

# Housing Application Form



Ferguslie Park Housing Association

## Instructions for Completion of this Form

Please ensure you answer every question on this form that applies to you and your circumstances. You should provide evidence that you reside at the address you give on the form, this can be a bank/building society statement, or any type of utility bill.

If you have any children as part of your moving group, you will be asked to provide evidence that you have custody of them, for example proof of receipt of child benefit.

Please ensure you provide the full address and telephone number of your current and/or previous landlords for the Association to obtain a Tenancy Reference.

## Checklist

Have you answered all the relevant questions?	<input type="checkbox"/>
Have you included the following information (if applicable)?	
Proof of Residence	<input type="checkbox"/>
Proof of receipt of Child Benefit	<input type="checkbox"/>
Proof of Pregnancy	<input type="checkbox"/>
Name, address and telephone number of current landlord	<input type="checkbox"/> (Page 3)
Name, address and telephone number of previous landlord(s)	<input type="checkbox"/> (Page 10)
Have you made your area selection?	<input type="checkbox"/> (Page 13)
Have you signed the form?	<input type="checkbox"/> (Page 14)
Tenancy Reference form completed	<input type="checkbox"/> (Page 15)

**Once complete, please return this form to:**

**Ferguslie Park Housing Association  
The Tannahill Centre  
76 Blackstoun Road  
Paisley  
PA3 1NT**

**If you require any help with this form, please call into the office at the above address, or alternatively telephone 0141 887 4053, or email [admin@fpha.org.uk](mailto:admin@fpha.org.uk)**

## SECTION 1 – PERSONAL AND FAMILY DETAILS

### Applicant's Details

Title: Mr/Mrs/Miss		Surname	
First & middle names			
Address you currently live at			
		Post Code	
Telephone Number Home		Work	
Email Address		Mobile	

Correspondence address (if different from above)

Current Landlord Address (			
Postcode		Phone Number	

Type of tenure (please tick)			
Council Tenant	<input type="checkbox"/>	Housing Association	<input type="checkbox"/>
Owner Occupier	<input type="checkbox"/>	Lodger	<input type="checkbox"/>
Living with friends/Family	<input type="checkbox"/>	Private Tenant	<input type="checkbox"/>
		Hostel	<input type="checkbox"/>

Are you subject to Immigration Control?      Yes       No

Do you have indefinite or exceptional permission to remain in the UK?      Yes       No

## SECTION 1 – HOUSEHOLD COMPOSITION

To allow the Association to determine what size of accommodation you will need, please provide details of ALL members of your family and household **who will be living with you in any property leased to you by the Association**. Please enter your own details in the first line.

Please indicate if you, or any member of your household is expecting a baby, by inserting 'Baby Expected' in the Name column and by inserting date of confinement in the Date of Birth column. Please also indicate which member of the household is expecting the baby.

Name	Date of Birth	Relationship	Current address, if different from applicants
		Applicant	

To allow the Association to determine whether you are currently overcrowded in your present accommodation, please list everyone else who **CURRENTLY RESIDES** with you at **present but who will NOT be moving with you**. Please state their relationship to you (e.g. mother, sister etc.)

Name	Date of Birth	Relationship	Date resident from

**SECTION 1 – JOINT APPLICANT PERSONAL AND FAMILY DETAILS**

**Joint Applicant's Details**

Title: Mr/Mrs/Miss		Surname	
First & middle names			
Permanent address			
			Post Code
Telephone Number Home		Work	
Email Address		Mobile	

Correspondence address (if different from above)

Current Landlord			
Postcode		Phone Number	

Type of tenure (please tick)			
Council Tenant	<input type="checkbox"/>	Housing Association Lodger	<input type="checkbox"/>
Private Tenant	<input type="checkbox"/>	Hostel	<input type="checkbox"/>
Owner Occupier	<input type="checkbox"/>		

Are you subject to Immigration Control?      Yes       No

Do you have indefinite or exceptional permission to remain in the UK?      Yes       No

**SECTION 1 – JOINT APPLICANT HOUSEHOLD COMPOSITION**

To allow the Association to determine what size of accommodation you will need, please provide details of **ALL** members of your family and household **who will be living with you in any property leased to you by the Association**. Please enter your own details in the first line.

Please indicate if you, or any member of your household is expecting a baby, by inserting 'Baby Expected' in the Name column and by inserting Expected date of Confinement in the Date of Birth column. Please also indicate which member of the household is expecting the baby.

Name	Date of Birth	Relationship	Current address, if different from applicants
		Joint Applicant	

To allow the Association to determine whether you are currently overcrowded in your present accommodation, please list everyone else who **CURRENTLY RESIDES** with you at **present but who will NOT be moving with you**. Please state their relationship to you (e.g. mother, sister etc.)

Name	Date of Birth	Relationship	Date resident from

**SECTION 1 – DECLARATION ABOUT ANTI-SOCIAL BEHAVIOUR AND CONFIDENTIAL DISCLOSURE**

**FAILURE TO COMPLETE THIS SECTION MAY PREVENT US FROM CONSIDERING YOUR APPLICATION FOR HOUSING. IF YOU ANSWER YES TO ANY OF THE QUESTIONS, PLEASE USE THE BOX AT THE BOTTOM OF THE PAGE TO PROVIDE FURTHER DETAILS INCLUDING ADDRESSES, DATES, LANDLORD CONTACT DETAILS.**

Have you, or a member of your household, ever been found guilty of the following offences or evicted from your property, or threatened with eviction on the following grounds: - Please tick where appropriate

Rent arrears Yes  No

Breach of tenancy conditions Yes  No

Conduct causing, or likely to cause a nuisance or annoyance to persons in the locality?

Yes  No

Conviction for using the property for an immoral or illegal activity?

Yes  No

Conviction for an arrestable offence committed in the property, or in the locality of the property?

Yes  No

A false statement which induced the landlord to grant the tenancy?

Yes  No

### SEX OFFENDERS

Do you, any member of your household, the joint applicant or any member of their household appear on the Sex Offenders register?

Yes  No

If you answered Yes above, what is the name of the person on the register?

Please give the expiry date of the register entry

**Please provide more details here:**

### SECTION 2 – PRESENT ACCOMMODATION

How long have you lived in your present accommodation?

yrs

months

Please indicate which of the following types best describes the accommodation you currently occupy:

Own door flat

Tenement flat

High rise flat                       Maisonette   
 House                                       Bungalow   
 Bedsit                       Hotel/Bed & Breakfast   
 Hostel                                       NFA

Other (please specify)

If you are in a flat, which floor do you live on?

How many bedrooms in your present home? 

Double bedrooms:
Single bedrooms:

If you have to share any of the following with another family. Please tick the box(es)

Kitchen  Bathroom/Shower Room   
 Toilet  Living Room

If the property where you live does not have any of the following please tick the box(es)

Separate Kitchen  Wash Hand Basin/sink   
 Separate Living Room  Piped Water Supply   
 Inside Toilet  Hot Water   
 Bathroom/Shower Room  Mains Electricity

**SECTION 2 (cont'd) – PRESENT ACCOMMODATION**

Which type of heating does your property have?

Full Central Heating  Partial Central Heating   
 Single Heater(s)  No Heating

Does your accommodation have dampness?    Yes \*     No



Does your accommodation have structural defects?

Yes \*

No

Is there a current Closing/ Demolition/ Environmental Health Order?

Yes \*

No

If you answered YES to any of the above questions, please explain further below and provide written documentary evidence, e.g. letters from your Landlord, Environmental Health etc.

**SECTION 3 – PREVIOUS ACCOMMODATION**

Please list your previous place(s) of residence (excluding your present home) over the last 5 years. Please note that the Association will contact your previous landlord(s) to obtain a tenancy reference. Please complete this section even if you were living c/o or lodging.

**Applicants Details**

Address	From	To	Name & Address of Landlord/ Mortgagor
Please state reason for leaving the above property:			Were you the tenant:

Please state reason for leaving the above property:			Were you the tenant:
Please state reason for leaving the above property:			Were you the tenant:

**Joint Applicants Details**

Address	From	To	Name & Address of Landlord/ Mortgagor
Please state reason for leaving the above property:			Were you the tenant:
Please state reason for leaving the above property:			Were you the tenant:
Please state reason for leaving the above property:			Were you the tenant:

**SECTION 4 – REASONS FOR MOVING**

Please state why you are applying for housing accommodation from the Association


Have you been given notice that you must leave your present accommodation?

Yes  No

If YES, please give details including the reasons why you must leave, when you must leave, and whether notice was verbal or written. We will require proof of this.


If you claiming homelessness, have you visited the Housing Advice section of the Local Authority in which you are staying?

Yes \*  No

\* If **YES** please provide a copy of the decision letter awarded by Local Authority.

Do you need to move to give/receive support? Yes  No

Please provide details of who will support you, or who you need to support. Please include their name, address, telephone number, and relationship to you. Please also describe the type and frequency of the support that will be given/received.


#### **SECTION 4 (cont'd) – REASONS FOR MOVING**

If you require to move property due to a health/mobility issue, please give details below:

--

If you require an extra bedroom, please state your reasons below, and provide written confirmation of any statements made if required.

--

If you are in receipt of Benefit relating to your health/mobility condition, please tick what benefit you receive:

Disability Living Allowance (Mobility)

  
  

High Rate  
Middle Rate  
Low

Disability Living Allowance (Care)

  

High Rate  
Low

Incapacity Benefit / ESA

## SECTION 5 - MONITORING - DISABILITY

Do you consider yourself to have a disability? By this we mean a condition which has a long term and substantial effect on your ability to carry out normal day to day activities.

Yes  No

If YES, is it:

Physical

Mental ill Health

Learning Disability

Visual Impairment

Hearing Impairment

## SECTION 5 – Equal Opportunities Monitoring

Ferguslie Park Housing Association strives to ensure that no person receives any less favourable treatment than another.

The following questions will assist with monitoring this policy. The information you provide is strictly private and confidential. Providing an answer to these questions will neither benefit nor disadvantage your housing application.

1. Do you consider yourself to have a disability?  Yes  No

2. How would you describe your ethnic origin?

White

 Scottish  
 Other British  
 Irish Gypsy/Traveller  
 Polish

Any other white background - please specify

Mixed or multiple ethnic background

Asian, Asian Scottish, Asian British

<input type="checkbox"/>	Indian
<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	Bangladeshi

Chinese

Any other Asian background - please specify

Black, Black Scottish, Black British

<input type="checkbox"/>	Caribbean
<input type="checkbox"/>	African

Any other black background, please specify

Other ethnic background

Arab, Arab Scottish, or Arab British

Any other group - please specify

## SECTION 6 - HOUSING REQUIREMENTS

What type(s) of accommodation would you consider?

(\* Please note that bungalow accommodation will normally only be allocated to the applicants who have medical grounds for ground floor accommodation.)

Flat (Tenement)

Flat (Own Door)

\*Bungalow (Amenity)

House

Any

What floor height would you consider?

Ground

First

Second

Third

Any

What heating type(s) would you consider?

Electric

Gas

Any

**In which areas would you consider housing accommodation?**

**(Please note that limiting your choice to a particular street, may prolong your waiting time on the Housing List and may not have the type of property you require)**

**Candren North**

Includes the following:

Killoch Avenue

26A - 44B Candren

93A - 118 Blackstoun

**Candren South**

Includes the following:

99 - 145 B Candren Rd

216 - 236 Ferguslie Park Avenue

Park Lane

Ferguslie Park Crescent

Calder Road

**Dalskeith Central**

Includes the following:

30 - 78 Dalskeith Road

1 - 7 Glencoats Drive

**Dalskeith**

Includes the following:

Dalskeith Avenue

Dalskeith Crescent

Dalskeith Road

Barochan Crescent

Barochan Way

**Glencoats Drive**

Includes the following:

- 2 - 24 Glencoats Drive
- 11 - 29 Glencoats Drive
- 273 - 291 Glencoats Drive

**Ferguslie Park Avenue**

Includes the following:

- 53 - 85 Ferguslie Park Avenue
- 56 - 134 Ferguslie Park Avenue
- 137 - 209 Ferguslie Park Avenue
- 238a - 260 Ferguslie Park Avenue
- 272 - 276 Ferguslie Park Avenue
- 290 - 290c Ferguslie Park Avenue

**Westburn/Woodvale**

Includes the following:

- Westwood Gardens
- Westburn avenue
- Westpark Drive
- Woodvale Drive
- Fergus Avenue
- Fergus Drive
- Kirklea Gardens

**Central B & C**

Includes the following:

- Darkwood Crescent
- Bankfoot Road

**St Fergus ( Amenity)**

9-25 Oakridge Crescent

**SECTION 7 – DECLARATION**

**Relationship to Staff or Committee Members**

By law the Housing Association is required to keep a register of any offers of accommodation which are made to employees, committee members or their relatives.

Are you, or any member of your household related to a member of staff or committee member of Ferguslie Park Housing Association?

YES

NO

If YES, please give details:


I/We hereby certify that the information I/We have given in this application for is correct and complete, and I/We consent to the Housing Association making such enquiries as may be necessary in confirmation.

I/We understand that any false or misleading information, or information deliberately withheld, may result in the cancellation of my application, or in the Housing Association seeking repossession of any tenancy that may have been granted to me/us.

I/We undertake to give immediate notification of any change in my/our circumstances.

Signature:	Date:
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Signature:	Date:
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Signature:	Date:
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**Where a joint or multiple tenancy is applied for, all applicants must sign. Forms not signed will not be accepted.**

### **DATA PROTECTION STATEMENT**

We, Ferguslie Park Housing Association, will use the information provided together with other personal data you have supplied about yourself and your household in order to process your application for rehousing with us.

This information will also be used to create and manage any tenant (and associated rent account(s)) you may subsequently be awarded from us. We may from time to time need to disclose some information we hold about you and your household to relevant third parties e.g. Council departments. Government departments' etc.

We will ensure that all personal data is processed in accordance with the principles of the Data Protection Act 1998 and therefore that you agree to us keeping this information for these purposes. If you wish further information on this statement, please contact Ferguslie Park Housing Association.

### **TENANCY REFERENCE FORM**

Under the Associations' Allocation Policy references are usually required on current and/or former tenancies.

I/We agree to Ferguslie Park Housing Association requesting a reference/s on my/our current and/or previous tenancies, and I/We hereby authorise the release of such information as may be required in connection with my/our housing application.

Signature	Date
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Signature	Date
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**Please note in the case of joint tenancies both parties should sign.**

**If you want to keep up to date with the Associations Properties to Let, find out about how our Allocation Policy works, visit FPTV online or chat to others on our Forum please visit our Website at:**



**PROPERTY TYPES AVAILABLE IN FERGLIS**

HOUSE TYPE	HOUSE																H01
	APT/PERSON	2/2	3/3	3/4	4/4	4/5	4/6	5/6	5/7	5/8	6/7	6/8	APT				
Candren North				8	3				2				Candren North				
Candren South				20		14	5		2				Candren South				
Dalskeith (modernised)													Dalskeith (mod)				
Dalskeith	4	13	38	24	25	17	7	18				1	Dalskeith				
Glencoats Drive			4	7	2	8		4					Glencoats Drive				
Ferguslie Park Avenue			2	45	12	36	10	4	9				Ferguslie Park				
Westburn/Woodvale	1		78		28	24	2	2	5			1	Westburn/Woo				
Central B & C	8		4			9	2	2	2	2	8	1	Central B & C				

HOUSE TYPE	AMENITY BUNGALOW																H01
	APT/PERSON	2/2	3/3	3/4	4/4	4/5	4/6	5/6	5/7	5/8	6/7	6/8	APT				
Candren North	4												Candren North				
Candren South	3		2										Candren South				
Dalskeith (modernised)													Dalskeith (mod)				
Dalskeith	7	1	9	1									Dalskeith				
Glencoats Drive	4		2										Glencoats Drive				
Ferguslie Park Avenue		2				5							Ferguslie Park				
Westburn/Woodvale	9		1										Westburn/Woo				
Central B & C			2										Central B & C				

HOUSE TYPE	OWN DOOR FLATS																H01
	APT/PERSON	2/2	3/3	3/4	4/4	4/5	4/6	5/6	5/7	5/8	6/7	6/8	APT				
Candren North	10												Candren North				
Candren South	6	2											Candren South				
Dalskeith (modernised)			5				13						Dalskeith (mod)				
Dalskeith	15												Dalskeith				
Glencoats Drive	2												Glencoats Drive				
Ferguslie Park Avenue	7	2											Ferguslie Park				
Westburn/Woodvale	18	3	1										Westburn/Woo				
Central B & C													Central B & C				

**SLIE PARK**

JSE TYPE		WHEELCHAIR BUNGALOW									
PERSON	2/2	3/3	3/4	4/4	4/5	4/6	5/6	5/7	5/8	6/7	6/8
1											
(ernised)					1						
e											
Avenue	2			1				3			
dvale										1	

JSE TYPE		AMENITY FLAT									
PERSON	2/2	3/3	3/4	4/4	4/5	4/6	5/6	5/7	5/8	6/7	6/8
1	10										
(ernised)	8										
e											
Avenue	2										
dvale	26	3	5								

JSE TYPE		TENEMENT FLAT									
PERSON	2/2	3/3	3/4	4/4	4/5	4/6	5/6	5/7	5/8	6/7	6/8
1											
(ernised)	5	11	6			4					
e											
Avenue	12										
dvale											







































