



# **GUILDFORD PARTNERSHIP APPLICATION FOR HOUSING**

## **PLEASE ENSURE THAT:**

- ❖ **All questions have been fully answered**
- ❖ **The documents listed on page 12 are enclosed**

**ANY INCOMPLETE APPLICATIONS WILL BE RETURNED AND  
YOU WILL BE UNABLE TO APPLY FOR ACCOMMODATION**

**If you need any assistance, please contact  
the Housing Advice Centre (Tel: 01483 444244)**

## IMPORTANT - PLEASE READ BEFORE COMPLETING THE APPLICATION FORM

You need to provide the following documents with your completed application form (copies are acceptable):

- ❖ Proof of identity for all household members (e.g. passports, birth certificates - copies are acceptable, but originals will need to be seen prior to rehousing)
- ❖ Proof of your current address (e.g. recent gas or electricity bill)
- ❖ Evidence of your right to reside in the UK if you are NOT a British Citizen (e.g. passport and other relevant documents from the Home Office)

NB – Low Cost Home Ownership applicants must also provide:

- ❖ Proof of work in the Guildford area if living outside the Borough
- ❖ Proof you no longer have a financial/legal interest in any previously owned properties.

If you do not provide us with the documents required your application may be accepted onto the housing register but will be awarded the lowest priority. Once the documents are received your application will be assessed and placed in the appropriate band from the date the documents are received.

Prior to being offered a property you will be asked to provide further documents to support your application. The documents required will depend on your individual circumstances. You may provide us with these documents at any time during the life of the application. We suggest that the best times to provide this information are:

- ❖ When you return your completed application form
- ❖ When you attend a Housing options interview
- ❖ When you visit the Housing Advice Centre to seek advice
- ❖ When you return your annual renewal
- ❖ If we arrange to visit you (*Please note we do not routinely undertake visits to applicants*)

# APPLICATION FOR HOUSING

The purpose of this form is to register your need for housing. **Registration does not guarantee that you will be made an offer of accommodation.**

If an offer is made, it can be by the Council or any of the housing associations in the Guildford Partnership.

**PLEASE FULLY ANSWER ALL QUESTIONS. IF YOU DO NOT, THIS MAY DELAY YOUR APPLICATION.**

Date Received

Computer check

E to A

Keyfile

Date of Decision Letter

## Your Details

Please give details of you and your partner below:

### You

### Your Partner

Mr/Mrs/Miss/Ms	Mr/Mrs/Miss/Ms
Surname: _____	Surname: _____
First Names: _____	First Names: _____
Date of Birth: _____	Date of Birth: _____
Address: _____	Address: _____
_____	_____
_____ Postcode: _____	_____ Postcode: _____
Date moved in: _____	Date moved in: _____
Home Tel: _____	Home Tel: _____
Mobile Tel: _____	Mobile Tel: _____
Work Tel: _____ Ext. _____	Work Tel: _____ Ext. _____
Email address: _____	Email address: _____

**If you do not want correspondence sent to the above address, where should it be sent?**

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Your reasons for using this address \_\_\_\_\_

## Your Family

**Who else needs rehousing? (Please list everyone to be housed)**

Mr/Mrs/ Ms/Miss	Surname of family name	First names	Date of birth	Relationship eg. Son/daughter	Do they live with you now?
					Yes / No
					Yes / No
					Yes / No
					Yes / No
					Yes / No

**Is any person listed on the application expecting a baby?** YES  NO

Name \_\_\_\_\_ Date baby due: \_\_\_\_\_

**Are all the people on the application British Citizens?** YES  NO

If **NO**, please provide documentary evidence of your right to reside in the United Kingdom.

## Local Connection

Please list all addresses for the **last 5 years**, starting with your current address.  
If you have lived in the Borough of Guildford continuously for at least 5 years at **any time**  
please continue on a separate sheet if necessary.

**You**

From Month/Year	To Month/Year	Address	Reason for leaving	Tenure Type (eg. Private rented, family, friends, council, housing association tenant, etc.)

**Your Partner**

From Month/Year	To Month/Year	Address	Reason for leaving	Tenure Type

**If you do not currently live in Guildford, but previously lived in the area continuously for at least 5 years in the past please give details of addresses, and length of residence.**

From Month/Year	To Month/Year	Address	Reason for leaving	Tenure Type

**Do you or your partner have close relatives (eg. Mother, Father, adult Son or Daughter, Brother, Sister) living in the Guildford Borough area?** YES  NO

**NOTE.** To establish a connection through family they must have lived for at least 5 years within the Borough and continue to do so.

If **YES**, please give details:

Name	Relationship eg. Mother, Father, Brother, Sister.	Address	Length of Residence

Have you or your partner been permanently employed for 12 months in the Guildford borough area?

YES  NO  (please note you may be asked to supply a contract of employment)

If **YES**, Do you need to be able to live more locally to maintain employment? YES  NO

If **YES**, Please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If there are **special circumstances** why you need to live in the Guildford borough area, please give details

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Are you or your partner:**

An Owner of a property in the UK or abroad? YES  NO

If **YES**, please provide written evidence of a current valuation for the property.

**Have you or your partner ever:**

Owned a property in the UK or abroad? YES  NO

If **YES**, please provide most recent address \_\_\_\_\_

\_\_\_\_\_ Dates from \_\_\_\_\_ to \_\_\_\_\_

When the property was sold \_\_\_\_\_

How much for £ \_\_\_\_\_

Money received following sale £ \_\_\_\_\_

**Please provide proof of sale for owned properties.** A solicitor may provide written evidence of the date you ceased to have any legal interest in the property. Alternatively, please contact the Land Registry Office.

**Are you or your partner:**

A council or housing association tenant? YES  NO

If **YES**, please provide a rent statement as proof of a clear rent account.

**Have you or your partner ever:**

Had a council or housing association tenancy? YES  NO

If **YES**, please provide most recent address \_\_\_\_\_  
 \_\_\_\_\_ Dates from \_\_\_\_\_ to \_\_\_\_\_

Please provide a statement as proof of a clear rent account.

Name of council/housing association: \_\_\_\_\_ Tel No. \_\_\_\_\_

Do you or your partner owe rent to any landlord? YES  NO

Details of any arrangement to pay this off \_\_\_\_\_  
 \_\_\_\_\_

**Your Financial Details**

**YOU**

**YOUR PARTNER**

Gross income (including any state Benefits) £ _____ per ANNUM (before tax)  Savings and other assets £ _____  Details: _____	Gross income (including any state Benefits) £ _____ per ANNUM (before tax)  Savings and other assets £ _____  Details: _____
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**Employment. Please tick (✓) appropriate box:**

**YOU**

**PARTNER**

	Unwaged	
	Retired	
	Unemployed	
	Full-timed employed	
	Part-time employed	
	Self-employed	

Name and address of workplace _____ _____ _____  How long have you worked here? _____	Name and address of workplace _____ _____ _____  How long have you worked here? _____
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**Are you a student?** YES  NO

If **YES**, please provide details of what course you are on, where you are studying, the length of your course and your usual home address if you are studying away from home? \_\_\_\_\_  
 \_\_\_\_\_

## Health, Disabilities or Special Needs

If anyone on this application has a health condition, disability or other special need that is affected by the housing situation, please state:

Name of person	Details

Does anyone need to use a wheelchair?                      YES                       NO

Is accommodation without stairs needed?                      YES                       NO

Are any aids or adaptations required?                      YES                       NO

Details \_\_\_\_\_  
 \_\_\_\_\_

**Do you or anyone on the application have contact with:**

Social Worker                      YES/NO                      Name \_\_\_\_\_ Tel: \_\_\_\_\_

Health Visitor                      YES/NO                      Name \_\_\_\_\_ Tel: \_\_\_\_\_

Probation Officer                      YES/NO                      Name \_\_\_\_\_ Tel: \_\_\_\_\_

Community Mental Health Worker                      YES/NO                      Name \_\_\_\_\_ Tel: \_\_\_\_\_

Learning Disability Worker                      YES/NO                      Name \_\_\_\_\_ Tel: \_\_\_\_\_

Other Support Worker                      YES/NO                      Name \_\_\_\_\_ Tel: \_\_\_\_\_

## Type of Accommodation Required

Please tick (✓) <b>ONE</b> of the three declarations below	Tick (✓)
I / We wish to be considered for <b>BOTH</b> rented and Low Cost Home Ownership properties.	
I / We wish to be considered <b>ONLY</b> for a Low Cost Home Ownership property.	
I / We wish to be considered <b>ONLY</b> for a rented property.	

**Please note.** To qualify for Low Cost Home Ownership ownership you **MUST** be either living or working within the Guildford Borough.

**Would you consider the following? Please tick (✓)**

**Please note:** To assist your choice, not all areas have every type of property. If you require further information, please ask at the Housing Advice Centre for a Property Guide.

Type of Property	Flat	Bungalow	House	Maisonette	Studio Flat / Bedsit
Please tick (✓)					

Please tick (✓) if the following areas are acceptable to you. If you wish to exclude any streets within your chosen areas please give details.

	AREA	Tick (✓)	Streets not acceptable in your chosen area
ASH/ ASH VALE/ TONGHAM	ASH		
	ASH VALE		
	TONGHAM		
RURAL WEST	COMPTON		
	HURTMORE		
	NORMANDY		
	PIRBRIGHT		
	PUTTENHAM		
	SEALE		
	WOOD STREET		
	WORPLESDON		
RURAL EAST	ALBURY		
	BRAMLEY		
	CHILWORTH		
	CLANDON EAST		
	CLANDON WEST		
	EFFINGHAM		
	GOMSHALL		
	HOLMBURY ST MARY		
	HORSLEY EAST		
	HORSLEY WEST		
	RIPLEY		
	SEND		
	SHALFORD		
	SHERE		
TOWN	ARTINGTON		
	BEDFORD HOUSE		
	BISHOPS/MOUNT COURT		
	FRIARY HOUSE		
	OTHER TOWN AREAS		
	STOKE ROAD		
GUILDFORD URBAN	BELLFIELDS		
	BURPHAM		
	GUILDFORD PARK		
	MERROW		
	PARK BARN		
	SLYFIELD		
	STOUGHTON		
	TILEHOUSE		
	WESTBOROUGH		

Please tick (✓) If you are interested in supported Housing for people under pensionable age

YES  NO

Please tick (✓) If you are interested in any of these (Warden Assisted) schemes:

	Tick ( ✓ )
SUPPORTED ACCOMMODATION	
SHELTERED ACCOMMODATION	
JAPONICA COURT (EXTRA CARE)	
DRAY COURT	

COUNCIL		HOUSING ASSOCIATION	
MILLMEAD COURT (TOWN)		ADDISON COURT (TOWN)	
ST MARTHAS COURT (CHILWORTH)		ELEANOR COURT (TOWN)	
ST MARTINS COURT (EAST HORSLEY)		GUILDFORD SUNSET HOMES (MERROW)	
TARRAGON COURT (TILEHOUSE)		HILLIER HOUSE (TOWN)	
VICTORIA COURT (TOWN)		MATHON COURT (TOWN)	
THE WILLOWS (MERROW)		RACKS COURT (TOWN)	

### DO YOU HAVE A CONNECTION WITH ANY OF THE RURAL VILLAGES.

Connection should be via immediate family (eg. parents or adult children), employment or former residence.

Area: \_\_\_\_\_ Connection details: \_\_\_\_\_

Area: \_\_\_\_\_ Connection details: \_\_\_\_\_

Area: \_\_\_\_\_ Connection details: \_\_\_\_\_

## Where you live now

Are you?

	An Owner Occupier	An Equity Share Owner	A Council Tenant	A Private Tenant	A Housing Association Tenant	Mobile Home Owner	Sleeping Rough
Please tick (✓)							

OR living .....

	With Family	With Friends	Shared House	Lodger	Hostel	Prison	Tied Accommodation	Forces Accommodation
Please tick (✓)								

Other: \_\_\_\_\_

Who is your landlord? Name/Agent: \_\_\_\_\_

Landlord's Address: \_\_\_\_\_

If private tenancy, tenancy type e.g. Assured Shorthold \_\_\_\_\_

**What type of accommodation do you have now?**

	Bungalow	Flat	House	Maisonette	Room in Shared House	Mobile Home	Caravan	Studio Flat	Hostel	Sleep Rough
Please tick (✓)										

Other: \_\_\_\_\_

If the entrance to the accommodation is above ground floor, what level is it on? Eg. First/Second \_\_\_\_\_

Is there a lift? YES  NO

How many bedrooms? 1  2  3  4

How many living rooms? 1  2  3

**Please give the following details about who has the use of each room:**

ROOM	WHO USES EACH ROOM	AGE IF UNDER 18 YEARS
Living Room		
Dining Room		
Kitchen		
Bathroom		
Toilet		
Bedroom 1		
Bedroom 2		
Bedroom 3		
Bedroom 4		
Garden		

**Please tick (✓) if you LACK any of the following:**

	Inside Toilet	Hot Water	Cold Water	Electricity	Garden
Please tick (✓)					

Other: \_\_\_\_\_

What cooking and food storage facilities do you have? \_\_\_\_\_

If you pay rent, please state the amount £ \_\_\_\_\_ per week/month/year

If the property is in disrepair, please give details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Other Details

Are you or your partner on any other housing register?      YES       NO

If **YES**, please state which council(s) or housing association(s) \_\_\_\_\_

**If you are a member of the armed forces or similar (e.g. Police, Prison Service), please state:**

Name of employer \_\_\_\_\_ Date of enlistment \_\_\_\_\_

Rank & Number \_\_\_\_\_ Anticipated discharge date \_\_\_\_\_

**Details of any pets** \_\_\_\_\_

**Details of any vehicles** \_\_\_\_\_

**Are you or any person on this form connected to Guildford Borough Council, or any of the housing associations, in the following ways:**

	An Employee	Relative of Employee	As a Councillor	Relative of a Councillor
Please tick (✓)				

**If any of the above boxes are ticked, please complete the details below.**

Name of Employee/Councillor \_\_\_\_\_

Department \_\_\_\_\_

**All the information you have given and that is received from a third party will be kept in confidence.** Your application will not be discussed with anyone, **even relatives**, without your permission. Please give the names, addresses and telephone numbers of anyone you are happy for us to discuss your application with.

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**Reasons for applying and any other information you wish to provide:**

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## **Declaration**

I/We declare that the information given above is true and I/we undertake to notify Guildford Borough Council of any change(s) that occur, as this may alter the priority of the application.

I/We understand that any incorrect statement could result in the cancellation of the application. If a tenancy is granted on the basis of incorrect information, I/We may be evicted. I/We understand that providing false information is a criminal offence.

I/We give permission for Guildford Borough Council to contact any relevant agency to assess my/our need for housing and potential ability to manage a future tenancy. This includes former landlords (local authorities, housing associations, voluntary organisations and private sector landlords), Social Services, doctors and other health professionals, the Probation Service, the Benefits Agency, voluntary organisations, solicitors, or any other relevant body for information, in the course of investigation into this application.

Your signature: ..... Date: .....

Partner's signature: ..... Date: .....

## **IMPORTANT**

**PLEASE CONFIRM THAT YOU HAVE ENCLOSED THE FOLLOWING: Please tick (✓)**

- Proof of identity for all household members (e.g. passports, birth certificates)
- Proof of your current address (e.g. recent gas or electricity bill)
- Evidence of your right to reside in the UK if you are NOT a British Citizen (e.g. passport and other relevant documents from the Home Office)

NB- Low Cost Home Ownership applicants must also provide;

- Proof of work in the Guildford area if living outside the Borough
- Proof you no longer have a financial/legal interest in any previously owned properties.

For a full list of acceptable documents contact the Housing Advice Centre.

***If you have any queries about this form, please contact the Housing Advice Centre (01483 444244) or E-mail: [housing-advice@guildford.gov.uk](mailto:housing-advice@guildford.gov.uk)***

**Please return to:** Guildford Borough Council,  
Housing Services,  
Millmead House,  
Millmead,  
Guildford, Surrey,  
GU2 4BB.

## Ethnic Monitoring

The purpose of this question is to help ensure that people from all ethnic backgrounds have equal access to affordable housing.

If you do not wish to answer this question, you have the option to refuse.

The answer to this question will not be kept on your application.

FOR OFFICE  
USE ONLY

Application Ref.

X = Unavailable

Applicant

ETHN .....

### YOU

**How would you describe your ethnic origin?**

**(i) White**

British                       Irish                       White other

**(ii) Mixed Race**

Any combination of ethnic background (eg. Asian and White)

**(iii) Asian or Asian British**

Indian       Pakistani       Bangladeshi   
Other Asian Background

**(iv) Black or Black British**

Caribbean       African       Other Black Background

**(v) Chinese**

Chinese                       Other South Asian Background

**(vi) Any other background**

X = Unavailable

### YOUR PARTNER

**How would you describe your ethnic origin?**

**(i) White**

British                       Irish                       White other

**(ii) Mixed Race**

Any combination of ethnic background (eg. Asian and White)

**(iii) Asian or Asian British**

Indian       Pakistani       Bangladeshi   
Other Asian Background

**(iv) Black or Black British**

Caribbean       African       Other Black Background

**(v) Chinese**

Chinese                       Other South Asian Background

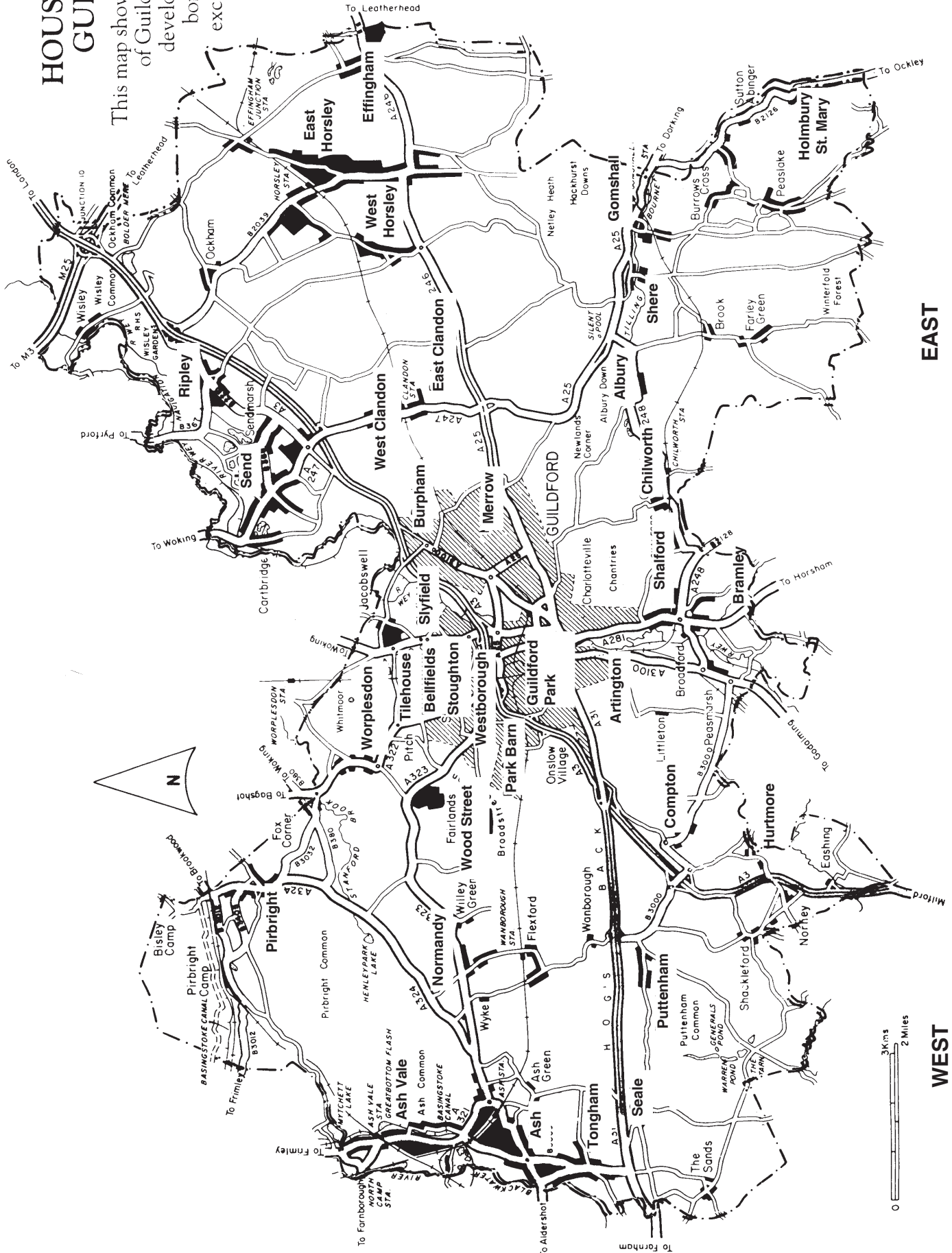
**(vi) Any other background**

Partner

ETHN .....

# HOUSING FOR GUILDFORD

This map shows the location of Guildford's housing developments in the borough with the exception of town centre sites.



EAST

WEST

## GUILDFORD BOROUGH COUNCIL WORKS IN PARTNERSHIP WITH THE FOLLOWING HOUSING ASSOCIATION:

- ❖ A2 Housing Group  
[www.a2hg.co.uk](http://www.a2hg.co.uk)
- ❖ Downland Housing Association  
[www.downland.org.uk](http://www.downland.org.uk)
- ❖ English Rural Housing Association  
No web site
- ❖ Greenoak Housing Association  
[www.greenoakha.org](http://www.greenoakha.org)
- ❖ Home (Havant)  
[www.homegroup.org.uk](http://www.homegroup.org.uk)
- ❖ Kingston Churches Housing Association  
No web site
- ❖ London and Quadrant Housing Trust  
[www.lqgroup.org.uk](http://www.lqgroup.org.uk)
- ❖ Mount Green Housing Association  
No web site
- ❖ Pavillion Housing Association  
[www.pavilionhg.co.uk](http://www.pavilionhg.co.uk)
- ❖ Retirement Lease Housing Association - Guildford Sunset Homes  
[www.rlha.org.uk](http://www.rlha.org.uk)
- ❖ Rosebery Housing Association  
[www.rosebery.org.uk](http://www.rosebery.org.uk)
- ❖ Rosemary Simmons Memorial Housing Association  
[www.rsmha.org.uk](http://www.rsmha.org.uk)
- ❖ Surrey Community Development Trust  
[www.scdt.org.uk](http://www.scdt.org.uk)
- ❖ Thames Valley Housing Association  
[www.tvha.co.uk](http://www.tvha.co.uk)
- ❖ Windsor Housing Association  
[www.parkside.org.uk](http://www.parkside.org.uk)



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## Housing & Health Services

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Guildford Borough Council,  
Millmead House, Millmead, Guildford, Surrey GU2 4BB  
Telephone (01483) 505050 Fax (01483) 444243  
Website: [www.guildford.gov.uk](http://www.guildford.gov.uk)

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