

HOUSING APPLICATION FORM



Dalmuir Park
Housing Association

631 Dumbarton Road, Dalmuir, Clydebank, G81 4EU Telephone 0141-952-2447
Web www.dpha.org E-mail admin@dpha.org

| FOR OFFICE USE | | CATEGORY | POINTS |
|-------------------|---------------------|----------|--------|
| APPLICATION DATE: | POINTS: | | |
| REFERENCE: | POINTED BY: | | |
| APARTMENT SIZE: | CHECKED BY: | | |
| TIME IN NEED: | OFFERS, VISITS ETC: | TOTAL | |

Dalmuir Park Housing Association operates a points system when allocating houses. This means each applications circumstances are taken into account. Points are awarded by housing need. See allocations policy for details.

The association operates a waiting list but will consider applicants whose points are above a certain level. This will vary from time to time. It is extremely important that you fill in this form accurately and in full. This information will determine you position on our waiting list. The Association also accepts nominations from west Dunbartonshire Council. Please contact the councils Allocations section who may consider this.

If you have any problems completing this form please ask to speak to one of our housing officers who will be happy to help you with any problems that you may have.

ڈالمیور پارک ہاؤسنگ ایسوسی ایشن کرایہ داروں کیلئے
رہنمائی کتابچہ

اگر آپ کو مزید معلومات درکار ہوں تو برائے مہربانی میئر ہیکلپاٹ ہل سے دفتر سے رابطہ قائم کریں۔ منترجم کی سہولت دستیاب ہے جس کا ضرورت کے مطابق بندوبست کرنے میں ہمیں خوشی محسوس ہوگی۔
ایسے نئے کرایہ داروں کے وہاں کرایہ دہری کے آغاز سے پہلے چھ ماہ کے عمر تک ہر مہینے ہلرا ہاؤسنگ آفسیر ایک منترجم کے ہمراہ جانے کا جن کو ایسی سہولت درکار ہو۔

“ڈالمیور پارک ہاؤسنگ ایسوسی ایشن کرایہ داروں کیلئے رہنمائی کتابچہ”

یہ کتابچہ ہاؤسنگ ایسوسی ایشن کے ہاؤسنگ آفسیر کے ذریعے کرایہ داروں کو فراہم کیا گیا ہے۔ اس کتابچہ میں ہاؤسنگ ایسوسی ایشن کے کرایہ داروں کے حقوق اور ذمہ داریوں کے بارے میں معلومات فراہم کی گئی ہیں۔ اس کتابچہ کو پڑھنا اور اس میں فراہم کردہ معلومات کو سمجھنا ہاؤسنگ ایسوسی ایشن کے ساتھ کامیاب رہنے کے لیے ضروری ہے۔

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| APPLICANT DETAILS | |
|-------------------|--|
| NAME | |
| ADDRESS | |
| POSTCODE | |
| TELEPHONE | |

N.I. NO

| JOINT APPLICANT DETAILS | |
|-------------------------|--|
| NAME | |
| ADDRESS | |
| POSTCODE | |
| TELEPHONE | |

N.I. NO

| YOUR PRESENT HOUSING DETAILS | | PLEASE TICK | |
|--------------------------------------|---------------------------------|----------------------------------|--|
| 1. DPHA TENANT | 2. TENANT OF A PRIVATE LANDLORD | 3. OTHER DISTRICT COUNCIL TENANT | |
| 4. WEST DUNBARTONSHIRE COUNCIL | 5. OWNER OCCUPIER | 6. LODGER | |
| 7. LIVING IN HOSTEL, BED & BREAKFAST | 8. OTHER HOUSING ASSOCIATION | 9. OTHER (please specify below) | |

OTHER DETAILS

ACCOMMODATION

| | | | | |
|--|---------------------|--|-----------------|--|
| PRESENT ACCOMMODATION | | | | |
| Please note: it is crucial to your points total that you fill in this section accurately | | | | |
| How many rooms does your present house have? (Do not count bathroom and kitchen) | No. of Living Rooms | | No. of Bedrooms | |
| How many rooms are available for your exclusive use? | | | | |
| How many other persons live in the house? | MALES | | FEMALES | |
| Do you have to leave your present house? Please give details. | | | | |
| Does your present accommodation suffer from serious building defects? Please give details. | | | | |

| | | |
|----------------------------------|-----|----|
| Does your house have at present? | YES | NO |
| An Inside WC | | |
| A Hot Water Supply | | |
| A Shower or a Bath | | |
| A Kitchen | | |
| Central Heating | | |

| | | |
|---------------|-----|----|
| Do you share? | YES | NO |
| A WC/Bathroom | | |
| Kitchen | | |

DETAILS OF PAST AND PRESENT ACCOMMODATION OVER THE LAST 10 YEARS

Please begin with your present address and work back.

It is **very important** that you supply correct details of each address.

If you are unsure of precise dates you should contact the Landlord of the property (e.g. Scottish Homes, West Dunbartonshire Council etc) for this information, or you can contact the Council Tax Department of West Dunbartonshire Council where the property is located (e.g. for Property in Clydebank telephone 01389-737000).

Please use the following options.

Tenure

- Lodger (L)
- Owner (O)
- Tenant (T)

Landlord

- West Dunbartonshire Council (WDC)
- Dalmuir Park Housing Association (DPHA)
- Private Tenant (T)
- Glasgow Housing Association (GHA)
- Other (O)

| Address/Current Address | Date of Entry | Date of Leaving | Tenure | Landlord | Reason for Leaving |
|-------------------------|---------------|-----------------|--------|----------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

CONTACT DETAILS

| | |
|---------------------------------|--|
| For record and contact purposes | |
| APPLICANT | |
| DAYTIME TEL NO. | |
| EVENING TEL NO. | |
| MOBILE TEL NO. | |
| E- MAIL | |

| | |
|---------------------------------|--|
| For record and contact purposes | |
| SPOUSE/JOINT APPLICANT | |
| DAYTIME TEL NO. | |
| EVENING TEL NO. | |
| MOBILE TEL NO. | |
| E- MAIL | |

DOMESTIC PETS

If you own a pet, please state type?

ACCOMMODATION REQUIRED

Please complete this section CAREFULLY as you are restricted to a maximum of 2 offers.

Please note that if you wish to be considered for sheltered housing you must apply through West Dunbartonshire Council.

Similarly, if you wish to apply for Nairn St/Pl, or Shaftesbury St. then you must also apply through WDC as they have 100% nomination rights to these complexes.

| | | | |
|--|--|-----------------|--|
| AREA : Please tick all areas you wish to be considered for. | | | |
| NAIRN STREET/PLACE | | SCOTT STREET | |
| BURNS STREET | | PATTISON STREET | |
| DUNN STREET | | SWINDON STREET | |
| CALEDONIA STREET | | THE CRESCENT | |
| SHAFTESBURY STREET | | IONA CRESCENT | |
| DUMBARTON ROAD | | STEWART STREET | |
| AGAMEMNON STREET | | ADELAIDE COURT | |

| | | | | | | | | |
|-------------------------|--------|--|-------|--|--------|--|-------|--|
| Acceptable floor levels | GROUND | | FIRST | | SECOND | | THIRD | |
|-------------------------|--------|--|-------|--|--------|--|-------|--|

| | | | | |
|--|-----|--|----|--|
| Would you consider a single person flat? | YES | | NO | |
|--|-----|--|----|--|

| | | | | |
|---|-----|--|----|--|
| Would you consider furnished accommodation? | YES | | NO | |
|---|-----|--|----|--|

FAMILY DETAILS

Please specify everyone who is residing in your present accommodation including yourself and everyone who is not currently residing with you but will be moving with you should you be offered accommodation.

Please begin with your own details.

| Name | Address | Date of Birth | Sex | Marital Status | Relationship | Will they be moving with you? |
|------|---------|---------------|-----|----------------|--------------|-------------------------------|
| | | | | | APPLICANT | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

If you require more space please give details on a separate sheet of paper and enclose with this form.

MEDICAL CONDITION

The Association's Allocations Policy includes the award of points if the applicant's present accommodation is adversely affecting their health. If you suffer from such a medical complaint you should submit an Application for Medical Priority Points (available from the office) with details of your doctor or specialist if you have one and return it to this Association in order that the Association's Medical Advisor can decide on the award of points.

Please tick this box if you have submitted a Medical Priority Points Application

RELATIVE LIVING IN THE AREA

If you have relatives in the Dalmuir area and you can give or receive support to as a result of being allocated a house by the Association please give their details below.

| Name | Relationship | Address | Reason for Support |
|------|--------------|---------|--------------------|
| | | | |
| | | | |
| | | | |

HOUSING FOR PEOPLE WITH PARTICULAR NEEDS

Do you or any member of your family have any particular needs in relation to your housing requirements? (E.g. physical disability, learning disability) If so, please indicate the nature of this disability.

If you or any member of your family suffer from any disability do you require any of the following? (Please tick)

| | |
|---|--|
| Specially Adapted Housing (Ordinary housing with minor adaptations) | Specially Designed Housing (suitable for wheelchair) |
|---|--|

Is there any other special requirements you need? (Please state)

For Office Use

Offers

OTHER APPLICATIONS

Have you applied to any other housing provider? If so please give details

SHARED OWNERSHIP/IMPROVEMENT FOR SALE

In some developments some units may be offered on a shared ownership basis or improvement for sale. Please tick the box if you would consider this type of tenure. More information can be obtained from the Association.

| | |
|------------------|----------------------|
| SHARED OWNERSHIP | IMPROVEMENT FOR SALE |
|------------------|----------------------|

COMMENTS

Please give any additional comments that you feel are relevant to your application.

Why are you applying for housing?

Why do you wish to live in Dalmuir?

I certify that to the best of my knowledge the above information is correct and I understand that any false or misleading statement by me in completing this form may result in any offer of accommodation or tenancy granted being withdrawn. I also consent that Dalmuir Park Housing Association making relevant enquiries as necessary to confirm my circumstances and to obtain references from present and previous landlords. I also agree to advise the Association if any changes are made to my circumstances which will affect my prospect of housing.

SIGNED (applicant)

DATE

SIGNED (joint applicant)

DATE

Dalmuir Park Housing Association's Allocations Policy

You can enquire about your position on the list by contacting the Association's Office. Only a certain number of applicants will be allowed on the LIVE list and this is reviewed regularly

Should you not be placed on the list your application will be retained and should your circumstances change it will be reassessed and you will be placed on the list if you have sufficient points.

Data Protection Act

The Association is registered with the Data Protection Commissioner and will only use the information provided for the purposes of assessing your application for housing. You have the right of access to information held by us. Further details are available on request.