

Housing Application form

Please note the following before completing your application:



Make sure you read the guidance notes on the back of this form before you complete your application.



The information you provide must be accurate, as we will use this to process your application. If any information is found to be inaccurate, it could jeopardise your chances of being rehoused or being offered a tenancy with IDS.



If your circumstances change after completing this form, please let us know as soon as possible.



If you would like help or advice in completing the form, we will be happy to help.
(143 Stoke Newington Road, London, N16 8BP tel 020 8800 9606).



Please note that we keep a photographic database of all tenants to improve security and help us reduce tenancy fraud.

For IDS office use only:

Referral Agency:

Form issued by:

Sheltered housing:

Cx Ref No.

Other:

IDS Date Stamp

Surname

Your details

Title

First name

Surname

Sex

Date of birth

Address

Phone number (Home)

Phone number (Mobile)

Postcode

Phone number (Work)

National Insurance No.

Email

Household details

Surname	First name	Sex	Date of birth	Relationship to applicant
Surname	First name	Sex	Date of birth	Relationship to applicant
Surname	First name	Sex	Date of birth	Relationship to applicant
Surname	First name	Sex	Date of birth	Relationship to applicant
Surname	First name	Sex	Date of birth	Relationship to applicant
Surname	First name	Sex	Date of birth	Relationship to applicant

Applicant's language details

First language

Other Languages Spoken

Does Applicant understand

Written English

Spoken English

Fluent

Fluent

Good

Good

Poor

Poor

None

None

Interpreter details

Contact details of Interpreter

Relationship of Interpreter to Applicant

Disabilities

Do you consider you or any household member to have a disability? Yes No

If yes, state who and what disability:

If yes, is the person named above in receipt of Disability Benefits? Yes No

If yes, which type do they receive and amount?

UK Residency Status

Tick box
(evidence will be requested before any offer is made)

British Citizen

EU Citizen – Eastern Europe

Indefinite Leave to Remain

Limited Leave to Remain

EU Citizen – Western Europe

Other (Please Detail)

Detail any benefits claimed:

Recourse to Public Funds?

Accommodation preferences for sheltered applicants

For Sheltered Schemes: Please indicate your accommodation preferences (you may tick as many boxes as you like)

* These schemes are for Jewish applicants only

Abraham Cohen Court *

Clifford Lawton House

Ajex House *

Navarino Mansions

Charlotte Court *

Stepney Green Court

Applicant's housing history

Name of current landlord

Address of current landlord

Contact number of current landlord

If you have lived at your current address for less than three years, please give details of your previous address(es) and landlord's name.

Please give brief details of your current housing circumstances and your reasons for wanting to move.

Applicant's health details

Are there any health factors which may affect what property would be suitable for you? Do you require any adaptations because of a disability?

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The information contained in this form will be treated as confidential by IDS. It will only be used for the purpose of assessing and processing your application for housing with us. IDS will only share this information with third parties in order to facilitate that request. If applicable, we may liaise with the agency that referred you to us in order to clarify or confirm information you have given us. We may also apply for a reference from your current landlord. We will also maintain records to enable us to carry out our obligations as a landlord.

Signed (1st applicant):

Signed (2nd applicant):

Date:

Date:

Guidance notes for completing the application form

IDS waiting lists operate on a 'Date of Entry Basis'. We will process your application in accordance with the information you give on this form and you will enter the list from the date your application is accepted. We will not alter the information unless you tell us to.

It is important that you tell us about any changes in your household or circumstances, as this may affect what property you are eligible for. If your record is inaccurate because you have failed to inform us of changes you may waste time climbing the wrong list and extend the time you will have to wait for an appropriate offer.

If you wish to inform us of anything not covered by this form, you may attach a separate note. Please note the only method used for prioritising applications is the date upon which the application is received.

Note 1: Your Name

This should be the name of the person applying for housing with IDS. In the case of a joint application the names of both parties should be entered.

Note 2: Household Details

We need to know exactly who you intend to live with you.

With a few exceptions we can only consider direct applications for studio & one-bedroom property.

Note 3: Residency Status

IDS has a duty to establish that an applicant is legally entitled to hold a tenancy. There are some circumstances where an applicant has limited residency rights in the UK that make them ineligible for social housing and IDS need to be aware of these.

Note 4: Housing History

We need to establish that you are eligible under IDS policy for consideration for housing. These questions enable us to understand how your current circumstances came about.

Note 5: Health Details

We need this information to ensure that you meet the criteria for the scheme you are applying for. It also helps us to avoid making inappropriate offers to applicants.