



Your Guide to Completing the Application Form

Introduction

Welcome to North Yorkshire Home Choice.

Please fill in the form if you are looking for social housing to rent or low cost home ownership in the area shown in the map below. This is known as the partnership area, which **does not include Harrogate Borough Council**.

You can apply on line by going to www.northyorkshirehomechoice.org.uk. You can also find the lettings policy for this scheme on the same website.



Personal details

The form asks you to identify a Main Applicant and a Joint Applicant. Where a couple (including civil partners) are applying together, we expect that one partner will identify themselves as the Main Applicant throughout the form and the other partner as the Joint Applicant. Two friends or relatives applying together who are not a couple should also complete the form as Main Applicant and Joint Applicant.

11 If you have previously applied please enter the reference number of that application

14 Only answer yes if you were living permanently abroad before you came to the UK

Pregnancy: This form does not ask about pregnancy because we do not include unborn children as part of the applicants household. Once your child is born, please tell us straight away so we can re-calculate your need. A birth certificate is required.

Applicants under 18 or leaving care

People under the age of 18 are not legally allowed to hold a tenancy. An application will only be considered from households where one more applicant is aged under 18 if:

- A responsible adult or organisation supporting the applicant has been identified who will hold the tenancy in trust until the applicant has reached 18.
- There is an acceptable support package in place.

If you are leaving care, or are still looked after by Social Services, then you should ask your Social Worker to complete questions 27 and 28.

Local connection

You must provide full details of your local connection to the partnership area as requested. If the details are incomplete, you may not be awarded local connection. **Applicants must have a local connection to qualify to join the register.**

Equalities monitoring

We need to make sure that we give an equally high standard of service to everyone. Some of the questions are sensitive and you do not have to answer them. The sections included are Disability, Language, Ethnicity, Religion and Sexual Orientation.

Address history

Please provide a full five year address history without any breaks. We will check this housing history and take up references. **WE CANNOT ACCEPT FORMS WITHOUT A FULL ADDRESS HISTORY.**

Other household members

45 - 47 We use the information about who lives in your household, along with the number of bedrooms in the property to work out if you are overcrowded. The following assumptions are made on overcrowding:

- Couples will share a bedroom
- Children of the opposite sex can share a bedroom up to the age of 10
- Single adults over the age of 21 require their own bedroom.

Help to use this scheme

- 48 Only answer this question if you think you might struggle to use the scheme. If you can access the internet or get to your local housing office this scheme is easy to use.
- 49 If you nominate someone, we will send all correspondence to them and expect them to manage your application for you. Only nominate someone if you are sure that they will regularly check available properties and respond quickly to any offer of housing that is made. Please provide full contact details for the person that you nominate including a telephone number.

Current property

- 56 The Good Tenant Scheme is only for the tenants of partner and participating landlords who live in the partnership area who have conducted their tenancy to a high standard. To qualify you must meet the following conditions:
- No rent arrears for the last three years
 - Lived at the same property for three years
 - No other breaches of tenancy in the last three years
 - Your home must be in a good state of repair and decoration
 - Your home must be suitable for re-letting without additional repairs
 - You must agree to allow other applicants to view your property before you move out.

Debt and convictions

- 63 Debt means any money owed to a social landlord e.g. rent arrears, recharges, court costs. It includes current and former tenancies, temporary accommodation and supported housing. Do not tell us about Council Tax debt. Where debt is owed to a private landlord, this will be considered when an applicant applies to join the register.

Applicants must be able to evidence a willingness to repay the debt, there must be a current repayment plan in place and this should have been sustained for at least 13 weeks prior to qualifying for the North Yorkshire Home Choice Register. This commitment to pay will be checked should an applicant make a successful bid.

Your application

- 72 Extra care housing is designed for older people with some level of physical care need. They are generally for those over 55 or 60 dependant on the scheme. It includes additional on site facilities and support to help residents remain living independently

Health, housing and support

Please provide as much information as you can. In some cases we may need to carry out a home visit to confirm the information provided, and we may also request additional medical evidence.

- 89 Sheltered housing is intended for people who need a warden service.

Declarations and consents

Please sign and read the declarations. We cannot accept an unsigned form.

www.northyorkshirehomechoice.org.uk

