

For office use only:

Name:	Application No:
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## Housing Application Form

When completing this form it is important that you read each section carefully and answer all questions relevant to you.

Please read the [Application and Property Allocation Guide](#) to make sure you are eligible to apply to us for housing.

**The main eligibility criteria are that you must have a British Armed Forces connection and be in housing need.**

Carefully read the declarations in Sections 9 and 10 and sign the form to show that you have read and understood it. We do not accept unsigned applications.

If you have difficulty in filling in this form please contact the Operations Team on 020 8685 5777 (option 3) or email [housingoptions@haighousing.org.uk](mailto:housingoptions@haighousing.org.uk) **Please Note:** Please ensure you have filled in your application form correctly and truthfully and have answered all the questions which apply to you.

- Haig Housing may carry out a credit check to verify applicants' credit history. By signing this application form you agree to Haig carrying out this check
- Checks will be made on information given in this application for housing with Haig Housing
- We may not be able to grant you a tenancy if you have made a false statement or withheld relevant information. If we subsequently find that any information on this application form is false or deliberately withheld, we may take legal action to repossess any home we have let to you

**Receipt of your application will be acknowledged within 21 days. Please contact us if you do not hear from us within that time by either email to [housingoptions@haighousing.org.uk](mailto:housingoptions@haighousing.org.uk) or by calling on 020 8685 5777 option 4. PLEASE DO NOT SUBMIT A SECOND APPLICATION FORM.**

**Please send the completed form to:**

**Haig Housing, Mountbarrow House, 12 Elizabeth Street, London, SW1W 9RB**

**Or email to:**

**[housingoptions@haighousing.org.uk](mailto:housingoptions@haighousing.org.uk)**

## Section 1: About you and the people who may live with you

### 1.A. Your details

Title:	Surname:	Previous surname:
First name(s):	Date of birth:	
Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Civil Partner <input type="checkbox"/> Cohabitee		
Home Tel:	Work Tel:	Mobile:
Address:		Email:
Postcode:		NI Number:

**NB: We do not normally accept applications from people living with an existing Haig Housing tenant**

### 1.B. Your partner's details

Title:	Surname:	Previous surname:
First name(s):	Date of birth:	
Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Civil Partner <input type="checkbox"/> Cohabitee		
Home Tel:	Work Tel:	Mobile:
Address:		Email:
Postcode:		NI Number:

### 1.C. Any other people who will live with you

Surname	First Name	Sex	Date of Birth	Relationship to you	Education/Employment Status

Carry on to a separate sheet if necessary

### 1.D. Are you or is anybody in this application pregnant?

Yes  No If **Yes**, please give following details:

Name of pregnant person:	
Date baby expected:	

### 1.E. Do you have any pets? This includes cats, dogs, reptiles, rodents, birds etc

Yes  No If **Yes**, please give following details:

Animal	Type (dog/cat etc)	Animal	Type (dog/cat etc)
1		3	
2		4	

Would you be prepared to re-home your pets?  Yes  No

## 1.F. Criminal convictions

Do you or any person who will be living with you have any criminal conviction(s) which are not spent as explained in the Rehabilitation of Offenders Act 1974?

Yes  No

If **Yes** please give details and dates of the conviction(s):

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## Section 2: Your connection with the Services

(Please refer to the [Application and Property Allocation Guide](#)) This section applies to the person with the Service connection. If you are applying as a widow/er of a Service person, you must fill in the details of your late spouse. We will need to see a copy of the Death Certificate.

If you are applying as a divorced or separated partner, you must fill in the details of the Service person you have the connection with and provide their name, address and contact details – we will confirm with them that they are in agreement with you using their eligibility. **We also need to see your original divorce or legal separation papers.**

Name of qualifying person:	
Service: <input type="checkbox"/> RN/RM <input type="checkbox"/> RAF <input type="checkbox"/> Army <input type="checkbox"/> Merchant Navy/Fishing Fleets <input type="checkbox"/> Reservist	
Regiment, branch, corps:	
Rank/rate:	Service No:
Date enlisted:	Whether still serving: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of discharge:	Reason for discharge:

## Gallantry or campaign medals

If you have any gallantry or campaign medals (only) please list them in this section:

Name of medal	Year Awarded

**If you are a widow/er of an ex-Serviceman or woman, please fill in this section:**

Date and circumstances of death: (please state whether the death occurred whilst in Service)

## Section 3: Your income

### 3.A. Employment

Are you working?  Yes  No

Is your partner working?  Yes  No

Do you receive any Benefits?  Yes  No

Have you received in the past a War Pension Scheme (WPS) gratuity or are in receipt of a WPS pension or, alternatively, received in the past an Armed Forces Compensation Scheme (AFCS) payment or are in receipt of a monthly AFCS Guaranteed Income Payment (GIP)?

Yes  No If Yes, please give details below and provide evidence of this:

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### 3.B. Savings

You must give details of any capital or savings you have. If you give false information which leads to an offer of accommodation, you could lose your tenancy.

	Applicant (£)	Partner (£)
How much money do you have in any bank/building society/savings accounts and investments?		

## Section 4: Present address

### 4.A. Your current home

Please indicate your present housing situation:

- |   |  |
|---|--|
| <input type="checkbox"/> Service accommodation                              | <input type="checkbox"/> Living with family    |
| <input type="checkbox"/> Local Authority (LA) ( <i>see note below</i> )     | <input type="checkbox"/> Living with friends   |
| <input type="checkbox"/> Housing Association (HA) ( <i>see note below</i> ) | <input type="checkbox"/> Women's refuge        |
| <input type="checkbox"/> Private rental                                     | <input type="checkbox"/> Hostel                |
| <input type="checkbox"/> Owner occupier                                     | <input type="checkbox"/> Mobile home / caravan |
| <input type="checkbox"/> Tied to employment                                 | <input type="checkbox"/> Statutorily homeless  |
| <input type="checkbox"/> Supported housing                                  |  |
| <input type="checkbox"/> Other - give details:                              |  |

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If you are a Local Authority tenant or a tenant of a Housing Association you should also apply to them for help with your housing.

Please tell us about your current home:

Type of home:	<input type="checkbox"/> House	<input type="checkbox"/> Flat	<input type="checkbox"/> Maisonette	<input type="checkbox"/> Other	
Number of bedrooms:	<input type="checkbox"/> Bedsit	<input type="checkbox"/> One	<input type="checkbox"/> Two	<input type="checkbox"/> Three	<input type="checkbox"/> Four
Floor level: (if applicable)	<input type="checkbox"/> Ground	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Other	
Is there a lift? (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

**Why do you need to leave your current home?**

- Leaving service accommodation
  - Loss of accommodation tied to employment
  - End of assured short-hold tenancy
  - Eviction or repossession
  - Domestic violence
  - (Non-violent) breakdown of relationship with partner
  - Asked to leave by family/friends
  - Racial harassment
  - Other (please state):
- Other neighbourhood problems
  - Overcrowding
  - Ill health/disability
  - Poor condition of property
  - Can't afford to buy or mortgage
  - To move nearer family/friends
  - To move nearer work
  - Under bailiff order

**4.B. Home ownership**

**Do you, or your partner, currently have a legal or financial interest in any property whether in the UK or overseas?**

- Yes  No

If **Yes**, please provide the full address including the postcode, if the property is owned by you or jointly with another person(s) and if there is any mortgage being paid on it.

**Section 5: Where you would like to live?**

First Choice Location:	
Second Choice Location:	
Third Choice Location:	
Fourth Choice Location:	
Fifth Choice Location:	

## Market Survey Question

Haig has homes across the UK but there are areas where we do not have any.

For future planning purposes Haig needs to collect data to tell us where our applicants would most like to live.

**For this reason, please tell us which city or town in the UK would you ideally like to be housed in or nearby?**

## Section 6: Things which affect your housing requirements

### Medical and/or Special Needs Information

If you, or any person named on the application, have any medical conditions or special needs which would affect the type of housing you need and which you would like us to consider when assessing your application, please complete the details below.

Any medical conditions or special needs listed will be treated as sensitive data and handled in accordance with the General Data Protection Regulations 2018 and Data Protection Act 2018.

**If you do not have any medical conditions or special needs, please go on to Section 7**

**Name and date of birth of family member with medical condition:**

<b>Disability:</b> (tick as many boxes as applicable)	
Are you registered disabled:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you use a wheelchair:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Blue Badge (for the car):	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>I do not wish to give this information:</b>	<input type="checkbox"/>

## Section 7: Reason for your application

Please tell us why you are applying for housing with us and why you want to move.  
For example, why your current living arrangements are not suitable.

## Section 8: Additional information

Do you, or anyone listed on this application, have any connection to any member of staff or a trustee of Haig Housing?

Yes  No

If **Yes**, please give details:

Please tell us where you heard about us

Website

Service Resettlement Advisors

Family or friends

JSHAO

Veteran's Gateway

Existing tenants

SSAFA

Local Authority/Housing Association

Home Swapper

RBL

Other: (please give details)

## Section 9: General Data Protection Regulation 2018/Data Protection Act 2018

1. All personal data that Haig Housing Trust may use will be collected, processed, and held in accordance with the provisions of the General Data Protection Regulation 2018 (GDPR) and Data Protection Act 2018 and your rights under these.
2. For complete details of the Trust's collection, processing, storage, and retention of personal data including, but not limited to, the purposes for which personal data is used, the legal basis or bases for using it, details of your rights and how to exercise them, and personal data sharing (where applicable), please refer to the Trust's Privacy Notice which can be found on our website [www.haighousing.org.uk](http://www.haighousing.org.uk) or can be obtained by emailing [communications@haighousing.org.uk](mailto:communications@haighousing.org.uk) or by telephoning 020 8685 5777. As an applicant you will also be provided with a copy of this Notice.

Your signature

Date



## **Section 10: Declaration**

**Applications are held on Haig's waiting list for two years. If Haig has been unable to make you a housing offer within that time your application will lapse; if you still require housing by Haig you will need to reapply.**

**Appropriate checks will be made to validate this application. Failure to provide the required / requested information may result in the application being rejected. A false declaration or failure to report any change in circumstances that affects the application may result in prosecution.**

**Subsequent discovery that information on this application form is false may result in legal action to repossess any home we have let to you.**

**I understand that no sub-letting is permitted under terms of a Haig tenancy and may result in legal action.**

**I agree to declare any other offer of housing (whether accepted or not) from any local authority, Housing Association or other housing provider.**

**I confirm that, as far as I know, the information I have given in connection with this application for housing is correct. I will inform Haig immediately if there is any change in my circumstances.**

**I authorise Haig Housing to undertake checks with any organisation to validate my application.**

**Your signature**

**Date**

## Foreign and Commonwealth Servicemen and Women

Haig Housing Trust is a member of the Confederation of Service Charities (Cobseo). In conjunction with Cobseo's Foreign and Commonwealth (F&C) Group, Haig seeks to meet the housing needs of F&C Personnel and Families, Gurkhas, citizens of the Republic of Ireland and other eligible applicants, and therefore needs to collect basic information about applicants.

**Applicants are therefore requested to tick the relevant box below. British citizens are asked to tick the United Kingdom box.**

This information will not affect either your application or allocation of any property in any way.

### Country of Origin

Antigua and Barbuda  
 Australia  
 The Bahamas  
 Bangladesh  
 Barbados  
 Belize  
 Brunei Darussalem  
 Cameroon  
 Canada  
 Channel Islands  
 Cyprus  
 Dominica  
 Fiji  
 Ghana  
 Grenada  
 Guyana  
 India  
 Isle of Man  
 Jamaica  
 Kenya  
 Kiribati  
 Lesotho  
 Malawi  
 Malaysia  
 Maldives  
 Malta  
 Mauritius  
 Mozambique

✓

### Country of Origin

Namibia  
 Nauru  
 Nepal (Gurkha)  
 New Zealand  
 Nigeria  
 Pakistan  
 Papua New Guinea  
 Rwanda  
 Republic of Ireland  
 Saint Lucia  
 Samoa  
 Seychelles  
 Sierra Leone  
 Singapore  
 Solomon Islands  
 South Africa  
 Sri Lanka  
 St Kitts and Nevis  
 St Vincent and the Grenadines  
 Swaziland  
 Tonga  
 Trinidad and Tobago  
 Tuvalu  
 Uganda  
 United Kingdom  
 United Republic of Tanzania  
 Vanuatu  
 Zambia  
 Zimbabwe

✓

**Citizen of another county – Please specify:**

I do not wish to give this information.

**All information given is treated as confidential and covered under the  
General Data Protection Regulation 2018 / Data Protection Act 2018**

**[www.haighousing.org.uk](http://www.haighousing.org.uk)**

**T: 020 8685 5777 F: 020 8685 5778 E: [housingoptions@haighousing.org.uk](mailto:housingoptions@haighousing.org.uk)**

Haig Housing, Mountbarrow House, 12 Elizabeth Street, London, SW1W 9RB

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