

# BIRMINGHAM CIVIC HOUSING ASSOCIATION LIMITED

## Housing Application Form

### Notes to help you

This form should only be used by applicants seeking to a Civic Property.

Reg No. 

Office Use Only
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Please write in **BLOCK CAPITALS** and tick the boxes that apply to you. Please read the questions carefully before you start to fill in the form, and answer them **IN FULL**.

If you have any difficulty in filling in this form, please ask for help.

Throughout the form "your partner" means your husband or wife or someone else who will be living with you as a joint tenant.

1. Your Details			
Mr/Mrs/Miss/Ms	First Name(s)	Surname	Date of Birth
Address			
Post Code:			
Daytime telephone number			
If you do not want us to contact you at work, do not give us a work number Email address			
2. Your Partner's Details			
Mr/Mrs/Miss/Ms	First Name(s)	Surname	Date of Birth
Address, <i>if different from above</i>			
Post Code:			
Daytime telephone number			
If you do not want us to contact you at work, do not give us a work number Email address			

**3. Birmingham Civic Housing Association Ltd. aims to treat all tenants fairly, regardless of their race, colour or ethnic origin. To help us make sure that this policy is fully carried out, and for no other reason, the following information is required.**

	You	Your Partner
To which racial group do you think that you and your partner belong?		
1 White – United Kingdom	<input type="checkbox"/>	<input type="checkbox"/>
2 White – Irish	<input type="checkbox"/>	<input type="checkbox"/>
3 White – Other (write in)	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
4 Indian	<input type="checkbox"/>	<input type="checkbox"/>
5 Kashmiri	<input type="checkbox"/>	<input type="checkbox"/>
6 Chinese	<input type="checkbox"/>	<input type="checkbox"/>
7 Black-Afro-Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
8 Black African	<input type="checkbox"/>	<input type="checkbox"/>
9 Black-Other (write in)	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
10 Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
11 Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
12 Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>
13 Other Ethnic Group (write in)	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>

**4. In your present home, are you**

Living with relatives       Staying at a friends home

**Or, are you or your partner**

An owner occupier       A local authority tenant

A Housing Association tenant       In housing tied to a job

Renting from a private landlord       Other (*please specify*) \_\_\_\_\_

Name and address of landlord

Date from which you first occupied this property

**5. How many people, including yourself and, if applicable, your partner, will be moving to a Civic property?**

Adults

Children

**6. Why are you applying to Civic?**

**7. Do you live in a**

House or bungalow

Hostel or hotel

Flat or maisonette

Number of storeys in block

Other (*please specify*)

**8. How many bedrooms are there in the property you are living in now?**

Please include all the bedrooms in the whole of the property you occupy now. If you live in a property divided into separate flats, please do not include bedrooms that are contained within other flats.

Bedsitter

One

Two

Three

Four or more

How many of these bedrooms can take a single bed, and how many a double?

Single

Double

How many of these bedrooms are available to you and those who will move with you?

Single

Double

**9. Do you share any of the following living facilities with anyone who will not be moving with you to a Civic property?**

Kitchen

Living Room

Bathroom

W.C.



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<b>12. Please give your employment / benefit details.</b>	
<b>a) You</b>	
Nature of employment / benefits	
Address of employer / benefit agency	
National Insurance Number	
Date started	Amount per

<b>12. Please give your employment / benefit details.</b>	
<b>b) Your partner</b>	
Nature of employment / benefits	
Address of employer / benefit agency	
National Insurance Number	
Date started	Amount per

<b>13. If you have any medical conditions or disabilities that you feel are relevant to your application please give details. Please give (approximate) date/s.</b>



**16. How many bedrooms do you need?**

Please write number

**17. Please indicate with a tick which of Civic's areas you would be most interested in moving to.**

Nechells	<input type="checkbox"/>	Bordesley Green	<input type="checkbox"/>	Small Heath	<input type="checkbox"/>	Aston	<input type="checkbox"/>
Handsworth	<input type="checkbox"/>	Lozells	<input type="checkbox"/>	Winson Green	<input type="checkbox"/>	Sparkbrook	<input type="checkbox"/>
Moseley	<input type="checkbox"/>	Kings Norton	<input type="checkbox"/>	Weoley Castle	<input type="checkbox"/>	Northfield	<input type="checkbox"/>

**18. What type of property would you prefer to move to? *You may tick more than one box***

House	<input type="checkbox"/>	It may be difficult to help you if you are only prepared to consider a house
Flat	<input type="checkbox"/>	NB. Civic do not have any multi-storey flats. All flats are situated on Ground, First or Second Floors

**19. Please give details of any other information which you believe is relevant to your application, or use this space for answers to previous questions which you did not have room for.**

**DECLARATIONS TO BE SIGNED BY THE HOUSING APPLICANT AND HIS/HER PARTNER**

To the best of my knowledge and belief the information I have entered on this form is true. I am aware that to give false information knowingly or recklessly may result in Civic cancelling this application or recovering possession of any tenancy that is granted to me.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

I have not been convicted nor had a notice of possession proceedings served upon me by any local authority or social provider, for reasons of anti-social behaviour, or for causing damage to the landlord's property.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

I have not had an injunction for nuisance nor an Anti Social Behaviour Order obtained against me or any member of my family.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

I do not have any unspent conviction, under the Rehabilitation of Offenders Act 1974, for an offence relating to the supplying of drugs.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**TO WHOM IT MAY CONCERN**

I hereby authorise you to release to Civic Housing Association Limited any information that assists them to trace my whereabouts if I vacate a Civic property leaving outstanding debts or damage.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**REFERENCES IN RESPECT OF PREVIOUS TENANCIES**

I agree to Civic seeking references in relation to previous tenancies I have held.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name of previous landlord \_\_\_\_\_

Address of previous landlord \_\_\_\_\_

Date of tenancy from \_\_\_\_\_ to \_\_\_\_\_

Name of previous landlord \_\_\_\_\_

Address of previous landlord \_\_\_\_\_

Date of tenancy from \_\_\_\_\_ to \_\_\_\_\_

**DATA PROTECTION ACT**

The information provided on this form will be held on computer and is subject to the provisions of the Data Protection Act 1998. This information will be treated in the strictest confidence in accordance with the Data protection act 1998. We will use the information as part of our Lettings Policy (to process your application), Housing Management Policies (to prevent or minimise anti-social behaviour or to prevent, minimise or recover rent arrears debts owed to the Association) or Housing Benefit queries (to prevent or detect fraud).

**Please return this form, after you have filled it in, to:**

**Birmingham Civic Housing Association Limited  
230 – 232 Wheelwright Road  
Erdington  
Birmingham B24 8EH**

**Office hours – Tuesday – Wednesday – Thursday 0930hrs to 1530hrs**

**Telephone Number: 0121 382 5105**

**If you need assistance completing this form ring for an appointment.**