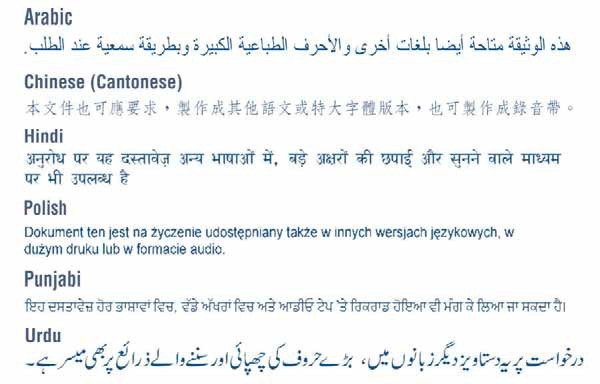


|  |  |
| --- | --- |
| **For Office Use Only** | |
| **Ref No:** |  |
| **Name:** |  |
| **Address:** |  |

**Housing Application Form**



This document is available in other formats such as audio tape, CD, Braille and in large print. It can also be made available in other languages on request. Please contact 01389 737000

**About the Application**

You can apply for housing with West Dunbartonshire Council by filling in this application. Please read our Housing Application Guide before you start to fill in this form. Please answer every question and give as much information so we can assess your application correctly.

**P**

This sign means that you have to give us proof of your answer. Page 14 of the form lists the types of proof that we need from you.

**Who can apply for housing?**

You can apply for housing if you are 16 or over. You can apply on your own or you can apply with other people. If you are looking for housing with a joint applicant and you don’t live together at the moment please fill in all the joint applicant questions.

**Help to complete the form**

We can assist you complete a housing application and provide information and advice on housing options. Our stock varies across areas and our application pack includes information on where and how many different property types we have. Stock information, application forms and copies of our Allocation Policy are also available on the Council’s website [www.west-dunbarton.gov.uk](http://www.west-dunbarton.gov.uk).

If you would like further information please contact the Council’s Contact Centre on 01389 738282 or contact our Allocation teams on the following numbers:

**Alexandria** **–** (01389) 737541 or text 07909890729

**Dumbarton** **–** (01389) 737544/7504

**Clydebank –** (0141) 951 7900/7906 or text 07747780572

Completed Application forms can be posted to:

**Housing Operations Team Alexandria –** Council Office, 17 Mitchell Way, Alexandria, G83 0LW

**Housing Operations Team Dumbarton –** Council Office, 16 Church Street, Dumbarton, G82 1QL

**Housing Operations Team Clydebank** **–** Council Office, Aurora House, Clydebank, G81 1TG

Or you can call into the Councils one stop shop at:

**Clydebank Town Centre Office,** 10 Sylvania Way South, Clydebank, G81 1EA

**Housing Operations Hub**, 17 Mitchell Way, Alexandria, G83 0LW

You can also email us at [allocations@west-dunbarton.gov.uk](mailto:allocations@west-dunbarton.gov.uk)

**We can also provide private interview facilities and translation services should this be required.**

**Data Protection Act 1998**

Information used on this form may be recorded on computers and used for other Local Authority purposes. The information is stored and used under the Data Protection Act 1998.

**Applicant details**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant Joint applicant** | | | | | | | | | | |
| **Title : Mr/Mrs/Ms/Miss** |  | | | | |  | | | | |
| **First name** |  | | | | |  | | | | |
| **Surname** |  | | | | |  | | | | |
| **Date of Birth** |  | | | | |  | | | | |
| **Sex: M/F** |  | | | | |  | | | | |
| **P**  **Address inc postcode** |  | | | | |  | | | | |
| **Tel No: Home/Mobile** |  | | | | |  | | | | |
| **Email Address** |  | | | | |  | | | | |
| **Address we can write to you**  **(if different from above)** |  | | | | |  | | | | |
| **How would you prefer us to contact you? e.g phone,email** |  | | | | |  | | | | |
| **National insurance number** |  | | | | |  | | | | |
| **Relationship to applicant** |  | | | | |  | | | | |
| **Please state your first language** |  | | | | |  | | | | |
| **If we contact you do you require an interpreter?** | | **Yes** |  | **No** |  |  | **Yes** |  | **No** |  |
| **Please** √ **tick if you require information in another format** | **Large print** | **Yes** |  | **No** |  | **Large print** | **Yes** |  | **No** |  |
| **Braille** | **Yes** |  | **No** |  | **Braille** | **Yes** |  | **No** |  |
| **Tape** | **Yes** |  | **No** |  | **Tape** | **Yes** |  | **No** |  |

**Asylum and Immigration**

**P**

For Non-UK Citizens,Under the terms of the Housing Scotland Act 2001 and the Asylum and Immigration Act 1999, West Dunbartonshire Council must establish whether a person qualifies for help with public funds. This includes any entitlement to housing.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you or anyone applying for housing a Non UK citizen under immigration control?** | **Yes** |  | **No** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are there conditions or limits to your permission to stay in the UK?** | **Yes** |  | **No** |  |
| If **Yes**, please give details | | | | |

**Management of Offenders (Scotland) Act 2005**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you or anyone to be housed with you, required to register with the Police under the Sex Offenders Act 1997 and Sexual Offences Act 2003?** | **Yes** |  | **No** |  |
| If **Yes**, you are obliged to provide details | | | | |

**Anti-Social Behaviour**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Has anyone ever taken action against you or anyone to be housed with you for anti-social behaviour? i.e. Police,Housing Association**  **or Private Landlord** | **Yes** |  | **No** |  |
| If **Yes**, was court action taken? | | | | |
| **Were you issued with a written warning, a notice of proceedings or any other formal notice in relation to your previous tenancy?** | **Yes** |  | **No** |  |
| **Are you or anyone applying with you subject to an Anti-Social Behaviour Order (ASBO) or been evicted for Anti-Social Behaviour?** | **Yes** |  | **No** |  |
| If **Yes**, please give details | | | | |

**Rent Arrears**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Have you, or anyone who will be housed with you, been evicted from a previous Housing Association or Local Authority tenancy because of rent arrears?** | **Yes** |  | **No** |  |
| If **Yes**, please provide details of the amount of arrears, the date you were evicted and the name of the landlord. | | | | |

**Relationships to staff and Elected Members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you, or anyone who will be housed with you, an** **employee of West Dunbartonshire Council, or related to a Councillor or employee of West Dunbartonshire Council?** | **Yes** |  | **No** |  |
| If **Yes**, please give details | | | | |

**Details of your present housing circumstances**

**Please state your main reasons for applying**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please**√ **tick one box for each applicant** | **Codes**  (office use only) | **Applicant** | **Joint Applicant** |
| **Need a smaller house** | UOC |  |  |
| **Need a bigger house** | OVC |  |  |
| **Moving in with partner** | MIP |  |  |
| **Leaving family home** | WOH |  |  |
| **End of lease** | EOL |  |  |
| **Eviction order** | EVO |  |  |
| **Losing tied accommodation** | LTA |  |  |
| **Granted leave to remain in country** | GLR |  |  |
| **To be closer to work** | EMP |  |  |
| **Medical reasons** | MED |  |  |
| **Relationship breakdown** | RBD |  |  |
| **To give or receive support** | SUP |  |  |
| **Want a different house type** | TYP |  |  |
| **Homeless** | HOM |  |  |
| **Want to move to WDC area** | WDC |  |  |
| **Other, Please specify** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ARE YOU HOMELESS OR COULD BE HOMELESS IN THE NEXT 2 MONTHS?** | | | | |
| **1. Have you currently applied to the Homeless Section?** | **Yes** |  | **No** |  |
| **2. Will you be Homeless within the next 2 months?** | **Yes** |  | **No** |  |
| **If you have answered Yes to question 2, you will be referred to our**  **Housing Options and Prevention Team** | | | | |

**Which box best describes your present housing situation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please**√ **tick one box for each applicant** | **Codes**  (office use only) | **Applicant** | **Joint Applicant** |
| **Living with parents** | LWP |  |  |
| **In bed & breakfast accommodation** | BB |  |  |
| **Owner occupier** | OOC |  |  |
| **WDC Council tenant** | WDC |  |  |
| **Tenant of another Council** | LAT |  |  |
| **Private let** | PSL |  |  |
| **Living with friends/family** | LOD |  |  |
| **In a tied accommodation** | WTT |  |  |
| **Housing Association tenant outwith WDC area** | HAS |  |  |
| **Housing Association tenant within WDC** | WDA |  |  |
| **In prison** | PRI |  |  |
| **Homeless, no fixed abode** | NFA |  |  |
| **Hostel, refuge/institution** | HRI |  |  |
| **Living in a caravan** | CDW |  |  |

**How long have you lived at this address?**

|  |  |  |
| --- | --- | --- |
| **Please complete for each applicant** | **Applicant** | **Joint Applicant** |
| **Date from?** |  |  |

**What type of property do you live in now?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please**√ **tick one box for each applicant** | **code** | **A** | **J/A** |  | **code** | **A** | **J/A** |
| Detached House | DH |  |  | Lower four in block | LF |  |  |
| Semi Detached House | SD |  |  | Upper four in block | UF |  |  |
| End Terraced House | ET |  |  | Maisonette lower | ML |  |  |
| Detached Bungalow | DB |  |  | Maisonette Upper | MU |  |  |
| Semi Bungalow | SBU |  |  | Sheltered house lower | SL |  |  |
| End Bungalow | EBU |  |  | Sheltered house upper | SU |  |  |
| Mid Bungalow | MBU |  |  | Ground floor MSF | MSG |  |  |
| Ground floor flat in close | TFL |  |  | 1-5 floor MSF | MSL |  |  |
| 1st floor flat in close | TFM |  |  | 6-10 floor MSF | MSM |  |  |
| 2nd/3rd floor flat in close | TFU |  |  | 11 floor & above MSF | MSU |  |  |
| One apartment flat | OAF |  |  | Mini Multi lower | MML |  |  |
| Bedsit | BST |  |  | Mini Multi middle | MMM |  |  |
| Gypsy Travellers site | GTS |  |  | Mini Multi upper | MMU |  |  |
| Upper duplex flat | DFU |  |  | Lower Multi sheltered | LMS |  |  |
| Lower duplex flat | DGF |  |  | Middle Multi sheltered | MMS |  |  |
| No settled accommodation | NFA |  |  | Upper Multi sheltered | UMS |  |  |

**If you are a tenant of a private landlord or housing association, please tell us the name, address and contact number of your landlord.**

|  |  |  |
| --- | --- | --- |
| **Please complete for each applicant** | **Applicant** | **Joint Applicant** |
| **Current Landlords address and contact number** |  |  |

**P**

**If you live in a tied tenancy when do you have to leave?**

|  |  |  |
| --- | --- | --- |
| **Please complete for each applicant** | **Applicant** | **Joint Applicant** |
| **Date you have to leave** |  |  |

**P**

**Are you leaving the Armed Forces?** Yes No

|  |  |  |
| --- | --- | --- |
| **Please complete for each applicant** | **Applicant** | **Joint Applicant** |
| **Date of discharge** |  |  |

**Use of bedrooms in your current address**

|  |  |  |
| --- | --- | --- |
| **Please complete for each applicant** | **Applicant** | **Joint Applicant** |
| **How many bedrooms are there in your current property?** | Total \_\_\_\_\_ | Total \_\_\_\_\_ |
| **How many bedrooms does your current household have use of?** | Total \_\_\_\_\_ | Total \_\_\_\_\_ |

**Please list all of the people living with you (the main applicant) now and where they sleep**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name** | **Sex** | **Date of**  **Birth** | **Relationship**  **to you** | **Bedroom**  **use** |
|  |  |  | Applicant |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**if joint applicant resides at a different address Please list all of the people living with joint applicant now and where they sleep**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name** | **Sex** | **Date of**  **Birth** | **Relationship**  **to you** | **Bedroom**  **use** |
|  |  |  | Joint Applicant |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Please list all of the people to be housed with you as part of this application**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Sex** | **Date of**  **Birth** | **Relationship** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**P**

**Is anyone on your application expecting a baby?** Yes No

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Expected due date | \_\_\_\_/\_\_\_\_/\_\_\_\_ |

**Do you, or anyone to be housed with you, have access arrangements for**

**P**

**dependent children?** Yes No

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Sex** | **Date of Birth** | **Permanent address** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Number of Nights** |  |

**How often do they stay overnight?**

**P**

**Are any children who are to be housed with you physically**

**disabled and do they require their own bedroom?**

|  |  |
| --- | --- |
| If yes, please name them |  |

**How many bedrooms would you prefer** Total number

**(Refer to Application guidance for eligibility criteria)**

**Does your, or the joint applicants, accommodation lack facilities?**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Applicant** | | | | **Joint Applicant** | | | |
| **Cooking** | Yes |  | No |  | Yes |  | No |  |
| **Bath/shower** | Yes |  | No |  | Yes |  | No |  |

**Do you, or the joint applicant, currently share facilities with anyone other than the people being housed with you?**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Applicant** | | | | **Joint Applicant** | | | |
| **Cooking** | Yes |  | No |  | Yes |  | No |  |
| **Bath/shower** | Yes |  | No |  | Yes |  | No |  |

**Do you, or anyone to be housed with you, have an assistance dog?** (guide or hearing dog)

Yes No

|  |  |
| --- | --- |
| If yes, please name them |  |

Applicants with non assistance dogs will not be offered multi storey properties

**Are you applying to move house from one** **town within the WDC area to another or moving from outwith WDC to be nearer a family member/social network to give or receive support?**

Yes No

**P**

Please provide details of who will be supporting you or conversely who you will be supporting

|  |  |
| --- | --- |
| **Name & Address** | **Reasons for giving or receiving support** |
|  |  |

**Are you, or anyone to be housed with you, applying for housing to** **be** **closer to your place of work?**

**P**

Yes No

If yes, please provide details of your place of work including current distance

|  |  |
| --- | --- |
| **Name & Address of your Employer including postcode** | **Please tell us how far away you live from your workplace (must be 30 miles away to qualify)** |
|  | Number of Miles \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Do you or anyone who is to be housed with you have a disability or a** Yes No

**medical condition which is made worse by your present housing situation?**

**If yes, a separate medical assessment form can be requested**

**Do you, or anyone to be housed with you have an Occupational Therapist, Social Worker**

**or other worker?**

Yes No

**If yes, please tell us their name and contact details and why you have involvement with these services**?

**Do you feel you need extra help to cope with a home of your own?**

None at all Some advice & assistance Long-term support

**Postponing this Application**

If you do not want to be considered for a house straight away, we can put your application on hold. If so, please give a date from when you would like to be considered. Please note this option is not available to applicants with a medical award.

On hold

Until (date) Reason

**Housing Associations**

The Council has nomination agreements with local Housing Associations, where we are able to nominate applicants on our housing list for vacant properties that they may have.

If you are interested in being considered for a house or flat from a Housing Association **please tick √ the Housing Association(s)** you wish to be nominated to. See page 15 for contact details to apply direct.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Cube HA | 01 |  | Link HA | 06 |  | Dunbritton HA | 11 |  |
| Trafalgar HA | 02 |  | Bellsmyre HA | 07 |  | Faifley HA | 12 |  |
| Clydebank HA | 03 |  | Knowes HA | 08 |  | Bield HA | 13 |  |
| Cordale HA | 04 |  | Dalmuir Park HA | 09 |  | Cairn HA | 14 |  |
| Trust HA | 05 |  | Margaret Blackwood HA | 10 |  | Loretto HA | 15 |  |

**Accommodation History**

**Please list ALL previous addresses in the past 5 years**

(State Tenure: Lodger / living with Parents (L), Owner (O). If Tenant please advise if Housing

Association (HA) or private let (PL)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Previous**  **Addresses** | **Landlord Details** | **Date**  **From** | **Date**  **To** | **Reason for**  **leaving** | **Were you**  **the tenant** | **Tenure** |
|  |  |  |  |  | Yes/No |  |
|  |  |  |  |  | Yes/No |  |
|  |  |  |  |  | Yes/No |  |
|  |  |  |  |  | Yes/No |  |
|  |  |  |  |  | Yes/No |  |

**Please list ALL previous addresses in the past 5 years of any joint applicant/partner/anyone living in household over 16 years of age, if different from your own**

(State Tenure: Lodger / living with Parents (L), Owner (O). If Tenant please advise if Housing Association (HA) or private let (PL)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Previous**  **Addresses** | **Landlord Details** | **Date**  **From** | **Date**  **To** | **Reason for**  **leaving** | **Were you the tenant** | **Tenure** |
|  |  |  |  |  | Yes/No |  |
|  |  |  |  |  | Yes/No |  |
|  |  |  |  |  | Yes/No |  |
|  |  |  |  |  | Yes/No |  |
|  |  |  |  |  | Yes/No |  |
|  |  |  |  |  | Yes/No |  |

**Equal Opportunities**

In West Dunbartonshire Council we want to make sure that all our customers have equal and fair access to services. One of the ways we can do this is by monitoring who uses our services. We can then identify whether any particular group of people are being discriminated against in access to opportunities and services

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| White: Scottish | A01 |  | J01 |  |
| White: Other British | A02 |  | J02 |  |
| White: Irish | A03 |  | J03 |  |
| White: Other | A04 |  | J04 |  |
| Black, Black Scottish, Black British: African | A05 |  | J05 |  |
| Black, Black Scottish, Black British: Caribbean | A06 |  | J06 |  |
| Black, Black Scottish, Black British: Other | A07 |  | J07 |  |
| Asian, Asian Scottish, Asian British: Indian | A08 |  | J08 |  |
| Asian, Asian Scottish, Asian British: Pakistani | A09 |  | J09 |  |
| Asian, Asian Scottish, Asian British: Bangladeshi | A10 |  | J10 |  |
| Asian, Asian Scottish, Asian British: Chinese | A11 |  | J11 |  |
| Asian, Asian Scottish, Asian British: Other | A12 |  | J12 |  |
| Mixed | A13 |  | J13 |  |
| Gypsy/Traveller | A17 |  | J17 |  |
| Other | A14 |  | J14 |  |
| Refused Prefer not to say | A16 |  | J16 |  |

If you have ticked ‘other’ please specify Ethnicity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself disabled? **please tick** √ yes or no for both applicants and list any disabilities that apply. | **Applicant** | | **Joint Applicant** | |
| **Yes** | **No** | **Yes** | **No** |
| Physical impairment |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| What is your religion or belief? **please tick** √ for both applicants. | **Applicant** | **Joint**  **Applicant** |
| Christian |  |  |
| Muslim |  |  |
| Buddhist |  |  |
| Hindu |  |  |
| Jewish |  |  |
| Sikh |  |  |
| Prefer not to say |  |  |

|  |  |  |
| --- | --- | --- |
| What is your sexual orientation? **please tick** √ for both applicants | **Applicant** | **Joint**  **Applicant** |
| Bisexual |  |  |
| Gay/Lesbian |  |  |
| Heterosexual |  |  |
| Prefer not to say |  |  |

**Your Housing Choice within West Dunbartonshire Council**

**You can choose any AREA within WDC**. **Please tick √ box(es) for AREAS you would accept.**

**Clydebank**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| North Mountblow | C0001 |  | Central/Radnor Park | C0008 |  | Clydebank East | C0015 |  |
| Old Mountblow | C0002 |  | Old Parkhall | C0009 |  | Town Centre | C0016 |  |
| West Dalmuir | C0003 |  | North Kilbowie | C0010 |  | Village Centre \*\* | C0017 |  |
| Central/East Dalmuir | C0004 |  | Boquhanran | C0011 |  | Freelands \*\* | C0018 |  |
| North Drumry | C0005 |  | Old Whitecrook | C0012 |  | Faifley | C0019 |  |
| South Drumry | C0006 |  | Linnvale | C0013 |  | Duntocher | C0020 |  |
| East Kilbowie | C0007 |  | Central Whitecrook | C0014 |  | Hardgate | C0021 |  |

\*\* Village Centre and Freelands are located in Old Kilpatrick

**Dumbarton**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Westcliff | D0001 |  | Brucehill | D0009 |  | Old West Bridgend | D0017 |  |
| Castlehill-East | D0002 |  | West Bridgend (msf) | D0010 |  | Overburn | D0018 |  |
| Town Centre | D0003 |  | Park Crescent | D0011 |  | Doveholm | D0019 |  |
| Townend | D0004 |  | Gooseholm | D0012 |  | Glenside | D0020 |  |
| Willox Park-Sheltered | D0005 |  | Bellsmyre | D0013 |  | Silverton | D0021 |  |
| Garshake | D0006 |  | Bonhill Road/Crosslet | D0014 |  | Milton | D0022 |  |
| Dumbarton East | D0007 |  | Highmains | D0015 |  |  |  |  |
| Bowling | D0008 |  | Castlehill West | D0016 |  |  |  |  |

**Vale of Leven**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Old Bonhill | V0001 |  | O’Hare | V0009 |  | Allan Crescent | V0017 |  |
| Dalmonach | V0002 |  | Ladyton | V0010 |  | Burnbrae | V0018 |  |
| Haldane | V0003 |  | Braehead | V0011 |  | Tontine | V0019 |  |
| Alexandria | V0004 |  | Pappert | V0012 |  | Central Renton | V0020 |  |
| Jamestown | V0005 |  | Redburn | V0013 |  | Riverside Estate | V0021 |  |
| Tullichewan | V0006 |  | Levenvale | V0014 |  | Argyll Estate | V0022 |  |
| Dalvait | V0007 |  | Rosshead | V0015 |  |  |  |  |
| Gartocharn | V0008 |  | Milton Estate | V0016 |  |  |  |  |

|  |
| --- |
| **Please tell us of any particular Streets you do not want to be housed?** |
|  |

**Please tick √ box(es) for PROPERTY TYPES you would accept.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Semi detached house | SD |  | Gypsy Travellers site\* | GTS |  | Ground floor multi storey | MSG |  |
| End terrace house | ET |  | Lower duplex flat \*\* | DFG |  | 1-5th floor multi storey | MSL |  |
| Mid terrace house | MT |  | Upper duplex \*\* | DFU |  | 6-10 floor multi storey | MSM |  |
| Semi-bungalow | SBU |  | Person flat \*\* | PFL |  | 11th floor & above multi | MSU |  |
| End-bungalow | EBU |  | Person house \*\* | PTH |  | Mini multi lower\* | MML |  |
| Mid bungalow | MBU |  | Lower 4 in a block | LF |  | Mini multi middle\* | MMM |  |
| Ground floor flat (close) | TFL |  | Upper four in a block | UF |  | Mini multi upper\* | MMU |  |
| First floor flat (close) | TFM |  | Maisonette lower | ML |  | Lower multi sheltered | LMS |  |
| Second or higher (close) | TFU |  | Maisonette upper | MU |  | Middle multi sheltered | MMS |  |
| Sheltered housing lower | SL |  | Sheltered housing upper | SU |  | Upper multi sheltered | UMS |  |
| Bedsit (Dumbarton & Vale) | BST |  |  |  |  |  |  |  |

\* Property types in Dumbarton only \*\* Property types in Clydebank only

**Checklist and Declaration**

**P**

Where there is a sign we need you to provide information. The checklist below provides details of what we need. Please let us know if you are providing the information along with the form by ticking the relevant sections

|  |  |  |  |
| --- | --- | --- | --- |
| **Proof** | **Examples of items required** | **Included** | |
| **Yes** | **No** |
| Address/residency for everyone being housed | Proof of benefits eg JSA, Bank Statement, Driving licence |  |  |
| Tied Accommodation | Letter from Employer confirming date to leave |  |  |
| End of Private let | Valid Notice to Quit |  |  |
| Asylum/Immigration | Passport/Immigration Documentation |  |  |
| Underoccupation | Lease document/ Home Insurance |  |  |
| Pregnancy | Letter from GP, midwife or relevant document. Pregnancy record confirming expected due date |  |  |
| Proof of birth | Copy of birth certificate |  |  |
| Access to child/children | Letter from ex-partner, Lawyer or Social Work confirming shared access of 3 nights or more |  |  |
| Disabled child | DLA award letter |  |  |
| Leaving armed forces | Letter from Forces confirming leaving date or cessation certificate |  |  |
| Separation | Letter from ex-partner, lawyer |  |  |
| Proof of support | Letter from person you will be supporting or receiving support from |  |  |
| Incoming worker | Letter from Employer |  |  |

**Declaration**

• I/We declare that the information given on this form is correct

• I/We understand that if I/we have given false information our application will be suspended

• I/We may also lose any home you may have offered me/us

• I/We will tell the local Housing Office immediately if there is any change of circumstance

• I/We give permission for the Council to obtain any information they require from my/our present or previous landlord or other agencies

Signature of applicant Date

Signature of joint applicant Date

Signature of any members Date

of household over 16

**Other Housing Options**

**Community Based Housing Associations**

Bellsmyre Housing Association, 16 Merkins Avenue, Bellsmyre Tel: 01389 765179

Cordale Housing Association, 1 Redrow, Renton Tel: 01389 721216

Clydebank Housing Association, 77-83 Kilbowie Road, Clydebank Tel: 0141 941 1044

Dalmuir Park Housing Association, 631 Dumbarton Road, Clydebank Tel: 0141 952 2447

Dunbritton Housing Association, 1st Floor, 32 High Street, Dumbarton Tel: 01389 761486

Faifley Housing Association, SKYPOINT, Lennox Drive, Faifley Tel: 01389 877924

Knowes Housing Association, 10 Field Road, Faifley Tel: 01389 877752

Trafalgar Housing Association 430/a Dumbarton Road, Clydebank Tel: 0414 952 4676

**Specialist Housing Associations**

Bield Housing Association, 7 Eagle St,Glasgow Tel: 0141 270 7200

Lorretto Housing Association, 170 Crown Street, Glasgow Tel: 0141 420 7950

Trust Housing Association, 345 Govan Road, Glasgow Tel: 0141 227 1994

Margaret Blackwood Housing Ass, 1 Belses Garden, Cardonald Tel: 01410883 4477

Cairn Housing Association, 15 North Claremont Street, Glasgow Tel: 0141 353 1944

**National Housing Association**

Cube Housing Association, 70 Glenfinnan Road, Wyndford Tel: 0845 250 7966

Link Housing Association, Callendar Business Par, Falkirk Tel: 0845 1400100

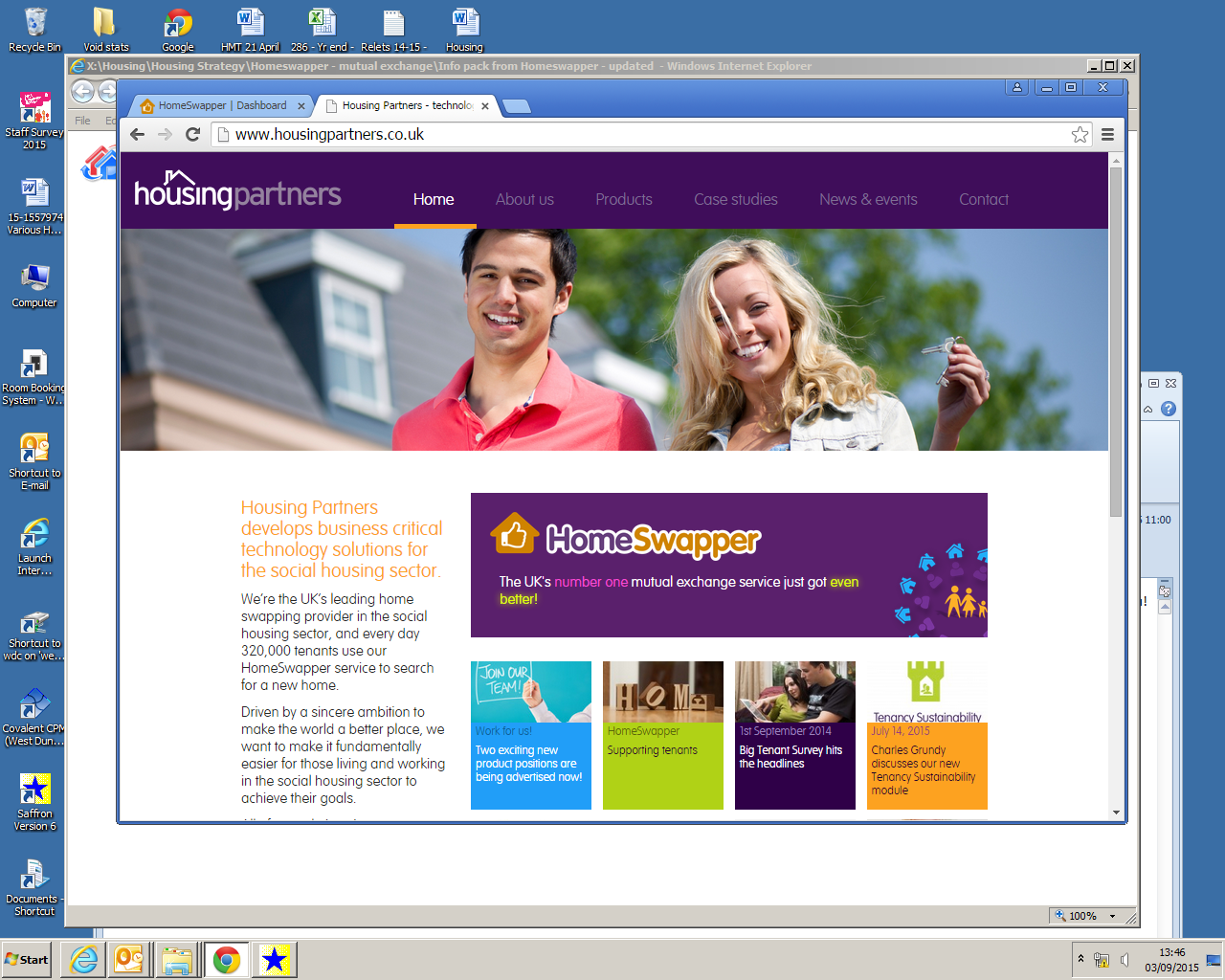


**Private Sector**

Homes to rent are available throughout the area from private landlords and letting agents and can be found in a number of ways such as local newspapers, online websites and through word of mouth.

West Dunbartonshire Council have a new, quick and easy way of finding private rented accommodation in the area. Visit [www.West.DunbartonshireHomefinder.co.uk](http://www.West.DunbartonshireHomefinder.co.uk) for available properties

and receive alerts about new properties that match your requirements. You can also get advice and information about renting accommodation including your rights as a tenant, what to look for when you view a property and how to stay safe in the home.



**Home**Swapper

WDC is pleased to announce that it has signed up to the UK’s leading mutual exchange service – **Home**Swapper. If you are a tenant you are able to use this service for FREE to help you find a new home.

A mutual exchange or swap not only offers you a better choice for finding a new home it is a quicker option than waiting for a move on our transfer list. Visit the website and find out more about **Home**Swapper at [www.HomeSwapper.co.uk](http://www.HomeSwapper.co.uk/) or ask a member of staff when you visit the Area Housing Office

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **For Office Use Only:** | | | | | | |
| **Date**  **Received:** |  | **Received**  **By:** | **Advice** |  | **Mail** |  |
| **Date Loaded:** |  | **Loaded**  **By:** |  | | | |
| **Date**  **Acknowledged:** |  | **Letter**  **Type:** |  | | | |
| **Homeless Case/Short Enquiry: Yes/No** | | | | | | |

**Office Use Only**

**Officer Comments/Verification attached:**

**Further verification checks to be carried out: Yes No**

**If no, reasons why:**

**Additional verification requested: Date Sent: Date Received:**

**Current Tenancy Address: Start Date: End Date:**

**Ref To: Date sent: Date received: Satisfactory Yes/No**

**Unsatisfactory tenancy reference received - discussed with Senior Yes/No**

**Arrears: Recharges: Arrangement made: Yes/No Maintained: Yes/No**

**Previous Tenancy Address: Start Date: End Date:**

**Ref To: Date sent: Date received: Satisfactory Yes/No**

**Unsatisfactory tenancy reference received - discussed with Senior Yes/No**

**Arrears: Recharges: Arrangement made: Yes/No Maintained: Yes/No**

**Nationality checked: Yes No NOPFROP checked: Yes No**

**ASBO spreadsheet checked: Yes No**

**Medical Application: Provided / Completed / NA**

**Staff Signature: Completed:**

**Application suspended: Yes No If yes reasons:**

**Application deferred: Yes No If yes reasons:**

**Authorised by: Date:**