

## APPLICATION FOR HOUSING

All applicants to the New Barracks Tenant Management Co-operative are required to register with Salford City Council before their application is processed.

You can register with Salford Home Search online at [www.salfordhomesearch.co.uk](http://www.salfordhomesearch.co.uk) call 0161 909 6514 or visit

### **Salford Home Search**

7 Wesley Street

Swinton M27 6AD– 0161 793 3282

I have registered with Salford Home Search

My Registration Number is

My Band is

New Barracks Co-operative houses are not part of the current bidding process. You are free to bid for any other properties that become available. This will not affect your application for a Co-op house. If you are, however, housed by the Council (Salix) you will not be able to move into the Co-operative for at least 12 months.

If there is any doubt about your eligibility for Social Housing we will contact you to ask for further information.

Photo  
Applicant 1

Photo  
Applicant 2

**If you have any difficulty in completing the application form, please do not hesitate to contact us at the office and we will be pleased to help you.**

Please continue:

# APPLICATION FOR HOUSING

IF YOU NEED HELP TO FILL THIS FORM  
IN PLEASE CONTACT THE  
OFFICE ON **0161 848 8256**

OFFICE USE ONLY  
APPLICATION REFERENCE.....  
DATE RECEIVED.....

## Section 1 YOUR DETAILS

**First applicant (you):**

Title Mr  Mrs  Ms  Miss  Other  \_\_\_\_\_

Surname \_\_\_\_\_

First Name(s) \_\_\_\_\_ Male  Female

Date of birth \_\_\_\_\_ Age \_\_\_\_\_ National Insurance No. \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Mobile no. \_\_\_\_\_ Email address \_\_\_\_\_

Can we write to you at this address? Yes  No

Alternative contact address \_\_\_\_\_

Are you a British Citizen? Yes  No

Is English your first language? Yes  No

**Second applicant (partner or other):**

Title Mr  Mrs  Ms  Miss  Other  \_\_\_\_\_

Surname \_\_\_\_\_

First Name(s) \_\_\_\_\_ Male  Female

Date of birth \_\_\_\_\_ Age \_\_\_\_\_ National Insurance No. \_\_\_\_\_

Are you a British Citizen? Yes  No

Is English your first language? Yes  No

**Q1. About other people moving with you. (please provide details).**

Full name	Date of birth	M / F	Address	Relationship to you
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

Q2. Where have you lived in the last five years?

Date From— To	Landlord	Address	Reason (s) for leaving

Q3. How long have you lived at your current address? \_\_\_\_\_

Q4. Have you or your partner been resident in the UK for the last five years? Yes  No

If No, please give details \_\_\_\_\_

If Yes, go to Q8

Q5. Do you, or anyone staying with, you have leave to stay in the country? Yes  No

If Yes, give details \_\_\_\_\_

Q6. Are you, or anyone living with you, seeking asylum / refugee status? Yes  No

If Yes, give details \_\_\_\_\_

Q7. Have you, or anyone living with you, been refused asylum / refugee status? Yes  No

If yes, give details \_\_\_\_\_

We will contact you to obtain further information.

## Section 2 ABOUT YOUR PRESENT HOME

Q8. Are you currently: Owner Occupier  Lodger   
 Council tenant  Housing Association tenant  Private tenant   
 Other

Please state \_\_\_\_\_

Q9. Is your current home House  Flat  Bungalow  Other \_\_\_\_\_

Please state \_\_\_\_\_

Q10. Do you share a kitchen or bathroom with others? Yes  No

Q11. Number of bedrooms \_\_\_\_\_

Q12. What floor is your front door on? \_\_\_\_\_

Q13. Are you homeless/ about to become homeless/ or in temporary accommodation? Yes  No

If you answered Yes to Q13, which best describes your situation: (please tick all that apply)

If you answered No, please go to Q14.

Leaving care  End of tenancy  Prison

Temporary accommodation i.e. B&B  Poor housing conditions  Hospital

Living apart from family  Loss of accommodation  Refugee

Threat of Eviction / Repossession  Short hold tenancy  Other

Please give further details on the back of this page.

Q14. Do you feel the property is unfit to live in? Yes  No

If Yes, please give details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q15. Are you in housing need because of a relationship breakdown? Yes  No

If yes, are your family moving in with you permanently or under shared custody?

Permanent  Shared Custody  Not moving in

Q16. Why do you wish to move? (tick all that apply)

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| Eviction/Repossession                                   | <input type="checkbox"/> | Children in flats above ground floor  | <input type="checkbox"/> |
| Problems with health//Disability                        | <input type="checkbox"/> | Domestic Violence   | <input type="checkbox"/> |
| Re-housed from prison, hospital or institution          | <input type="checkbox"/> | Neighbourhood problems  | <input type="checkbox"/> |
| Difficulty paying rent or mortgage                      | <input type="checkbox"/> | End of Assured Shorthold Tenancy  | <input type="checkbox"/> |
| Asked to leave by family or friends                     | <input type="checkbox"/> | Over crowding (lacking one bedroom)   | <input type="checkbox"/> |
| Desire to move closer to family, friends, work, schools | <input type="checkbox"/> | Severe overcrowding (lacking two bedrooms)                                    | <input type="checkbox"/> |
| Neighbour problems                                      | <input type="checkbox"/> | Under threat of physical violence ( including domestic and racial harassment) | <input type="checkbox"/> |
| Want to live in a Co-operative                          | <input type="checkbox"/> |   |                          |

**Reasons for needing re-housing**

Please give any other information which may help us to access your application.

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### Section 3 ABOUT YOU, YOUR PRESENT HOME AND THIS APPLICATION

#### IF YOU HAVE A MORTGAGE ON YOUR CURRENT HOME OR OWN IT

##### Mortgage Details

Q17. Please give details of why you are leaving your present home.

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Q18 Do you own your current home? Yes  No  (go to Q. 23)

Q19 How much of your mortgage is still outstanding? \_\_\_\_\_

How much do you pay each month? \_\_\_\_\_

Q20. Are you in arrears? Yes  No

If Yes, how much \_\_\_\_\_

Please state why \_\_\_\_\_

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Q21. Are you renting out your property, or any other property as a Landlord? Yes  No

If Yes, please give details \_\_\_\_\_

#### IF YOU ARE IN RENTED ACCOMMODATION

##### Present Rent Details—if you are responsible for rent payments

Q 22. How much rent do you pay? \_\_\_\_\_ weekly / monthly

Q23. Is your current rent in arrears? Yes  No  (go to Q 24.)

If Yes, how much? \_\_\_\_\_

Please state why \_\_\_\_\_

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Do you have a plan in place to pay these? Yes  No

If Yes, date payment plan began \_\_\_\_\_

Q24. Please give current Landlord's details

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Q25. Do you owe rent to a previous Landlord? Yes  No

Please give previous Landlord's details

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Do you have a payment plan in place to pay these? Yes  No

Date payment plan began \_\_\_\_\_

Are you subject to an overpayment of Housing Benefit which is deducted from you current Housing Benefit? Yes  No

**Your Application**

Q26. Are you or anyone moving in with you pregnant? Yes  No

If Yes, when is the baby due? \_\_\_\_\_

Q27. Give details of all the pets that you hope will be residing with you.

**Employment details and economic situation**

Q28. Are you and your partner currently employed? 1st Applicant Yes  No   
2nd Applicant Yes  No

1st Applicant  
Employers Name \_\_\_\_\_  
Address \_\_\_\_\_

2nd Applicant  
Employers Name \_\_\_\_\_  
Address \_\_\_\_\_

Telephone \_\_\_\_\_  
Job Title \_\_\_\_\_

Telephone \_\_\_\_\_  
Job Title \_\_\_\_\_

Part time  Full time

Part time  Full time

Weekly take home pay \_\_\_\_\_

Weekly take home pay \_\_\_\_\_

Q29. Other income—Please provide details of any other source of income (e.g. Income Support, Child Benefit, Pension etc.)

Sources of income 1st Applicant

Sources of income 2nd Applicant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount \_\_\_\_\_

Amount \_\_\_\_\_

TOTAL

TOTAL

Q30. Do you or your partner have savings in excess of £3,000? Yes  No

**Section 4 COMMUNITY SAFETY, CRIMINAL CONVICTIONS  
ANTI-SOCIAL BEHAVIOUR PROBLEMS**

Q31. Have you, or anyone moving in with you been convicted of a criminal or civil offence? Yes  No

Q32. Are you currently under a Probation Order? Yes  No

Q33. Have you, or anyone moving in with you, been subject to any court action, been awarded in relation with an injunction, undertaking, anti-social behaviour order (ASBO), or demotion of tenancy? Yes  No

Q34. Have you been involved in drug, alcohol, substance or domestic abuse? Yes  No   
Please specify: \_\_\_\_\_

Q35. Are you currently suffering from racial harassment? Yes  No

## Section 5 DATA PROTECTION AND REFERENCES

Q36. Are you related to any committee member or staff member at New Barracks TMC? Yes  No

If Yes, please give details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q37. Data Protection - we sometimes need to contact outside agencies for further information for details that you have provided; do we have your permission to do that? Yes  No

Q38. Please provide the names of two referees (two per applicant)

*These references should be from your present landlord and employer or from a professional person who can vouch for you. We do not accept references from family members or friends.*

1st Applicant

2nd Applicant

Reference Name

Reference name

Address

Address

Telephone number

Telephone number

Job Title

Job Title

Reference type

Reference type

Q39. Have you applied to anyone else for re-housing? Yes  No

If Yes, please give details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q40. Have you made a previous application to New Barracks Tenant Management Co-operative?

Yes  No

If Yes, please give details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q41. Is there anything else that you think we need to know when considering your application?

Please give details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q42. Where did you hear about The New Barracks Tenant Management Co-operative?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q43. Are you related to a member of New Barracks Tenant Management Co-operative? Yes  No

If Yes, please tell us the name and address of the member or members

(Please continue on the back of the page if you need more space)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section 6 Housing Requirements

At New Barracks we have two types of properties; the older Salix owned houses and the newer Great Places owned houses. You will be asked at interview what your preferences are.

Q44. Do you have any special needs?

We do not have any bungalows or any one bed roomed properties. If you or any member of your family have particular needs please give details.

Q45. Do you require a car parking space?      Yes                         No  

## Section 7 Declaration & Permission

**I/We the undersigned give my/our permission for the New Barracks Tenant Management Co-operative to obtain any information that may be reasonably be required from my/our current Landlord, named referees, and any agencies that may be associated with this application. I/We also give permission for all relevant data applicable to this application to be stored and used by New Barracks Tenant Management Co-operative to provide a fair and equal service.**

**Everything I/We have written on this form is true. I/We understand that if I/We have given any false information, or withheld any relevant information that New Barracks Tenant Management Co-operative may take action to repossess any property that has been obtained by deliberately misleading information given in this application.**

If this is a joint application, both parties must sign and date.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Section 8 Equal Opportunities and Ethnicity

## FAIR AND EQUAL RIGHTS

Please complete this form to help us to try to ensure that everyone has a fair and equal opportunity of joining the New Barracks Tenant Management Co-operative.

The information collected will be used as the basis of periodic monitoring of applications and will be kept separate from your application. You do not have to give any of the information; if you choose not to this will not affect your application.

Q45. How would you describe your ethnic origin? (Please tick as appropriate)

<u>1st App</u>	<u>2nd App</u>		<u>1st App</u>	<u>2nd App</u>
<input type="checkbox"/>	<input type="checkbox"/>	<b>White British</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Black British</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Irish</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Other White <u>Please state</u></b>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bangladeshi</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Indian</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Pakistani</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>East African Asian</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Vietnamese</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Chinese</b>		
		<b>Other Asian <u>Please state</u></b>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Middle Eastern</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Other Black <u>Please state</u></b>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Caribbean</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Somali</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Black African</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Other African <u>Please state</u></b>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>White and Black Caribbean</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>White and Black African</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>White and Asian</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Other mixed origin <u>Please state</u></b>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Gipsy</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Traveller</b>		
		<b>Other not listed <u>Please state</u></b>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>I do not wish to give my ethnic background</b>		

# WHAT HAPPENS NEXT?

At the New Barracks Tenant Management Co-operative applications are considered by the Membership & Allocations Sub-Committee which is made up of volunteers who are members of the Co-op. Interviews are held, usually on Tuesday evenings, at the Co-op office.

When you are invited to come for an interview, you must bring the following supporting evidence with you:-

- 1 passport sized photograph for each applicant
- 1 form of recent identification from your current address (Utility bill, drivers licence, passport)
- Proof of each applicant's National Insurance Number

Your application will be assessed by the Sub-Committee and after your interview you will be given one of the following priorities:-

- Category A - Homeless
- Category B - Overcrowding/severe medical
- Category C - Under occupation/living with friends or family
- Category D - Non-urgent

As well as assessing your need for housing, you will be asked to demonstrate your interest in becoming an active member of the Co-operative.

*Please read the information leaflet that came with this application form and give some thought as to what you can offer to the community.*

If the interview panel approves your application, then the Management Committee will decide if they wish to make you a Provisional Member of the Co-op and add your name to the waiting list for a house.

As a Provisional Member you will be expected to show your commitment by attending the General Meetings of the Co-op which are held every 7 to 8 weeks at Salford Lads Club. (This is the minimum involvement that is expected of all housed members). You will also be invited to take part in any social events that are taking place and you may have the opportunity to join one of the Sub-Committees. If you do all of these things then you have a much better chance of being considered if a property becomes available. If you show no interest and do not attend General Meetings then your Provisional Membership will be cancelled and your name removed from the waiting list.

If you have any difficulty in completing the application form, please do not hesitate to contact us at the office and we will be pleased to help you.

We look forward to hearing from you.

**THE NEW BARRACKS TENANT MANAGEMENT CO-OPERATIVE LTD.**  
**1 CORONATION ST**  
**ORDSALL**  
**SALFORD**  
**M5 3SA**  
**Telephone 0161 848 8256**  
**Email office@newbarracks.org**

**Register of Friendly Societies No. 27140R**