

# Housing Application Form

Last Updated: July 2023

Yorkhill Housing Association  
1271 Argyle Street  
Glasgow  
G3 8TH

0141 285 7910  
[administration@yorkhillha.org](mailto:administration@yorkhillha.org)

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## Who Can Apply?

Anyone aged over 16 can apply to join our waiting list. You do not need to be a resident of Yorkhill Housing Association, or any other social landlord.

You must be able to pay the rent if you are offered a property. This can be from any income including wages, or from benefits such as Universal Credit or Housing Benefit.

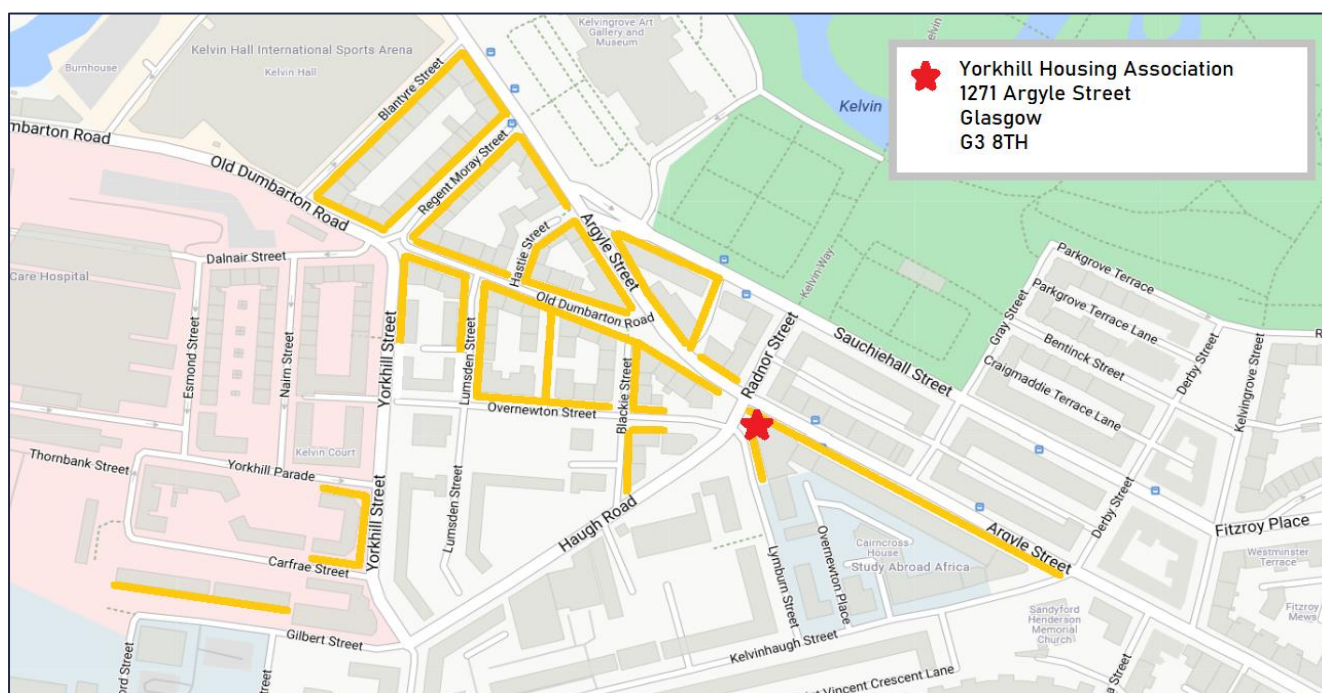
**If you have recently come to this country and do not have access to public funds please contact us to discuss your circumstances in more detail.**

## Homeless Information

If you are homeless you should first contact the local authority in the area where you last lived, or where you became homeless from.

Glasgow City Council's Homeless Casework Team can be contacted at the following details:

During office hours	Out-of-hours	Asylum Team
30 Mansion Street Glasgow G22 5SZ  0141 287 0555	0800 838 502	44 South Portland Street Glasgow G5 9JJ  0141 222 7352
Other office-hour locations are available at Glasgow City Council's website: <a href="http://www.glasgow.gov.uk/index.aspx?articleid=17283">www.glasgow.gov.uk/index.aspx?articleid=17283</a>		



The Association has properties on the streets highlighted in yellow on the map above.

# 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](mailto:spattison@yorkhillha.org) or [dpo@yorkhillha.org](mailto: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](mailto: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

# Application Form

## Applicants Details

Please provide details for you, everyone on your application, and anyone who lives with you, including those who will not be moving with you.

<b>Applicant 1</b>
--------------------

Title	<input type="text"/>
Forename	<input type="text"/>
Surname	<input type="text"/>
Date of Birth	<input type="text"/>
National Insurance Number	<input type="text"/>
Email address	<input type="text"/>
Daytime phone number	<input type="text"/>
Mobile number	<input type="text"/>
Current Address (or last address)	<input type="text"/> <input type="text"/> <input type="text"/>
Dates you lived at this address	<input type="text"/> / <input type="text"/> to <input type="text"/> / <input type="text"/>
How would you prefer us to contact you?	Email / Letter / Telephone
Are you a current Yorkhill Housing Association tenant?	Yes / No
Name and address of current landlord	<input type="text"/> <input type="text"/> <input type="text"/>
Is this person currently pregnant?	Yes / No



**Applicant 2**

Title \_\_\_\_\_

Forename \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

National Insurance Number \_\_\_\_\_

Email address \_\_\_\_\_

Daytime phone number \_\_\_\_\_

Mobile number \_\_\_\_\_

Current Address (or last address) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates you lived at this address      /      /      to      /      / \_\_\_\_\_

Name and address of current landlord \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relationship to Applicant 1 \_\_\_\_\_

Do you wish to be a joint tenant at any potential property offered?      Yes / No

Is this person currently pregnant?      Yes / No

## Residency History

Please list previous addresses for the last five years:

Applicant 1	Address	Residency Type / Landlord	Dates Resided

Applicant 2	Address	Residency Type / Landlord	Dates Resided

## Household Details

Please provide details for all other people you wish to be rehoused with you if you are offered accommodation:

Forename	Surname	Date of Birth	Gender	Relationship

## Intended Household

Please provide details for anyone **who is not currently living with you but will** if you are offered a house:

Name	Date of Birth	Gender	Relationship	Current Address

Please note if anyone on this application is currently pregnant:

--

Please note any pets which will be moving with you if you are offered a property:

--

## Other Residents

Please provide details for anyone you are currently living with, but **who will not be moving with you** if you are offered a house:

Forename	Surname	Date of Birth	Gender	Relationship

## Current Housing Circumstances

Please provide information on your current housing circumstances.

Are you:

<b>Owner Occupier</b>		<b>Private Tenant</b>	
<b>Council Tenant</b>		<b>Living with Family</b>	
<b>Housing Association Tenant</b>		<b>Lodger</b>	
<b>Sharing Owner</b>		<b>Tied Accommodation</b>	
<b>Living With Friends</b>		<b>Living in a Caravan</b>	
<b>Other</b>			

### Renters (Housing Association/Council/Private)

Do you have any outstanding rent arrears?

Yes / No

If so, how much?

£ \_\_\_\_\_

### Private Tenants

If you are a Private Tenant:

Do you have a written lease or tenancy agreement?

\_\_\_\_\_

Does your landlord live on the premises?

\_\_\_\_\_

Have you been served a Notice to Quit?

\_\_\_\_\_

### Owners

Do you own any property (outright or mortgaged)?

\_\_\_\_\_

If you own your home have you missed any mortgage payments?

Yes / No

Do you have to sell your home?

Yes / No

If so, by which date?

\_\_\_\_\_

## Current Accommodation

How many rooms are in your current accommodation?

<b>Kitchen</b>		<b>Bathroom</b>	
<b>Bedrooms</b>		<b>Other</b>	
<b>Living Room</b>			
<b>Is your living room combined with a kitchen or bedroom (studio)?</b>			

Do you share any of the above with other people who you will not be moving with? If yes, please provide details – please include the number of people and their relationship to you:

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Does your property lack any of the following:

<b>Kitchen</b>		<b>Bath or shower</b>	
<b>Toilet</b>		<b>Hot water</b>	

Please detail any defects with your current property:

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## Rehousing Preferences

Yorkhill Housing Association's properties are mostly tenement style, and very few properties have lifts. Please select which floors you would like to be considered for:

Ground	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>

Some of our properties have smaller living spaces, or are only suitable for individual people. Please note any types of housing **you would not consider**:

1apt properties – a combined living room and bedroom (with separate bedroom)	
Single persons flat with combined living room and kitchen with a bed space off the living area	
Flat with a galley kitchen (a narrow kitchen)	
Flat with a combined living room and kitchen	
Flat with a separate kitchen	

## Retirement Housing

The Association owns and operates a retirement housing complex at Overnewton Street. This block contains 39 flats which were previously used as Sheltered Housing. Although it is no longer a sheltered housing complex, and there is no longer any on-site warden, we let these homes sensitively and the block is known as 'Retirement Housing'. There is a Community Alarm system in place which is monitored by Cordia.

Typically the residents will be aged 60 or over, and/or have medical conditions which require adapted accommodation.

The rent for these properties is higher than our average rents due to the additional services provided, and to cover communal heating charges. Some of these are ineligible for Housing Benefit or Universal Credit and therefore even those on full benefits would be required to pay approximately £40.00 per month to cover the shortfall.

### Would you like to be placed on the Retirement Housing list?

- ☐ Yes, Retirement Housing only
- ☐ Yes, Retirement Housing and general needs housing
- ☐ No, only general needs housing



## Reason for Application

In your own words please describe why you wish to be rehoused?

Continue on other pages if required

## Our Stock Locations

A map of our stock locations can be found on Page 3. The streets we have homes in are highlighted in yellow. Please note any streets **where you would not like to be housed**:

Argyle Street		Sauchiehall Street	
Lymburn Street		Old Dumbarton Road	
Hastie Street		Regent Moray Street	
Blantyre Street		Lumsden Street	
Arthur Street		Overnewton Street	
Blackie Street		Yorkhill Parade	
Carfrae Street		Yorkhill Street	
Gilbert Street			

## Medical Circumstances

Please tell us of any medical conditions you, or anyone who will be living with you, currently have.

<b>Applicant 1</b>	
Medical Conditions	
Are you taking any medication for this?	
How has this affected your life?	
<b>Applicant 2</b>	
Medical Conditions	
Are you taking any medication for this?	
How has this affected your life?	
<b>Other Applicants</b>	
Medical Conditions	
Are you taking any medication for this?	
How has this affected your life?	

How would being rehoused impact your medical condition(s)?

Do you need to move to receive support from, or provide support to, anyone in the Yorkhill area?

*If yes, please provide details:*

## Harassment or Abuse

If you are experiencing any harassment or abuse where you are currently residing please provide details here.

Dates of incidents:
Has this been reported to the police? <i>If so, please provide crime reference numbers:</i>
Have you reported these to your landlord? <i>If so, please note landlord actions, if any:</i>

## Other Information

Has anyone ever taken action against anyone on the application for Anti-Social Behaviour?

Yes / No

If so please provide details:

Please confirm the outcome of the action:

*If other, please specify:*

- ☐ No further action
- ☐ Tenancy Warning
- ☐ Court Action
- ☐ ASBO
- ☐ Eviction

## Relationships to Connected People

If you are, or if you are related to, a member of staff, a member of the management committee, or someone connected with Yorkhill Housing Association you must tell us in advance.

This includes all close relatives such as husband, wife, partner, father, mother, grandfather, grandmother, sister, brother, son, daughter (including step-relatives, in-laws and partners relatives), aunt, uncle, niece, nephew or cousin. You should also declare any close friendships with staff, management committee members, or anyone else connected with Yorkhill Housing Association.

**This will not affect your application**, or your chances of being made an offer, however we must be aware of this in order to meet legislative and regulatory requirements.

**Does anyone on this application have a relationship with a connected person?**

Yes / No

If so, please provide details:

## Declarations

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 appropriate checks prior to an offer being made.

I understand that any false information given will result in any offer being withdrawn, and my application cancelled.

Should any information given subsequently prove to be false after an allocation of a tenancy I am aware that Yorkhill Housing Association will take steps to recover the tenancy.

I also understand that my points may be subject to change through any reviews, or Allocations Policy updates.

I give permission for Yorkhill Housing Association to obtain any information they require from my doctor, health authority, Social Work services, any current or former landlord, the Police, or any other relevant agencies to confirm my details.

Signed (1<sup>st</sup> Applicant): \_\_\_\_\_

Date: \_\_\_\_\_

Signed (2<sup>nd</sup> Applicant): \_\_\_\_\_

Date: \_\_\_\_\_

## Equality Monitoring Form

The form on the following pages collects information about equalities. You choose what questions to answer. By answering as many questions as you can, you will help us plan and deliver better services, promote equality objectives and eliminate discrimination in what we do.

Please contact us if you do not understand something or if you require further information.

The personal data you provide will be handled and used by us in accordance with the Privacy Notice (on Page 4). Please read it carefully before submitting this form. By completing and submitting this form, you confirm that you consent to the handling and use of your personal data as described in the Privacy Notice.

We can provide this document in other formats on request.



## Age

Please tick the band for your age:	16–24	<input type="checkbox"/>	25–34	<input type="checkbox"/>
	35–44	<input type="checkbox"/>	45–54	<input type="checkbox"/>
	55–65	<input type="checkbox"/>	65+	<input type="checkbox"/>
Prefer not to say		<input type="checkbox"/>		

## Belief or religion

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

Buddhism:	<input type="checkbox"/>
Christianity	<input type="checkbox"/>
Hinduism:	<input type="checkbox"/>
Islam:	<input type="checkbox"/>
Judaism:	<input type="checkbox"/>
Sikhism:	<input type="checkbox"/>
Other religion (please state what this is):	<input type="checkbox"/>
No specific belief in religion (for example, atheism or agnosticism):	<input type="checkbox"/>
Other belief (for example, humanism):	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

## Disability

Are you a disabled person?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Prefer not to say				<input type="checkbox"/>

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)	<input type="checkbox"/>
Learning difficulties: (for example, Down's Syndrome)	<input type="checkbox"/>
Mental health issue: (for example, depression, bi-polar)	<input type="checkbox"/>
Neuro-divergent condition: (for example, autistic spectrum, Dyslexia, dyspraxia)	<input type="checkbox"/>
Physical impairment: (for example, wheelchair-user, cerebral palsy)	<input type="checkbox"/>
Sensory impairment – hearing impairment	<input type="checkbox"/>
Sensory impairment – visual impairment	<input type="checkbox"/>
Other: If none of the categories above apply to you, please specify the nature of your impairment.	<input type="checkbox"/>

## 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)	
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### 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	

## What happens now?

Please now return this application form to **Yorkhill Housing Association, 1271 Argyle Street, Glasgow, G3 8TH**. Alternatively you may scan and email this to [administration@yorkhillha.org](mailto:administration@yorkhillha.org).

**Please also provide two forms of ID with your application, including proof of your address. This may be from a Passport, Driving License, Council Tax or Utility Bill or other suitable forms of evidence.**

Your application will be processed by the Association's Housing Management Team. Our properties are allocated primarily on a need basis – those who are in most urgent need are awarded more points, and should receive an offer first. You will soon receive a letter detailing the number of points you have been awarded under our Allocations Policy.

Something to keep in mind is that we have a relatively small number of properties, and our turnover is often very small each year. For example in 2022/23 only 28 of our 462 homes became available to let.

The offers for each available property will be split among four groups:

- Homeless People (via Glasgow City Council referrals)
- Internal Tenants
- External Applicants
- Aspirational Moves

As such a very limited number of our applicants receive an offer of housing, and we generally advise applicants to widen their options as much as possible. Applicants may wish to apply to other housing associations in the local area in order to increase their chances of an offer:

HA Name	Address	Phone Number
Drumchapel Housing Co-operative	4 Kinclaven Avenue, Drumchapel, Glasgow, G15 7SP	0141 944 4902
Glasgow West Housing Association	5 Royal Crescent Glasgow, G3 7SL	0141 331 6650
Maryhill Housing Association	45 Garrioch Road Glasgow, G20 8RG	0141 946 2466
Partick Housing Association	10 Mansfield Street Glasgow, G11 5QP	0141 357 3773
Queens Cross Housing Association	45 Firhill Road Glasgow, G20 7BE	0141 945 3003
Whiteinch & Scotstoun Housing Association	1 Northinch Court Glasgow, G14 0UG	0141 959 2552
Yoker Housing Association	2310 Dumbarton Road Yoker, Glasgow, G14 0JS	0141 950 9050

More housing association contact details can be found at:

**[www.glasgow.gov.uk/article/19413/Housing-Associations](http://www.glasgow.gov.uk/article/19413/Housing-Associations)**