

Application Form

This is a single application form to apply for housing from any of the Housing Associations in the Glasgow Housing Register (GHR): Northwest. If you require any assistance with completing this form please contact any one of the partners listed from page 17.

یہ وہ فارم ہے جسے آپ رہائشی مکان کی درخواست کے لئے استعمال کرتے ہیں۔ اگر آپ کو مدد چاہئے تو براہ کرم مندرجہ مالکان مکان میں سے کسی ایک سے رابطہ کریں"۔

Oto formularz, którego należy użyć składając wniosek o zakwaterowanie. Jeśli potrzebujesz przy tym pomocy, prosimy o kontakt z jednym z wymienionych poniżej właścicieli lokalów (landlordów)

这是您用来申请住房的表格。如果您需要帮忙,请联系名单上的一个房东

هذه هي الاستمارة التي استخدمتها لتقديم طلب للحصول على مسكن. إذا كنت تريد مساعدة، يرجى الاتصال بأحد المالكين الواردين في القائمة".

If you, or anyone included in your application, has a health problem or disability that may be eased by moving to a more suitable home, you will need to fill in a 'medical self-assessment form' for each person.

Please also consider completing the anonymous Equal Opportunities Monitoring Form to ensure that all applicants for housing are treated fairly and equally and to help us improve the way we deliver our housing information and advice services.

Both of these forms can be downloaded from our website at www.glasgowhousingregister.org

For Official Use Only

NAME					
ADDRESS					
CUSTOMER TYPE	GCC referral	Transfer		General List	
REGISTRATION DATE		REGISTRATION	NO		
INPUT BY		INPUT DATE			

































Qualification				
Are you sixteen years old or over?	Yes		No	
You must be sixteen or over to apply for social housing in Scotland				
Are you or anyone you are applying to be housed with you required to register under the Sex Offender's Act?	Yes		No	
For your own confidentiality, if anybody in your household is required to register uplease do not use this form, but telephone the Sex Offender Liaison Officer at 014				ot 2003
This will not adversely affect how your application is assessed.				
Should at any future date you or a member of your household require to be regist the telephone number above.	ered u	nder th	ne Act, you m	ust contact
Are you Homeless or threatened with homelessnes in the next two months?	Yes		No	
If you are homeless, or think you may become homeless within the next two mont make an application, however please review the options below for immediate help. If you live within the areas covered by the Glasgow Housing Register: Northwest North West Community Casework Service. 30 Mansion Street, Glasgow, G22 5SZ Phone: 0141 276 6169 or 0141 287 3158 Opening times Mon-Thu 08:45-16:45 Friday 08:45-15:55 If you need advice or assistance outside these opening hours please contact: The Hamish Allan Centre, 180 Centre Street, Glasgow, G5 8EE Free phone: 0800 838 502 This Centre is open from 4.00pm to 9.00am Monday to Friday. Open 24 hours on Saturdays, Sundays and public holidays. If you live outside the North West Area please contact your local Community Case For more information, including contact details please visit: www.yoursupportglasge.	ework gow.org	t: Team. g		form and
If you live outside Glasgow please contact your own Local Authority for advice and	d assis	stance.		

Security				
Please select a Security Question and answer. Please only select one. This will be used to access your application information online Answer				
Favourite food				
Memorable year				
Mother's maiden name				
Place of birth				
Landlord details				
Please select the Landlords in the partnership you wish to offer you housing in	the North West of Glasgow			
Please select the landlords you would like to be rehoused by (select as many	as required)			
Cadder Housing Assocation				
Cernach Housing Association				
Charing Cross Housing Association				
Drumchapel Housing Cooperative				
Glasgow West Housing Association				
Kendoon Housing Association				
Kingsridge Cleddans Housing Association				
Maryhill Housing Association				
ng homes				
Partick Housing Association				
Pineview Housing Association				
Sanctuary Scotland Housing Association				
Yorkhill Housing Association				

Applicant Details Please list yourself and all house	ehold members mo	oving with you belo	W
Main Applicant			
	Title		
	First Name		
	Middle Name(s)		
Last Nam	e/Family Name(s)		
	Date of Birth		
Are you/they a young person under 18 curre	ntly living in care?	Yes	No
	Gender	Male	Female
National I	nsurance Number		
Is this	person pregnant?	Yes	No
Starting with your current address, please list all of the add	resses you/they ha	ve lived at over the	e last five years.
Current Address			
Line 1	Line 2		
City	Postcode		
Date moved in	Date moved out	N/A	
Name and address of Landlord/Owners			
Reason for Leaving			
Main Contact Phone No	Work Phone No.		
Mobile Phone No	Other contact Pho	one No.	
Email address			
Previous Address 1			
Line 1	Line 2		
City	Postcode		
Date moved in	Date moved out		
Name and Address of Landlord/Owners			

Previous Address 2	
Line 1	Line 2
City	Postcode
Date moved in	Date moved out
Name and Address of Landlord/Owners	
Previous Address 3	
Line 1	Line 2
City	Postcode
Date moved in	Date moved out
Name and Address of Landlord/Owners	
Previous Address 4	
Line 1	Line 2
City	Postcode
Date moved in	Date moved out
Name and Address of Landlord/Owners Joint Applicant	
	Title
	First Name
	Middle Name(s)
Last Nam	e/Family Name(s)
Relationship	to main applicant
	Date of Birth
Are you/they a young person under 18 curre	ntly living in care? Yes No

	Gender Male Female			
National I	nsurance Number			
Do they currently live with th	e main applicant? Yes No			
Is this	person pregnant? Yes No			
Has this person had the same address history as the main past five years?	applicant for the Yes No			
If No, starting with your current address, please list all of the	e addresses you/they have lived at over the last five years.			
Current Address				
Line 1	Line 2			
City	Postcode			
Date moved in	Date moved out N/A			
Name and Address of Landlord/Owners				
Reason for Leaving				
Main Contact Phone No.	Work Phone No.			
Mobile Phone No.	Other contact Phone No.			
Email address				
Previous Address 1				
Line 1	Line 2			
City	Postcode			
Date moved in	Date moved out			
Name and Address of Landlord/Owners				

Previous Address 2			
Line 1	Line 2		
City	Postcode		
Date moved in	Date moved out		
Name and Address of Landlord/Owners			
Previous Address 3			
Line 1	Line 2		
City	Postcode		
Date moved in	Date moved out		
Name and Address of Landlord/Owners			
Previous Address 4			
Line 1	Line 2		
City	Postcode		
Date moved in	Date moved out		
Name and Address of Landlord/Owners			
About Your Family Please list anyone living in your current property and wheth	er or not they are moving with you.		
Person 1	Person 2		
Title	Title		
First Name(s)	First Name(s)		
Last Name/Family Name(s)	Last Name/Family Name(s)		
Relationship to you or your household	Relationship to you or your household		
Moving with you? Yes No	Moving with you? Yes No		

Person 3	Person 4				
Title	Title				
First Name(s)	First Name(s)				
Last Name/Family Name(s)	Last Name/Family	/ Name(s)			
Relationship to you or your household	Relationship to yo	u or your h	nouseho	old	
Moving with you? Yes No	Moving with you?	Yes		No	
Do you have any pets/animals?		Yes		No	
If Yes, please state the number and type of pets you have.					
Contact					
Do you want us to contact you at the address you gave?		Yes		No	
Please provide contact details if you want us to write to you at a different address to the one you gave above?					e?
Line 1	Line 2				
City	Postcode				
Would you like someone to act on your behalf? please prov	vide their contact de	etails			
Name					
Relationship to you or your household					
Address					
Line 1	Line 2				
City	Postcode				
Home Phone No.	Work Phone No.				
Work Phone No.	Other contact Phone No.				
Email Address					
A Housing Options interview would have looked at your personal circumstances and assessed your housing need. At the end of this interview you would have received a Personal Action Plan.					
If you have received a Personal Action Plan, please tick yes below and state which Housing Association your interview was with.					
Have you had a Housing Options interview?		Yes		No	
Which landlord was it with?					

Anti Social Behaviour						
Has the following been granted against you (applicant) or any person who will be living with you?						
An Anti Social Behaviour Order (A.S.B.O.)			Yes	No		
Has anyone ever taken action against you, or ar with you for anti social behaviour?	ny person v	who will be living	Yes	No		
If yes, was court action taken?			Yes	No		
If no, was less formal action taken, such as a wi	ritten warni	ng?	Yes	No		
If yes, please give full name of person(s), landlord, date of action and outcome						
Name						
Landlord						
Date of action						
Outcome						
Reason for Rehousing						
Why do you wish to be rehoused? Please tick m	nain reasor	n only				
Disability		Notice to Quit				
Domestic Abuse		Overcrowding (Ho	ouse too small)			
Financial difficulties		Relationship breakdown/bereavement				
Harassment/Violence		Require Independ	lent Living			
Homeless		Require Sheltered	d Housing			
House in state of disrepair		Temporary Accom	modation			
Job reasons		Tied Accommodat	tion			
Leaving HM Forces		To move nearer fa	amily/friends/schoo	ol		
Leaving Institutional Care		Under Occupied (House too large)			
Medical/Health reasons		Waiting Time/Leng	gth of residence			
Mortgage Repossession		Other reason for h	nousing			
Need for personal/social support						
Please provide any other supporting information	regarding	the choice above				

Have you been asked to leave your present accommodation?		Yes		No		
Have you been given written notice to leave?			Yes		No	
Has a court order for possession been granted?			Yes		No	
If you have answered yes to any of these questions, we recommend that you contact your local Housing Office as soon as possible for advice.						
Do you or the joint applicant have current or former rent, mortgage or repairs arrears?			Yes		No	
If Yes, you must answer the additional questions	below					
Name of the landlord or mortgage provider						
Do you have an arrangement with the landlord to re arrears in full?	duce / d	or pay your	Yes		No	
Are you maintaining the agreement to pay off arrear	rs?		Yes		No	
If no, please explain your reason(s)	If no, please explain your reason(s)					
Present Home To help assess your application we need details of y	our pre	esent accommodation	on			
Which of the following best describes your present of	circums	tances?				
Caravan [No fixed address				
HM Forces		Owner				
Homeless temporary accommodation		Staying with family	у			
Housing Association Tenant		Staying with friend	ds			
In hospital / prison / residential care		Staying with partn	er			
In housing tied to employment		Tenant (outside G	lasgow)			
Joint owner		Tenant of a private	e landlord	(in Glasgo	ow)	
Lodger In supported accommodation		Other				
If Other please provide details						

What type of accommodation do y	ou live in at present?			
Bed-sit/studio flat		No fixed address		
Caravan/mobile home/houseboat		Own door/semi-do	etached/terraced	
Four in a block (lower flat)		Room in a house/	/hostel	
Four in a block (upper flat)		Sheltered Housing	g	
Hospital/prison/residential care		Supported Accom	modation	
House/cottage		Tenement/flat		
Maisonette flat/Deck Access		Other		
Multi-storey				
If Other, please provide details				
Please tell us how many rooms of	each type are in your cu	rrent accommodation	on and how man	y are shared for each
	Total Num	ber	То	tal Shared
Living Rooms				
Double Bedrooms				
Single Bedrooms				
Toilet/Bathroom				
Are any of the rooms above share	d with anyone not moving	g with you?	Yes	No
Do you have access to the following Please tick Share only if you are so				
Cold water supply		Yes	No	Shared
Hot water supply		Yes	No	Shared
Cooking facilities		Yes	No	Shared
Inside toilet		Yes	No	Shared
External drying area		Yes	No	Shared
Central heating		Yes	No	Shared
Kitchen		Yes	No	Shared
Kitchen (bed-sit)		Yes	No	Shared
Kitchen (recessed)		Yes	No	Shared
Shower room		Yes	No	Shared
Double glazing		Yes	No 🗌	Shared

Do you spend more than 10% of your total household income (excluding housing benefit) on fuel bills each month?	Yes		No	
If yes, please provide details				
Does your accommodation have any of the following problems? Please tick at	ny that app	oly.		
Extensive dampness/water penetration				
Structural problems				
Closing Order served on property				
Rodent or Insect Infestation				
Is your Home subject to an Environmental Health Closing Order?	Yes		No	
Has your home been declared as 'Below Tolerable Standard' by your local council?	Yes		No	
A have a maste the Talevahle Ctandard if it				

A house meets the Tolerable Standard if it:

- is structurally stable
- is substantially free from rising or penetrating damp
- has satisfactory provision for natural or artificial light, ventilation, heating
- has adequate piped supply of water
- has a sink with a supply of both hot and cold water
- has a WC available for sole use of the occupants
- · has an effective system for drainage
- · has satisfactory facilities for cooking
- · has satisfactory thermal insulation
- has satisfactory access to all external doors and outbuildings

It should be noted that a house which passes the Standard may not be in a good state of repair. To fail the Standard a house must be lacking in basic amenities or be in an extremely poor condition.

Housing Requirements		
What is the minimum size of property would you consider?		
What types of accommodation would you consider? Please tick in the list below		
Deck access/Maisonette		
Four in a block (lower flat)		
Four in a block (upper flat)		
Main door (no internal stairs)		
Multi storey		
Semi detached		
Studio (no separate bedroom)		
Tenement flat (basement)		
Tenement flat (first floor)		
Tenement flat (ground floor)		
Tenement flat (second floor and above)		
Terraced house		
Do you wish to be considered for Sheltered Housing?	Yes No	
If you have included multi storey property, which is the highest floor you would consider? <i>Please enter floor number</i>		
Do you wish to be considered for Supported Housing?	Yes No	
Do you wish to be considered for Furnished Accommodation?	Yes No	
Do you need help to note interest in choice-based letting?	Yes No	
Currently this is only provided by Drumchapel Housing Co-operative.		

Care and Support		
Do you, or anyone who is going to be housed with you have support / medical reasons for wishing to be re-housed?	e any care / Yes No	
If you, or anyone included in your application, has a health problem or disability that may be eased by moving to a more suitable home, you will need to fill in a 'medical self assessment form' for each person. We will advise if you are entitled to any priority under our letting policies.		
Are you seeking a move to provide care or support to a fried will not be moving with you? If so, please provide their details	I YAS I INO I I	
Name		
Their address		
Line 1	Line 2	
City	Postcode	
Please provide details to help us assess support needs of your friend/relative		
Please tell us if you or any person included in this application is or has, in the past 12 months, been:		
Employed by any of the landlords in the Glasgow Housing Register? Yes No		
Their name	register:	
Relationship to you/joint applicant		
The Organisation		
Your/their position		
Is anyone included in this application related to a Committe or an employee of a landlord in the Glasgow Housing Regis	'I YES NO	
Their name		
Relationship to you/joint applicant		
The Organisation		
Your/their position		
If there is anyone else in your application who has been employed by any of the landlords in the Glasgow Housing Register or related to a Committee/Board member, or an employee of a landlord in the Glasgow Housing Register please put their details below.		

DATA PROTECTION

DECLARATION BY APPLICANT

All Housing Association Partners selected by you as "the Applicant" to receive and process your Housing Application ("the Partners") and Glasgow City Council ("GCC") (together referred to as the "GHR Partners") are registered under the Data Protection Act 1998 ("the Act") and are legally bound to comply with the conditions and principles set out in the Act. All information, including any sensitive personal data, will be held and treated as confidential in accordance with the principles of the Act.

The information you supply on your Housing Application will only be shared with the GHR Partners you have selected to consider you for Social Housing for the purposes of processing your Application and in accordance with this statement. Your information will not be sold or rented onto a third party. We may make information available to tax and law enforcement authorities in particular cases, as required or permitted by law.

You have a right to ask us for copies of the personal data we hold, excluding certain statutory restrictions for example where a third party can be identified from that information. If you find factual errors in our records of your personal data you can ask us to correct them. You may access some of your personal information online in order to update it however; some of the information is restricted and can only be updated by contacting the relevant GHR Partner to do SO.

What we will do with the information

We will process the information contained in this Housing Application and any other relevant information obtained in connection with the application in a number of ways:

- We will process the information for the purposes of your Housing Application.
- We may also use this information to provide statistical data to the Glasgow Housing Register (GHR) Management Committee (made up of representatives from the GHR Partners), the Scottish Housing Regulator, the Scottish Government and other relevant interested parties, such as researchers.
- GCC will have access to data held on the GHR system to obtain aggregate statistical information and for administration and management purposes.
- Any statistical or research reports will not personally identify you.

We will:

- Collect only as much personal data as we need to manage your Housing Application, and meet our obligations to provide information to other authorities and agencies;
- Only keep your personal data for as long as we need it to provide you with services and to supply statistical reports;
- Keep your personal data secure at all times and destroy it when we no longer need it. Applicants will not be personally identified in research or statistical information unless explicit consent of the applicant/s is given.
- In addition, if you are successful in obtaining accommodation with one of the GHR Partners, personal data about you and your household, which was collected by GHR Partners, known as a "Tenant File", will be kept by the GHR Partner, which may include but not be limited to medical history, rent arrears, or Anti-Social Behaviour history. Your Tenant File can be held by the GHR Partner for 5 years after your tenancy is terminated, in accordance with the statutory guidance issued by the Scottish Council on Archives.,
- Sensitive Personal Data
- By completing this online form you are giving your consent to processing your data, including sensitive personal data. Sensitive personal data includes information about your racial or ethnic origin, your health, religious belief, sexual life, committed or alleged offences including court proceedings and sentencing. Only sensitive personal data that is relevant to your Housing Application will be processed.

- When you become a tenant or occupant, personal data about you and your household which was collected by GHR Partners may be kept by the GHR Partner for as long as you are a tenant or occupant with that landlord.
- Some of the information we ask you for is defined as sensitive personal data. Two types of sensitive personal data, if applicable to you, would be processed by us for the following purposes:
- Information about your racial or ethnic origin is processed for equalities monitoring. (Any statistical or research reports will not personally identify you.)
- Information about your physical or mental health is processed to help us to provide you with the most suitable services throughout your relationship with us.

Other categories of sensitive personal data are unlikely to be relevant to your relationship with us. We would not expect to process these without seeking further consent from you. If you ask us not to process some or all sensitive personal data, or any other categories of information, the services which we are able to provide may be restricted.

You will not personally be identified in any reports making use of statistical information.

Application withdrawal

You can withdraw your Housing Application at any time, and the information you have supplied in this application will not be retained following withdrawal of your Housing Application.

Consent

By signing this Housing Application form, you give consent to the GHR Partners to process the information in the way described above.

Please read the following statement and sign below:

I/We understand that to the best of my knowledge the details that have been given on this Housing Application form are true and correct and that I/We will tell you about any changes in circumstances as soon as possible. I/We have checked that the information provided has been completed correctly and I/We have read over the data entered before submitting the form.

I/We understand that any false or misleading information or the withholding of information, that is material to the Housing Application now and at any time, may result in my application being cancelled, any offers of tenancy being withdrawn or I/We may lose any tenancy granted.

I/We give permission for my information to be included in the Glasgow Housing Register: Northwest and for each of my chosen GHR Partners to make any necessary enquiries in connection with my application for housing and to verify the circumstances stated on the form or to obtain details relating to current/former tenancies.

I/We certify that neither I nor anyone seeking to be housed with me is subject to the notification requirements of the Sex Offenders Act 2003, or alternatively, that this Housing Application is being submitted on my behalf by the Sex Offenders Liaison Officer.

I/We understand and agree to the conditions noted in the declaration.

CONTACT DETAILS

Cadder Housing Association

20 Fara Street, Cadder, G23 5AE 0141 945 3282 enquiry@cadderhousing.co.uk

Cernach Housing Association

79 Airgold Drive, Drumchapel, G15 7AJ 0141 944 3860 admin@cernachha.co.uk

Charing Cross Housing Association

31 Ashley Street, Glasgow, G3 6DR 0141 333 0404 cxha@cxha.org.uk

Drumchapel Housing Co-operative

4 Kinclaven Avenue, Drumchapel, G15 7SP 0141 944 4902 enquiries@drumchapelhc.org.uk

Glasgow West Housing Association

5 Royal Crescent, Glasgow, G3 7SL 0141 331 6650 admin@glasgowwestha.co.uk

Kendoon Housing Association

Suite 16. Garscadden House, 3 Dalsetter Crescent G15 8TG 0141 944 8282 admin@kendoon.org.uk

Kingsridge Cleddans Housing Association

Commercial Centre, Units 2/3 Ladyloan Place, G15 8LB 0141 944 3881 admin@kc-ha.com

Maryhill Housing Association

45 Garrioch Road, Glasgow, G20 8RG 0141 946 2466 enquiries@maryhill.org.uk

ng homes

50 Reidhouse Street, Springburn, G21 4LS 0141 560 6000 info@nghomes.net

Partick Housing Association

10 Mansfield Street, Glasgow, G11 5QP 0141 357 3773 info@partickha.org.uk

Pineview Housing Association

5 Rozelle Avenue, Drumchapel, G15 7QR 0141 944 3891 mail@pineview.org.uk

Sanctuary Scotland Housing **Association**

7 Freeland Drive, Glasgow G53 6PG 0141 876 4900 glasgow@sanctuary-housing.co.uk

Yorkhill Housing Association

1271 Argyle Street, Glasgow, G3 8TH 0141 285 7910 administration@yorkhill.org