

Dear Applicant

Please note it will take a few weeks for your application to be assessed. Please see below last year's turnover of properties:

Apt Size	Number in Stock	Let 2021/22
1apt	19	1
SP 2apt	14	1
2apt	253	17
3apt	114	3
4apt	12	0
5apt	5	0
RH 2 Apt	36	3
RH 3 Apt	3	1
Totals	456	26

If your housing situation is urgent, it is recommended that you apply to as many housing providers as possible to maximise your chances of being rehoused.

If you are homeless or think you might become homeless, you should contact your nearest community homeless service, contact information is enclosed in this pack.

Your patience during the application assessment period is much appreciated.

Yours faithfully

Housing Management Team
Yorkhill Housing Association

Registered Office: 1271 Argyle Street, Glasgow G3 8TH.
t 0141 285 7910 e administration@yorkhillha.org w www.yorkhillha.org



Registered Society under the Co-operative and Community Benefit Societies Act 2014. No 2302RS.

Registered with the Scottish Housing Regulator, Consent No 10263.

Registered Scottish Charity No SC040346.

Registered with the Scottish Government Property Factors Register – Property Factor Registered Number: PF000220

Community Homeless Teams

South Community Homeless Service, Glasgow

To access this service you can contact this service direct. We deliver a homelessness service to anyone who is homeless, threatened with homelessness, or is in need of advice about homelessness issues, through our Community Homeless Services. If you think you are homeless, or at risk of becoming homeless, we will make sure that you are offered an interview at your local Community Homeless Team. For Out of Hours Homelessness Services - if you are homeless and need a service after 4:45pm Monday to Thursday or 3:55pm on Friday and weekends, please call 0800 838 502. If you have nowhere to stay or are not able to stay in your home and are eligible for homelessness assistance, we will offer you temporary accommodation. We have different types of temporary accommodation throughout Glasgow including assessment centres, projects, temporary furnished flats, supported accommodation and at times Bed and Breakfast type accommodation. Telephone: 0141 276 8201

North East Community Homeless Service, Glasgow

To access this service you can contact this service direct. We deliver a homelessness service to anyone who is homeless, threatened with homelessness, or is in need of advice about homelessness issues, through our Community Homeless Services. If you think you are homeless, or at risk of becoming homeless, we will make sure that you are offered an interview at your local Community Homeless Team. For Out of Hours Homelessness Services - if you are homeless and need a service after 4:45pm Monday to Thursday or 3:55pm on Friday and weekends, please call 0800 838 502. If you have nowhere to stay or are not able to stay in your home and are eligible for homelessness assistance, we will offer you temporary accommodation. We have different types of temporary accommodation throughout Glasgow including assessment centres, projects, temporary furnished flats, supported accommodation and at times Bed and Breakfast type accommodation. Telephone: 0141 276 6153

North West Community Homeless Service, Glasgow

To access this service you can contact this service direct. We deliver a homelessness service to anyone who is homeless, threatened with homelessness, or is in need of advice about homelessness issues, through our Community Homeless Services. If you think you are homeless, or at risk of becoming homeless, we will make sure that you are offered an interview at your local Community Homeless Team. For Out of Hours Homelessness Services - if you are homeless and need a service after 4:45pm Monday to Thursday or 3:55pm on Friday and weekends, please call 0800 838 502. If you have nowhere to stay or are not able to stay in your home and are eligible for homelessness assistance, we will offer you temporary accommodation. We have different types of temporary accommodation throughout Glasgow including assessment centres, projects, temporary furnished flats, supported accommodation and at times Bed and Breakfast type accommodation. Telephone: 0141 276 6168

List of Housing Association's Operating within the West-End of Glasgow

<u>Name</u>	<u>Address</u>	<u>Tel Number</u>
Charing Cross H. A.	31 Ashley Street Glasgow G3 6DR	0141 333 0404
Cube H. A.	70 Glenfinnan Road Glasgow G20 8JH	0845 250 7966
Dalmuir Park H. A	631 Dumbarton Rd Glasgow G81 4EU	0141 952 2447
Link H.A.	14 Woodside Crescent Glasgow G3 7UL	0141 332 6041
Glasgow West H.A.	5 Royal Crescent Glasgow G3	0141 331 6650
Maryhill H.A.	45 Garrioch Rd Glasgow G20 8RG	0141 946 2466
Partick H. A.	10 Mansfield St Glasgow G115QP	0141 357 3773
Queen's Cross H.A.	45 Firhill Road Glasgow G20 7BE	0141 945 3003
Whiteinch & Scotstoun H.A.	The Whiteinch Centre 1 Northinch Court Glasgow G14 0UG	0141 959 2552
Yoker H.A.	2310 Dumbarton Road Yoker, Glasgow G14 0JS	0141 950 9050

Checklist for applicants returning an application form

<u>Item</u>	<u>Included (please tick)</u>
Completed application	
Completed medical form (only if required)	
2 formal proofs of address: eg: tenancy agreement, benefits agency correspondence, housing benefit correspondence, current bank statement, council tax statement or letter, utility bills, credit card statement	
Any other relevant documentation	

Application No: _____ Points: _____ Flat Size: _____



Registered Office: 1271 Argyle Street, Glasgow G3 8TH

T: 0141 285 7910 ✉ administration@yorkhillha.org web: www.yorkhillha.org



www.facebook.com/yorkhillhousingassociation



@YorkhillHA

“Your Local Housing Service – Big Enough To Cope, Small Enough To Care”

Housing Application Form

Completion of this form does NOT guarantee an offer of accommodation.

If you wish a copy of this application form in larger print or in another format please ask at reception.

Please tell us by ticking the boxes below if you require an interpreter to be present at any interview or if you require any letter or correspondence to be translated.

Interpreter:	<input type="checkbox"/>	Translator:	<input type="checkbox"/>
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What language? : _____

1. PERSONAL DETAILS:

Name: _____

Address: _____

Flat Position: _____

Post Code: _____

Telephone No: Home: _____ **Mobile:** _____

National Insurance No: _____

E mail address: _____

Correspondence address: _____

Name and address of current Landlord:

What date did you move to this address and what was your reason for moving?

If less than one year, please give previous address, name and address of Landlord and state reason for leaving:

If you currently live in rented accommodation and the Tenancy is not your own, do you have the Landlords permission to reside at this address? Yes/No

If yes, please give Landlords name and address:

Have you ever been or are you currently subject to any legal action by any Landlord? If yes, please give details of action and outcome and name and address of Landlord who took the action:

Please list the names, gender and date of birth of everyone who would be rehoused with you if offered accommodation. Start with yourself:

Start with your own name, gender and date of birth:

Surname	First Name	Gender	Date of Birth	Relation To You
				Self

List below anyone who does not presently live with you but who you would want to be rehoused with you if offered accommodation:

Name	Relation To You	Gender	Date of Birth	Present Address

3.

Please list below your last three addresses and give the name and address of the Landlord for each, dates you lived there and reason for leaving:

Address	From	To	Landlord details	Reason for leaving

2. CURRENT HOUSING STATUS:

Please tick one of the following:

Are you:

An Owner Occupier		A Lodger	
A Council Tenant		Living in a Tied House	
A Housing Association Tenant		Living in a Caravan	
A Sharing Owner		Private Tenant	
Living with Friends		Living with Family	
		Other	

If you are a Private Tenant, answer Yes or No to the following:

1. Do you have a written lease or Tenancy Agreement and/or rent book? Yes/No
2. Does your Landlord live on the premises? Yes/No

PLEASE NOTE THAT NO PRIORITY IS GIVEN TO HOMELESS APPLICANTS OR APPLICANTS WHO ARE ABOUT TO BECOME HOMELESS. IN THESE CIRCUMSTANCES YOU SHOULD CONTACT YOUR LOCAL COMMUNITY CASEWORK TEAM TO HAVE A HOMELESS ASSESSMENT CARRIED OUT.

Do you own outright or have a mortgage on any property?

Yes/No

If yes, please state the reason why any owned property is not suitable for your housing requirements:

3. SIZE OF AND AMENITIES IN CURRENT PROPERTY:

How many rooms are in your current accommodation?

Kitchen:		Bathroom:	
Bedrooms:		Living room:	
Combined living room/kitchen:		Other:	

How many rooms do you have for the sole use of you and your family?

Do you share any of the following amenities with other people?
Please tick relevant boxes:

Kitchen:	Bath or Shower:	W.C. :
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How many people do you share these amenities with? _____

How many families is this? _____

Are they related to you in any way?

Yes/No

If yes, please give details: _____

Do you lack any of the following amenities? (Please note points will not be awarded if facilities are present but require repair)

If yes, please tick the relevant boxes:

Kitchen:	Bath or Shower:
W.C. :	Hot Water:

4. CONDITION OF PROPERTY:

Does your present property have any defects i.e. dampness, please note details below:

5. HOUSING PREFERENCES:

Please indicate which flat positions you would be willing and able to accept: (Please note that if medical points are awarded for mobility difficulties, you will be considered for ground or first floor accommodation only or Retirement Housing if applicable).

Ground Floor:		First Floor:	
Second Floor:		Third Floor:	
Fourth Floor:		Fifth Floor:	

6. ACCOMMODATION TYPES:

Please indicate below which types of accommodation you would accept: (Please tick all that apply)

1apt – combined living room and bedroom and separate kitchen

Small single persons flat with combined living room and kitchen and a bed space off the living room/kitchen area

Flat with a galley kitchen (narrow kitchen)

Flat with a combined living room and kitchen:

Flat with a separate kitchen:

7. MEDICAL CIRCUMSTANCES:

Please complete the medical claim form enclosed with the application pack to describe any illness or disability suffered by you or anyone who would be housed with you if you think it is relevant to your application for housing:

Do you receive any home support from external agencies? Yes / No

If yes, please provide details of who provides this support: _____

8. OTHER INFORMATION:

Are you related to any past or present members of the Associations' Staff or Management Committee? Yes/No

If yes, please give details below:

Do you have any pets? Yes/No

If yes, please specify below:

Please give any other information you wish to give in support of your application. In particular, if you require to move into the Yorkhill area to give or receive support or are suffering from any form of harassment, or are the victim of domestic abuse – continue on the back inside cover if necessary.

Finally, please read and sign the declaration below, complete the equal opportunities questionnaire on the next two pages and return the completed application form along with all relevant documentation to the Association.

In signing this application form, I confirm that the information given is true and accurate and accept that any offer of housing resulting from it will be subject to checking it's accuracy by the Association at the time of offer. I understand that if not accurate, any offer may then be withdrawn.

Should the information given subsequently prove to be false after allocation of a tenancy, I realise that the Association WILL take steps to recover the tenancy.

I also understand that my points may be revised should the Association change its Allocations Policy and Points System.

Finally, I give my permission for Yorkhill Housing Association Ltd to obtain any information they require from my Doctor, Health Authority, Social Services Department, any present or previous Landlord, the Police or any other relevant agencies to confirm my details.

Signed: (First Applicant) _____

Date: _____

Signed: (Joint Applicant) _____

Date: _____

YORKHILL HOUSING ASSOCIATION LIMITED

CONFIDENTIAL

HOUSING APPLICATION – MEDICAL ASSESSMENT FORM

Name: Date of Birth:

Address:

..... Postcode:

.....

Telephone:

- Please tell us what health problems you have.

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

- The length of time you have been affected by it.

.....

- What medication are you currently taking?

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

- How has this illness affected your life?

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

- How do you think your illness will be improved by re-housing?

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

- Are you receiving support? Please provide details.

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

- Is this support ongoing?

.....

- Any other relevant information.

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

- Do we have your permission to contact your GP if we need more information about your health? **Yes** **No**

Doctors name and address:

.....
.....

Signed: Date:

YORKHILL HOUSING ASSOCIATION LIMITED

HARASSMENT/ABUSE QUESTIONNAIRE
(PLEASE ANSWER ALL QUESTIONS)

DIR

Name: _____

Address: _____

Nature of incident/s: _____

Have the incident/s been reported to the Police? Yes/No

If yes, please provide details of crime reference number/s and state which Police Office is/was dealing with your complaint: _____

Date and nature of 1st incident: _____

Date and nature of last incident: _____

Have any of these incidents been reported to your Landlord? Yes/No

If yes, please state name of your Landlord and what action if any was taken by them: _____

Please provide details of which other housing providers you have made housing applications to: _____

Signature: _____

Date: _____

Age

Please tick the band for your age:	16–24	25–34
	35–44	45–54
	55–65	65+
Prefer not to say		

Belief or religion

Please tick the box which best describes your belief or religion from the list below?

Buddhism:	
Christianity	
Hinduism:	
Islam:	
Judaism:	
Sikhism:	
Other religion (please state what this is):	
No specific belief in religion (for example, atheism or agnosticism):	
Other belief (for example, humanism):	
Prefer not to say	

Disability

Are you a disabled person?	Yes	No
Prefer not to say		

If yes and you want to, please tick the box with the category you would use from the following list:

Autoimmune: (for example, multiple sclerosis, HIV, Crohn's/ulcerative colitis)	
Learning difficulties: (for example, Down's Syndrome)	
Mental health issue: (for example, depression, bi-polar)	
Neuro-divergent condition: (for example, autistic spectrum, Dyslexia, dyspraxia)	
Physical impairment: (for example, wheelchair-user, cerebral palsy)	
Sensory impairment – hearing impairment	
Sensory impairment – visual impairment	
Other: If none of the categories above apply to you, please specify the nature of your impairment.	

Ethnicity

Please tick the box that best describes your particular ethnic group:

African

African, African Scottish or African British:	
Other African background (please specify):	

Asian, Scottish Asian or British

Bangladeshi, Bangladeshi Scottish or Bangladeshi British:	
Indian, Indian Scottish or Indian British:	
Pakistani, Pakistani Scottish or Pakistani British:	
Chinese, Chinese Scottish or Chinese British:	
Other Asian background (please specify):	

Black or Caribbean

Caribbean, Caribbean Scottish or Caribbean British	
Black, Black Scottish or Black British	
Other Caribbean or Black background (please specify)	

Mixed groups

Mixed or multiple ethnic group (please specify)	
---	--

White

English	
Gypsy Traveller	
Irish	
Polish	
Roma	
Scottish	
Welsh	
Other British	
Other group (please specify your ethnic group)	

Prefer not to say	
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Marriage and civil partnership

Are you presently in a civil partnership?	Yes	No	
Are you presently married?	Yes	No	
Prefer not to say			

Pregnancy and maternity

Are you pregnant?	Yes	No
Have you taken maternity or paternity leave in the past year?	Yes	No
Prefer not to say		

Sex

What is your sex?	Female	Male	Intersex
Prefer not to say			

Gender re-assignment (trans/transgender)

Do you consider yourself to be a trans person?	Yes	No
Prefer not to say		

Sexual orientation

What is your sexual orientation?

Bisexual	
Gay man	
Heterosexual/straight	
Lesbian/ gay woman	
Other	
Prefer not to say	

Data Protection Act 2018/UK GDPR - Privacy Notice for Housing Applicants

This Notice explains what information we collect when you apply for a house with us, how we use it, how we look after it and how long we keep it for.

Your attention is particularly drawn to "What is our legal basis for holding and using your personal information?" section of this Notice, which confirms that you consent to your personal information and special category personal information being held and used by us as described in this Notice.

What we collect and why

We may need to hold and use the personal information that you provide to us as part of your housing application and / or other personal information that we may obtain about you from you (for example, during a meeting with you) and from third parties (including your previous landlords, if applicable).

We hold and use this personal information to:

- plan and deliver an effective housing application and allocations process;
- process and manage your housing application;
- verify the information provided by you as part of your housing application;
- understand who is applying for homes;
- comply with legal and regulatory requirements that apply to us as a registered social landlord in Scotland;
- protect and promote your rights and interests throughout the housing application and allocations process;
- promote equality objectives throughout the housing application and allocations process and assess the impact of the activities, policies and practices that we adopt in promoting such objectives;
- take account of religious beliefs as part of the housing application and allocations process, where necessary;
- provide appropriate services and adjustments, particularly if you have any support needs and / or accessibility requirements;
- identify and address our housing applicants' needs, including the needs of trans individuals, and improve our housing application and allocations process, where required;
- identify, address and eliminate any form of discrimination as part of the housing application and allocations process;
- compile anonymous statistical information on housing needs;
- communicate with and inform you of the outcome of your housing application;
- allocate housing in accordance with our allocations policy;
- obtain references about you from your previous landlords (if applicable);
- help plan for the future;

- prevent and detect fraud and take steps to terminate your tenancy (if you are successful in your application and allocated a property), if fraud is later discovered; and
- otherwise protect and defend our legal rights in the case of a dispute between us.

What is our legal basis for holding and using your personal information?

Data protection laws require us to have a legal reason for holding and using your personal information. Our legal reasons for holding and using your personal information include:

- complying with the laws that apply to us as a registered social landlord in Scotland, including equalities and human rights legislation and the legal duty to eliminate unlawful discrimination contained in the Scottish Housing Regulator's Regulatory Framework;
- taking steps to enter into a tenancy agreement with you, if your housing application is successful;
- public interest reasons for the purposes of identifying and keeping under review the equality of opportunity or treatment between groups of people to enable such equality to be promoted or maintained. This only applies to special category personal information: revealing racial or ethnic origin; revealing religious or philosophical beliefs; regarding health; and relating to sexual orientation. It only concerns the following groups of people: people of different racial or ethnic origins; people holding different religious or philosophical beliefs; people with different states of physical or mental health; and people of different sexual orientation; and
- protecting our legitimate interests – in the highly unlikely event that we do not have another legal reason, we may have a legitimate interest in handling and using your personal information. In those circumstances, we will always consider your legitimate interests in the protection of your personal information, and will balance those against our own legitimate interests in handling and using your personal information for the purposes described in this Notice.

In very limited circumstances, we may rely on your consent as the legal reason. By providing us with your personal information and special category personal information (including your racial or ethnic origin, sexual orientation, your physical and / or mental health, religious or other similar beliefs and / or political opinions) and the personal information and special category personal information of other individuals (including other members of your household), you:

- explicitly consent to it being used by us as described in this Notice; and
- confirm that you have informed the other individuals if they are of 12 years old and above of the content of this Notice and they have provided their explicit consent to their personal information and special category personal information being used by us as described in this Notice.

You and the individuals have the right to withdraw your consent to us holding and using your and their personal information and special category personal information by contacting us. Once you / they have withdrawn your / their consent, we will no longer use your / their personal information and special category personal information for the purpose(s) set out in this Notice, which you originally agreed to, unless we have another legal reason for doing so.

Who do we share your personal information with?

We may share your personal information with the following organisations for the purposes described in this Notice:

- law enforcement and fraud prevention agencies;
- third parties from whom we may seek more information about you and to verify the information provided by you as part of your housing application, including your previous landlords;
- Scottish Housing Regulator;
- our consultants, advisers and IT service providers; and
- our solicitors.

Will my personal information be sent outside the UK?

Some of the organisations who we share your personal information with (listed in this Notice) may be based or may make use of data storage facilities that are located outside the UK. Their handling and use of your personal information will involve us and / or them transferring it outside the UK. When we and / or they do this, we will ensure similar protection is afforded to it by:

- only transferring it or permitting its transfer to countries that have been deemed to provide an adequate level of protection for personal information as a matter of data protection law; or
- using specific contracts with such organisations, which are approved for use in the UK, and which give your personal information the same protection it has in the UK.

Please contact our DPO for further information on the specific mechanism used by us when transferring your personal information outside the UK.

Retention and disposal of information

The information we collect is stored in paper form and electronically. We will only keep your paper application form for as long as your housing application stays on our waiting list. After this we will securely destroy it.

Your electronic information will be stored in our archive files and access restricted to relevant staff.

Your Rights

At any time you can (under certain circumstances):

- ask for a copy of the information we have on you;
- get us to correct any information that is wrong;
- ask us to remove personal information we have on you;
- get us to transfer your personal information to another organisation;
- ask us to restrict the use of your personal information; and
- object to receiving any marketing communications from us.

If you would like to do any of this or have any questions please contact our Data Protection Officer, Stewart Pattison, at the office at 1271 Argyle Street, Glasgow, G3 8TH, by telephone on 0141 285 7910 or by email on spattison@yorkhillha.org or dpo@yorkhillha.org .

You have the right to complain to the Information Commissioner's Office on how we use your information. The Information Commissioner's contact details are:

The Information Commissioner's Office – Scotland
45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0131 244 9001
Email: Scotland@ico.org.uk

Please help us to keep our records up to date by letting us know if you change your email address or other contact details.

Updates to this Notice

We may update this Notice at any time, and we will provide you with an updated version when required to do so by law.

Last updated: June 2022

