

# LEICESTERSHIRE

## — Choice based lettings —

### Housing Application Form



# LEICESTERSHIRE

## — Choice based lettings —

Please complete all relevant sections of the form. An incomplete form will delay your registration.

If you would like this form in **large type** or any other format, please contact your local council housing services (contact information is on the back of this form).

If you would like the form in another language, go on-line at [www.leicestershire-homes.org.uk](http://www.leicestershire-homes.org.uk), click on your council name and then use Google Translate to help you fill in the on-line form. If you need help to get on-line, contact your council's housing services.

### The areas covered



*Please note: There is a separate choice based lettings service covering Leicester City.*

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Date stamp:	Office use: Registration No. <input type="text"/>
	New <input type="checkbox"/> Transfer <input type="checkbox"/>

**1. Personal details**  **proof needed**

	Main home seeker	Joint home seeker
Title Mr/Mrs/Ms/Miss	<input type="text"/>	<input type="text"/>
First name(s)	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>
Gender	<input type="text"/>	<input type="text"/>
National Insurance number (NI)	<input type="text"/>	<input type="text"/>
Relationship to main home seeker	<input type="text"/>	<input type="text"/>

**2. Equal opportunities**

We keep records of the ethnic origins, gender, sexual orientation, religious beliefs and disabilities of everyone applying for housing. This is to ensure that our housing service is provided on a fair and equal basis to all. Please tick the box which you feel best describes you.

<p><b>White</b></p> <table border="0"> <tr> <td>Main home seeker</td> <td>Joint home seeker</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>British</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Irish</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Other white background please state below</td> </tr> <tr> <td colspan="3"><input type="text"/></td> </tr> </table>	Main home seeker	Joint home seeker		<input type="checkbox"/>	<input type="checkbox"/>	British	<input type="checkbox"/>	<input type="checkbox"/>	Irish	<input type="checkbox"/>	<input type="checkbox"/>	Other white background please state below	<input type="text"/>			<p><b>Mixed</b></p> <table border="0"> <tr> <td>Main home seeker</td> <td>Joint home seeker</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>White &amp; black Caribbean</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>White &amp; black African</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>White &amp; Asian</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Other mixed background please state below</td> </tr> <tr> <td colspan="3"><input type="text"/></td> </tr> </table>	Main home seeker	Joint home seeker		<input type="checkbox"/>	<input type="checkbox"/>	White & black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	White & black African	<input type="checkbox"/>	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>	<input type="checkbox"/>	Other mixed background please state below	<input type="text"/>			<p><b>Asian or Asian British</b></p> <table border="0"> <tr> <td>Main home seeker</td> <td>Joint home seeker</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Indian</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Pakistani</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Bangladeshi</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Other Asian background please state below</td> </tr> <tr> <td colspan="3"><input type="text"/></td> </tr> </table>	Main home seeker	Joint home seeker		<input type="checkbox"/>	<input type="checkbox"/>	Indian	<input type="checkbox"/>	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>	Other Asian background please state below	<input type="text"/>		
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### Transgender Status

Is your gender identity the same as assigned at birth?

	Main home seeker	Joint home seeker	Yes	Main home seeker	Joint home seeker	No	Main home seeker	Joint home seeker	Prefer not to answer
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

### Sexual Orientation

Main home seeker	Joint home seeker	Main home seeker	Joint home seeker	Main home seeker	Joint home seeker	Main home seeker	Joint home seeker
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heterosexual		Lesbian or gay		Bi-sexual		Prefer not to answer	

### Religion or Belief

Main home seeker	Joint home seeker	Main home seeker	Joint home seeker	Main home seeker	Joint home seeker	Main home seeker	Joint home seeker	Main home seeker	Joint home seeker
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christian		Muslim		Buddhist		Hindu		Sikh	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jewish		Other state				No religion or belief		Prefer not to answer	

### Disability

Do you, or anyone in your household, have any form of significant physical disability?  Yes  No

Do you, or anyone in your household have any learning disability?  Yes  No

If **Yes**, please name them and briefly describe the disability

Name		Disability	
Name		Disability	

### 3. Your home address ✔ proof needed

	Main home seeker	Joint home seeker	Mailing address (if different)
House name / house or flat no.			
Street			
Town or village			
County			
Postcode			
Home tel no.			
Other tel no.			
Email			
Tick if you do <b>not</b> want us to contact you at this postal address	<input type="checkbox"/>	<input type="checkbox"/>	

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**4. Other household members**  **proof needed**

Please tell us about children and other household members who you want to live with you permanently.

First name	Surname	Date of birth	Gender	Relationship to main home seeker	Living with you now?
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>

Please continue on a separate sheet if there are more than five members of your household.

Please give the address of anyone above not living with you now.

Is anyone in your household pregnant?  **proof needed**  Yes  No

If **Yes** - Name of expectant mother

Date baby is due

**5. Eligibility**

Are you, or a joint home seeker, subject to immigration controls, for example, as an asylum seeker?  **proof needed**

**Main home seeker**

**Joint home seeker**

Yes  No

Yes  No

Have you, or a joint home seeker, been living abroad and returned to the UK, Republic of Ireland, the Channel Islands or the Isle of Man within the last 12 months?  **proof needed**

Yes  No

Yes  No

Are you, or any member of your household, related to any Councillor or employee of any of the councils shown on the cover to this form or to any board member or employee of any Housing Association with properties in Leicestershire?

Yes  No

If **Yes** please provide the following information - Their name/position/nature of the relationship to you

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Do you, or anyone who will live with you, have any \*unspent convictions or court orders against them?

Yes  No

*\* Please note: Under the Rehabilitation of Offenders Act 1974, after a certain period of time convictions (except for those listed below) become 'spent'. The length of time between the date of conviction and the date it becomes spent depends upon the type of sentence given and the age of the offender and may be extended if there are further convictions. Any convictions that are spent do not have to be disclosed on this application form.*

*Convictions that can never be spent are those for which there was a sentence of life imprisonment or a sentence of over 2½ years in prison or detention or youth custody or corrective training.*

Have you, or anyone who will live with you, been the subject of an Anti-Social Behaviour Order, Behaviour Contract or other restrictions?

Yes  No

Have you, or anyone who will live with you, had any other type of action taken against you to do with anti-social behaviour, criminal conviction or court orders?

Yes  No

If the answer is **Yes** to any of these questions, then please state who it was and give dates.

Name of person			
Date of court hearing etc			
Type of offence committed			
Sentence given or other action taken			

Have you, or anyone who will live with you, been convicted under the Sex Offenders Act 1997 or have their name on the Sex Offenders register?

Yes  No

### 6. Employment, income and savings

Which best describes your employment status? (please tick only **one** box each)

#### Main home seeker

<input type="checkbox"/> Working full-time	<input type="checkbox"/> Working part-time (at least 16 hours per week)	<input type="checkbox"/> Retired
<input type="checkbox"/> Job seeker	<input type="checkbox"/> Not seeking work at the moment	<input type="checkbox"/> Apprenticeship
<input type="checkbox"/> Training	<input type="checkbox"/> Full-time student	<input type="checkbox"/> Unable to work due to sickness/disability
<input type="checkbox"/> Other (please describe)	<input style="width: 100%;" type="text"/>	

#### Joint home seeker

<input type="checkbox"/> Working full-time	<input type="checkbox"/> Working part-time (at least 16 hours per week)	<input type="checkbox"/> Retired
<input type="checkbox"/> Job seeker	<input type="checkbox"/> Not seeking work at the moment	<input type="checkbox"/> Apprenticeship
<input type="checkbox"/> Training	<input type="checkbox"/> Full-time student	<input type="checkbox"/> Unable to work due to sickness/disability
<input type="checkbox"/> Other (please describe)	<input style="width: 100%;" type="text"/>	



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### 7. Local connections

Applicants with a local connection will normally be given preference over those from further away. You may be asked to provide further proof.

Please tick **all the boxes that apply**, to show the connection that you or your partner, have with the council districts of Leicestershire. If you are not sure look at the separate area choice list or map on the inside cover.

	Blaby	Charnwood	Harborough	Hinckley & Bosworth	Melton	North West Leicestershire	Oadby & Wigston
I/we live in the District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I/we previously lived in the District for at least 6 out of the last 12 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I/we previously lived in the District for 3 out of the last 5 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I/we are permanently employed in the District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I/we have close relatives who have lived in the District for the last 5 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other special circumstances please state:

Close relatives are normally defined as parents, adult children, brothers and sisters. Please provide further details below, including names, addresses, relationship and dates.

### Village connections ✔ proof needed

Some of the properties advertised will be reserved for people who have a strong connection with a town, village or parish.

Does this apply to you? Yes  No

If **Yes**, please list below any villages in Leicestershire where you have a strong connection and use the table below to show us the type of connection.

Village 1	Village 2	Village 3	
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Please tick those that apply and fill in the relevant time periods

	First Village	Second Village	Third Village
I live in this village	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How long have you lived there? (years/months)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
I have permanent work in this village	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was born in this village or lived there previously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How long did you live there? (years/months)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

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	First Village	Second Village	Third Village
I have close relatives who live in this village	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How long have they lived there? (years/months)	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
I need to move to this village to give or receive care and support. (Please give the person's name)	<input type="checkbox"/> <input style="width: 80%;" type="text"/>	<input type="checkbox"/> <input style="width: 80%;" type="text"/>	<input type="checkbox"/> <input style="width: 80%;" type="text"/>

Please provide further details, including dates, employer's name and the names and addresses of close relatives. Close relatives for the purpose of village connections are defined as parents, children, brothers, sisters and in some cases grandparents or grandchildren.

### 8. Separated parents

This section is for completion by separated parents only.

Are you the parent or guardian of any children who stay with you for 2 or more nights per week? Do not include children who live with you all the time.

Yes     No

If these children do not stay overnight with you now, would they do so if you had more room?

Yes     No

If you can answer 'Yes' to both questions, please provide the following information.

Child's name	Date of birth	Male/female	Relationship to you

Describe the access arrangements - written confirmation is required.

Please note: We will need to verify this information. ✔ proof needed

Please give details of the parent who has the main responsibility for the children (ie. the one who receives the Child Benefit and any Child Tax Credits).

Name and address of school(s) attended by these children.

Name	
Address	
Tel no.	

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### 9. About your home

Which one of the following best describes your situation? (please tick one box)

#### Main home seeker

Renting from a council or housing association in the Leicestershire area (see map on inside cover)  
Please give the name of the council or housing association :

Renting from a council or housing association in Leicester City or outside Leicestershire

Owner occupier   
  Privately renting   
  Living with family   
  Staying with friends  
 Residential care home   
  Tied home or renting with job   
  Temporary accommodation provided by the council  
 Living in a hostel   
  In prison   
  In hospital   
  In armed forces accommodation  
 Completely homeless   
  Other (please give details)

#### Joint home seeker

Renting from a council or housing association in the Leicestershire area (see map on page 2)  
Please give the name of the council or housing association :

Renting from a council or housing association in Leicester City or outside Leicestershire

Owner occupier   
  Privately renting   
  Living with family   
  Staying with friends  
 Residential care home   
  Tied home or renting with job   
  Temporary accommodation provided by the council  
 Living in a hostel   
  In prison   
  In hospital   
  In armed forces accommodation  
 Completely homeless   
  Other (please give details)

If you rent from a landlord what is their name and contact details?

	Main home seeker	Joint home seeker
Name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Address	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Telephone no.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Email	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

We will contact your landlord to check whether your rent payments are up to date. If you do not want us to contact your landlord, you will need to give us a reason and provide evidence of your rent payments over the last six months.

	Main home seeker	Joint home seeker
How much is your monthly rent or mortgage?	£ <input style="width: 50%;" type="text"/> per month	£ <input style="width: 50%;" type="text"/> per month
Do you owe any rent or mortgage arrears?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>Yes</b> , how much do you owe?	£ <input style="width: 50%;" type="text"/>	£ <input style="width: 50%;" type="text"/>

**proof needed**

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What sort of property do you currently live in? Please tick

**Main home seeker**

<input type="checkbox"/> Bungalow	<input type="checkbox"/> Room in a shared house	<input type="checkbox"/> Flat	<input type="checkbox"/> Maisonette	<input type="checkbox"/> House
<input type="checkbox"/> Sheltered housing	<input type="checkbox"/> Mobile home	<input type="checkbox"/> Caravan	<input type="checkbox"/> Boat	<input type="checkbox"/> Hostel
<input type="checkbox"/> Bedsit/studio flat	<input type="checkbox"/> Other (please give details)			

If you live in a flat, maisonette or room, what floor level is it on?  Is there a lift?  Yes  No

**Joint home seeker**

<input type="checkbox"/> Bungalow	<input type="checkbox"/> Room in a shared house	<input type="checkbox"/> Flat	<input type="checkbox"/> Maisonette	<input type="checkbox"/> House
<input type="checkbox"/> Sheltered housing	<input type="checkbox"/> Mobile home	<input type="checkbox"/> Caravan	<input type="checkbox"/> Boat	<input type="checkbox"/> Hostel
<input type="checkbox"/> Bedsit/studio flat	<input type="checkbox"/> Other (please give details)			

If you live in a flat, maisonette or room, what floor level is it on?  Is there a lift?  Yes  No

How many bedrooms are there in your home? **Main home seeker**  **Joint home seeker**

Please name the people who sleep in each room used as a bedroom, including people who are not part of your household or family.

Bedroom 1	
Bedroom 2	
Bedroom 3	
Bedroom 4	
Lounge	
Any other room used as a bedroom	

Does your current home have the following facilities? (please tick)

**Main home seeker**

<input type="checkbox"/> Bathroom	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Inside toilet	<input type="checkbox"/> Hot water	<input type="checkbox"/> Heating system
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**Joint home seeker**

<input type="checkbox"/> Bathroom	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Inside toilet	<input type="checkbox"/> Hot water	<input type="checkbox"/> Heating system
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Do any of the following problems affect your home? (please tick)

**Main home seeker**

<input type="checkbox"/> Leaking roof	<input type="checkbox"/> Dampness	<input type="checkbox"/> Lack of drainage	<input type="checkbox"/> Dangerous electrical wiring
<input type="checkbox"/> Poor ventilation or natural light	<input type="checkbox"/> Badly rotting windows, doors, floors etc	<input type="checkbox"/> Structural problems	
<input type="checkbox"/> Other problem (please state)			

*Please note: We may need to visit to inspect the problem.*

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### Joint home seeker

<input type="checkbox"/> Leaking roof	<input type="checkbox"/> Dampness	<input type="checkbox"/> Lack of drainage
<input type="checkbox"/> Poor ventilation or natural light	<input type="checkbox"/> Badly rotting windows, doors, floors etc	<input type="checkbox"/> Structural problems
<input type="checkbox"/> Other problem (please state)		

*Please note: We may need to visit to inspect the problem.*

### Pets (Please note: Cats and dogs and other large pets may not be allowed in some flats or sheltered housing)

Tick if you only want to be considered for properties where pets are allowed.

How many cats or dogs (or other large animals) will be moving with you?

Cats  
  Dogs  
  Other (Please State)

### 10. Previous addresses

Have you, or any joint home seeker, lived at your current address(es) for the last six years?  Yes  No

If **No** please give details of the other addresses where you have lived over the last six years.

Date from	Date to	Address & postcode	Type of tenure e.g rented,owner	If rented, name of landlord	Reason for leaving	Main or Joint home seeker

*Continue on a separate sheet if necessary.*

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### 11. Why do you want to move?

Please tick **any** boxes that are relevant to you.

	Main home seeker	Joint home seeker		Main home seeker	Joint home seeker
Cannot afford current rent/mortgage	<input type="checkbox"/>	<input type="checkbox"/>	Homeless now or at risk of becoming homeless	<input type="checkbox"/>	<input type="checkbox"/>
Property is overcrowded	<input type="checkbox"/>	<input type="checkbox"/>	To be nearer to a job	<input type="checkbox"/>	<input type="checkbox"/>
Property is too big for our needs	<input type="checkbox"/>	<input type="checkbox"/>	To escape violence or harassment	<input type="checkbox"/>	<input type="checkbox"/>
Property is in a very poor condition	<input type="checkbox"/>	<input type="checkbox"/>	To give/receive support	<input type="checkbox"/>	<input type="checkbox"/>
Relationship breakdown	<input type="checkbox"/>	<input type="checkbox"/>	Want long term affordable housing	<input type="checkbox"/>	<input type="checkbox"/>
Want own home	<input type="checkbox"/>	<input type="checkbox"/>	To be nearer to a school or college	<input type="checkbox"/>	<input type="checkbox"/>
Cannot manage steps or stairs	<input type="checkbox"/>	<input type="checkbox"/>	Want to be in sheltered housing	<input type="checkbox"/>	<input type="checkbox"/>
For medical reasons	<input type="checkbox"/>	<input type="checkbox"/>	Need housing with care provided	<input type="checkbox"/>	<input type="checkbox"/>
End of assured shorthold tenancy	<input type="checkbox"/>	<input type="checkbox"/>	Leaving prison	<input type="checkbox"/>	<input type="checkbox"/>
Being evicted from my home	<input type="checkbox"/>	<input type="checkbox"/>	Leaving care or foster care	<input type="checkbox"/>	<input type="checkbox"/>
Eviction date <input style="width: 150px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leaving supported housing	<input type="checkbox"/>	<input type="checkbox"/>
End of tied accommodation	<input type="checkbox"/>	<input type="checkbox"/>	Other (please state): <input style="width: 250px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

My existing home is affecting my physical health or the health of a member of my household?  Yes  No

My existing home is affecting my mental health or the mental health of a member of my household?  Yes  No

Someone in my household has difficulty climbing steps or stairs, or has a disability which affects their mobility in the home  Yes  No

I, or someone in my household has a support worker (e.g. probation officer, social worker, community nurse, occupational therapist etc)  Yes  No

If **Yes**, please provide these details for each support worker:

Name			
Job title			
Organisation			
Address			
Telephone no.			
Household member supported			
Type of support given			

*Please note: We are likely to contact the person or people listed.*

Has a care needs assessment been carried out by social services?  Yes  No

## LEICESTERSHIRE

— Choice based lettings —

Please use this space to explain in more detail about your housing situation and why you want to be rehoused.

*Continue on a separate sheet if necessary.*

### 12. Where you want to move to

Please select the council district where you would most like to live and name three towns or villages which you would prefer. Select the names from the maps and lists accompanying this form. This information is for monitoring purposes only. **Please note you will not be restricted to applying for properties in only these areas.**

Your preferred district: (please tick)

<input type="checkbox"/> Blaby	<input type="checkbox"/> Charnwood	<input type="checkbox"/> Harborough	<input type="checkbox"/> Hinckley and Bosworth
<input type="checkbox"/> Melton	<input type="checkbox"/> Oadby and Wigston	<input type="checkbox"/> North West Leicestershire	

Your preferred towns or villages:

Village 1		Village 2	
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### 13. Helping you stay in your current home

If you are already homeless, or at risk of becoming homeless in the near future, we may be able to help you sort out your problems or arrange a move to other suitable accommodation.

Do your personal circumstances make it difficult for you to find accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you are in danger of losing your home, can we contact you to discuss how we can help? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have financial problems that affect your ability to pay for housing? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### 14. Other housing options

There are other housing options you can consider apart from renting from a council or housing association. Please tick those that interest you.

Lodgings/Sharing accommodation <input type="checkbox"/>	Low cost home ownership schemes, including HomeBuy and shared ownership <input type="checkbox"/>
If you are a current council or housing association tenant, are you interested in the possibility of doing an exchange? <input type="checkbox"/>	<b>Please tick here if you are <u>only</u> joining the register for low cost home ownership schemes.</b> <input type="checkbox"/>
Private renting and *intermediate renting <input type="checkbox"/>	

\*Intermediate renting is an Assured Shorthold Tenancy with a housing association let on a rent which is usually below the full market rent.

**LEICESTERSHIRE**  
 — Choice based lettings —

**15. Replying to property adverts**

Do you have access to the internet?

Yes  No

Do you have any special needs that would make it difficult for you to search for and select available properties?

Yes  No

*(See the guidance leaflet for ways in which properties are advertised)*

If **Yes** please state what your needs are. For example, you may be visually impaired, or have difficulty reading or writing.

**16. Proofs needed** (please tick boxes to show which proofs you have included)

**EVERYONE** will need to provide:

**and**

**Proof of identity**  
 Photo ID such as driving licence, passport bus pass or worker registration card. Birth certificate will be accepted if no photo ID available.

**Proof of address**  
 Utility bill (eg. gas, electric, council tax, telephone) or bank statement within the last three months.

If you answer any question which says  **proof needed** further supporting documents will be required. These are:

**Income**  
 2x monthly or 5x weekly wageslips (most recent), proof of benefits (showing amount received), if self-employed the last year's previous accounts. Bank statements will also be accepted.

**Children**  
 Copy of child benefit payment or child tax credits, access agreement signed by the other parent/guardian, court order.

**Pregnancy**  
 Copy of NHS confirmation of expected due date.

**Immigration status**  
 Letter from the Immigration Directorate, visa, passport.

**Ownership of residential property**  
 Estate Agent's valuation and mortgage statement.

**Savings and Investments (all accounts)**  
 Last 2 months bank statements for current account, annual statements for ISA, Bonds, Annuities etc. Completion statement if sold a property within the last 12 months.

**Village Connections**  
 Further details may be requested depending upon individual circumstances.

Photocopies of the original documents are accepted. We cannot accept responsibility for the loss of any original documents sent through the post.

**IMPORTANT: IF YOU DO NOT ENCLOSE COPIES OF THE PROOFS NEEDED OR COMPLETE ALL RELEVANT SECTIONS, YOUR APPLICATION WILL NOT BE PROCESSED.**

**Please turn over and sign the declaration on the back before returning the form.**

## LEICESTERSHIRE

— Choice based lettings —

### 17. Declaration

Where there are joint home seekers, both must sign.

**Before signing, please check that you have completed all the sections of the form that apply to you.**

#### 1. General

I confirm that the details I have given on this form are true and that I will tell you immediately about any changes in my circumstances. I understand that if I give any false information, my registration may be refused, any offers of tenancy may be withdrawn, or I may lose any tenancy I am granted.

#### 2. Status Checks

I understand that you will make all the necessary checks relating to this registration. This may include references and a credit check as well as confirmation of my address and previous housing debts. I agree to these checks being made. Without this consent your application will not be processed.

#### 3. Data protection

Your personal data is under the control of the Data Protection Officer at the Council holding your application details. If you want to know what personal information we hold about you, please write to the Data Protection Officer at the council's main office. We will use

the information you give us to process your housing application to try and provide you with housing. If you are a tenant, we may also use it for housing management purposes. We may exchange your information with other social housing organisations where necessary to assess this application. We may also share your information with statutory and voluntary bodies.

#### 4. Fraud prevention

The local authorities in this partnership are under a duty to protect the public funds they administer and are required under Section 6 of the Audit Commission Act 1998 to participate in national data matching exercises. These include the matching of data in respect of housing rents. To this end each authority may use the information held in respect of tenancy details within that authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

I have read and understood the information above and give permission for any enquiries to be made that may be necessary to assess my housing application and to share information with other organisations for this purpose.

Main home seeker signature
Date

Joint home seeker signature
Date

**Please return this form to the council covering the area where you want to live (see map on inside cover). You need only send one completed form to be considered for housing across the whole of the Leicestershire choice based lettings area.**

*Leicester City is not part of this service and has its own registration form.*

### Leicestershire Choice Based Lettings - councils contact details:

#### Blaby District Council

Housing Options Team • Council Offices • Desford Road •  
Narborough • Leicester LE19 2EP **Tel** 0116 272 7770

#### Charnwood Borough Council

Housing Needs • Council Offices • Southfields Road •  
Loughborough LE11 2TT **Tel** 01509 634567

**Email** [housing@charnwood.gov.uk](mailto:housing@charnwood.gov.uk)

#### Harborough District Council

Harborough Home Search  
Council Offices • Adam and Eve Street • Market Harborough  
Leicestershire LE16 7AG **Tel** 01858 82 82 82

**Email** [hhs@harborough.gov.uk](mailto:hhs@harborough.gov.uk)

#### Hinckley and Bosworth Borough Council

Customer Services • Council Offices • Argents Mead • Hinckley  
• Leicestershire LE10 1BZ **Tel** 01455 238141

**Email** [customer.services@hinckley-bosworth.gov.uk](mailto:customer.services@hinckley-bosworth.gov.uk)

#### Melton Borough Council

Housing Options Team • Council Offices • Nottingham Road •  
Melton Mowbray • Leicestershire LE13 0UL  
Customer Services **Tel** 01664 502502

**Email** [customerservices@melton.gov.uk](mailto:customerservices@melton.gov.uk)

#### North West Leicestershire District Council

Housing Advice Team • Council Offices • Whitwick Road •  
Coalville • Leicester LE67 3FJ  
Freephone No 0800 183 0357

**Email** [housing.advice@nwleicestershire.gov.uk](mailto:housing.advice@nwleicestershire.gov.uk)

#### Oadby and Wigston Borough Council

Customer Services • Council Offices • Station Road • Wigston •  
Leicestershire LE18 2DR

**Tel** 0116 288 8961