RELATIONS ACT 1976** as a group persons described by reference to colour, race, nationality, ethnic or national origin.

2. How would you describe your household?

- Black  Mixed  
 White  Other (please specify)

**Data Protection Act 1998**

Some of the information on this form is likely to be collated and used for statistical purposes only; all personal details supplied will be used in confidence.

**CROWN HOUSING ASSOCIATION LIMITED**

**DATA PROTECTION ACT 1998 - NOTICE**

Crown Housing Association will use the information you have given us on your application form and at your interview for making a decision whether to offer you a place to live. If you accepted the offer to become a tenant of the Association, we shall keep the information on your tenancy file. While you remain a tenant and throughout any subsequent tenancy with the Association, we may add to or modify the information you have given. This will reflect additional information becoming available from you, from other people or agencies or from our observations.

The Association also uses the information for administrative purposes, reporting, statistical analysis (for which purpose the information will be anonymous and will not identify you) and risk assessments. We may share your information with other service providers and other third parties from whom we may seek information about you. We may also share your information with local authorities, police and other statutory bodies, but only as required by their statutory duties.

The Association may search files of credit reference agencies who will record the search. We, or they, may share information with lenders about the way in which you conduct your rent account and tenancy, for the purposes of granting credit, prevention of fraud or for tracing account holders.

By signing this form, you consent to our processing sensitive personal data about you from one or more of the following classes of data:

- Racial or ethnic origin
- Physical or mental health
- Religious belief
- Sexuality
- Criminal offences or allegations of criminal offences

You have a right to apply for a copy of your information, for which we may charge a fee limited by statute, and to have any inaccuracies corrected.

Please sign and date this form below and return it to me using the confidential envelope provided.

**I agree to Crown Housing Association processing my personal and sensitive personal data as outlined above.**

Signed .....

Name .....  
(please print)

Date .....