

Application reference no:

Date received:

# HomeFinder application form

elville Housing

CLYDE WILLEY

CAIRN



- Cathkin Braes Tenant Management Co-op
- East Whitlawburn Tenant Management Co-op
- Wellshot and Silverbanks Tenant Management Co-op

A simpler way to apply for a house One application form to apply to all partner landlords Easy to follow information to help you make choices

VCST OF SCOTLAND

ydesdale

ARKLET

## Contents

## About the application form

Section one

About you

Section two About where you live

Section three About where you have lived

Section four About your household

Section five About your housing circumstances

Section six About your choices

Section seven About other housing options

Section eight Checklist and declaration

Section nine Monitoring information

Section ten Contact details

## About the application form

You can apply for housing in South Lanarkshire with any of the HomeFinder landlords by completing this application form.

Please read our leaflet, "Homefinder - applying for a house" before you start to fill in this form.

Please answer every question and give as much information as you can. This will help us to assess your application correctly.

Where a question does not apply to you, write 'N/A' (not applicable) in the space.

You can complete this HomeFinder application form in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. Return the form to any of the HomeFinder landlord offices listed in section 10 or as an email attachment to <u>htr.customer.admin@southlanarkshire.gov.uk</u>. (You will need Acrobat Reader Version 8 or later to be able to save the completed form. Go to <u>www.adobe.com</u> to download a free copy.)



This sign means that you need to give us proof of your answer – Section 8 of the form lists the types of proof that we need from you.

This sign gives you additional/useful information to help you to answer the questions in the form.

## Who can apply for housing?

You can apply for housing if you are 16 or over.

You can apply on your own or you can apply with other people and have a joint application.

We will not discriminate against you in any way based on your race, colour, ethnic origin, nationality, gender, sexuality, disability, age, religion or other beliefs.

## Help to complete the form

If you need help to fill in this form, please contact any of the HomeFinder landlords who will arrange to help you. You will find our contact details in section 10 of the form.

## If you have lost your home or are at risk of losing your home

If you have lost your home or are at risk of losing your home within 2 months, you should contact any of the Council Q and A offices or Area housing offices to arrange an appointment to speak to a member of staff for advice and assistance.

## **Data Protection**

To help you find a home we need to ask you for a lot of information.

The information you give on your application will be shared with each of the HomeFinder landlords.

We will protect the information you give us and make sure that it is only shared with those who need it for housing related purposes.

The information you give us will be kept in line with the requirements of the law, including the Data Protection Act 1998.

You can ask at any time, to see the information that we hold about your application.

## **Section one**

1

## About you

Please tell us about you. 1a.

> If you are applying for a house with someone else, this form calls that person the 'joint applicant' and you must fill in the 'joint applicant' boxes. If you are applying on your own, leave the 'joint applicant' boxes blank.

## **Applicant**

Mr/Mrs/Miss/Ms other (please state)

First name

Last name

Current address



Current address

First name

Last name

Joint applicant

Mr/Mrs/Miss/Ms other (please state)



Postcode

Postcode

Address we can write to you at (if different from above)

Postcode

Address we can write to you at (if different from above)

Postcode

Relationship to applicant

Male ( ) Female (

Male

Female

	Applicant	Joint applicant
	Date of birth	Date of birth
	National Insurance Number	National Insurance Number
	Home phone number	Home phone number
	Mobile phone number	Mobile phone number
	Work phone number	Work phone number
	Email address	Email address
1b.	Please tick how you would prefer us to contact yo	u
	tick all boxes that apply.	
	Letter Phone Email	Text
1c.	Are you a non-UK citizen?	

Under the relevant housing and asylum and immigration legislation, South Lanarkshire Council must find out whether a person qualifies for help provided from public funds, including housing.

Are you a non-UK citizen subject to immigration control?

## Section two

## About where you live

Please tick one of the boxes below to tell us who y urrently live.	our landlord	is or describes where you
enant of South Lanarkshire Council	(	
Tenant of other council		
(please state name of council)		
ے Tenant of a Housing Association in South Lanarkshire		
(please state name of housing association landlord)		
Tenant of Housing Association outwith South Lanarks	shire	$\neg$
(please state name of housing association landlord)		
Tenant of Cathkin Braes Tenant Management Co-op	(	
Tenant of East Whitlawburn Tenant Management Co-	ор	
Tenant of Wellshot and Silverbanks Tenant Managem	ent Co-op	
Property rented from a private landlord	(	
Property that comes with your job	(	
Own your property	(	
Living with parents	(	
Living with relatives (other than your parents) or frien	nds	
Prison	(	
Hostel/bed and breakfast accommodation	(	
Hospital or residential care	(	
Supported accommodation	(	
Caravan/mobile home	(	
H.M. Forces	(	
Lodger	(	
Shared ownership/shared equity	(	
Other		

## 2b. What type of property do you currently live in?

Please tick one of the boxes below that best describes the property you live in

4 in a block flat		House
Ground	Upper 🗌	
Tenement flat		Sheltered housing
Ground	Upper	
Deck access flat		Amenity housing
Ground	Upper	
Maisonette flat		Bedsit
Ground	Upper	
Multi storey flat		Room in a shared house or flat
Ground	Floor level	
Caravan/mobile home		No fixed abode

2c. How many bedrooms do you and the people moving with you have use of?

## **Section three**

## About where you have lived

3a. Please tell us where you have lived over the last five years (you should start with your current address)

Applicant	Joint applicant
1 Address	1 Address
From  / / / / / / / / / / / / / / / / / / /	From () / () / () () () to () / () () () ()
Were you an owner, tenant or lodger	Were you an owner, tenant or lodger
Name and address of landlord	Name and address of landlord
Reason for leaving	Reason for leaving
2 Address	2 Address
2 Address	2 Address
From 0 / 0 / 0 0 0	From 0 / 0 / 0 0
From ( / () / () / () () () to () / () () () () ()	From  / 0 / 0 0 / 0 0 0 to / 0 0 / 0 0 0
From ( / () / () / () () () to () / () () () () ()	From  / 0 / 0 0 / 0 0 0 to / 0 0 / 0 0 0
From I I I I I I I I I I I I I I I I I I I	From I I I I I I I I I I I I I I I I I I I

## Applicant

## 3 Address

## 

Were you an owner, tenant or lodger

Name and address of landlord

Reason for leaving

4 Address

Reason for leaving

Joint applicant

Were you an owner, tenant or lodger

Name and address of landlord

3 Address

From

to

4 Address

Were you an owner, tenant or lodger

Name and address of landlord

Reason for leaving

From

Were you an owner, tenant or lodger

Name and address of landlord

Reason for leaving

## **Section four**

## About your household

4a. Please tell us about the people currently living with you. You should also tell us which of them will be housed with you.

1 Name	2 Name
Date of birth	Date of birth
Male Female	Male 🗌 Female 🗌
Relationship to applicant	Relationship to applicant
Are they to be rehoused with you Yes No	Are they to be rehoused with you Yes No
3 Name	4 Name
Date of birth	Date of birth
Relationship to applicant	Relationship to applicant
Are they to be rehoused with you Yes No	Are they to be rehoused with you Yes No
5 Name	6 Name
Date of birth	Date of birth
Male Female	Male Female
Relationship to applicant	Relationship to applicant
Are they to be rehoused with you Yes No	Are they to be rehoused with you Yes No

South Lanarkshire HomeFinder / application for housing

## 4b. Is there anyone not currently living with you that you want to be housed with you?

Please include the details of children where there You should also include the details of any carers	-
This information will help us to decide what size	of property you need.
P	
1 Name	2 Name
Date of birth	Date of birth
Male Female	Male 🦳 Female 🗌
Relationship to applicant	Relationship to applicant
Address they are currently staying at	Address they are currently staying at
3 Name	4 Name
Date of birth	Date of birth
Male Female	Male Female
Relationship to applicant	Relationship to applicant
Address they are currently staying at	Address they are currently staying at

4c.	Is anyone on your application pregnant?	
	Yes   No   Expected due date   / / / / / / / / / / / / / / / / / / /	
4d.	Are you in the process of adopting or fostering a child/children?	
	Yes No	
	If yes, please give the following details.	
Name and address of agency		
Likely date the child will be living with you		
	Not yet known	
	Confirmation of the adoption or fostering process will be obtained by us from the agency dealing with your application.	

4e. Has anyone taken court action against you, any member of your household or anyone to be housed with you for anti social behaviour within the last 3 years?

Yes 🤇	No No
A	If yes, we will contact you for more information.
	,

4f. Are you or any member of your household (anyone to be housed with you) required to register under the Sex Offenders Act 1997 as amended by the Sexual Offences Act 2003?

Yes (	No No
8	If you or any member of your household must register under the terms of the Sex Offenders Act 1997
	as amended by the Sexual Offence Act 2003, you should send your form direct to:
	Resettlement Manager
	Central Homelessness Services
	27 Main St Combusiness Coto
	Cambuslang Gate G72 7EX
	You should mark the envelope "private and confidential"
	If you want to discuss your application, you can contact the Resettlement Manager, phone 0141 584 2716

## 4g. Are you or anyone who will be rehoused with you related to any of the following?

- Anyone who is a board or management committee member of one of the HomeFinder landlords (including anyone who has served as a committee or board member within the past 12 months).
- Anyone who is or was an employee of one of the HomeFinder landlords.

Yes No

1

If yes please provide details

1 Name	2 Name
Relationship to you	Relationship to you
Organisation	Organisation
Position	Position
3 Name	4 Name
Relationship to you	Relationship to you
Organisation	Organisation
Position	Position

This information is necessary by law and we have to ask but it does not affect your application.

## **Section five**

0

## About your housing circumstances

## 5a. Which of the following best describes why you are applying for housing?

Please tick the main reason.			
Must leave current accommodation		Wish to move to amenity housing	$\square$
Current house unsuitable due to medical reasons		Tied tenancy is being terminated	
Need a smaller house		Leaving H.M. Forces	$\square$
Need a larger house		Moving closer to work	$\square$
Wish to move to another area		Relationship breakdown	$\square$
Wish to move to a different type of house		Leaving supported accommodation	$\square$
Wish to move to sheltered housing		Leaving long term stay in hospital	$\square$
Current accommodation lacks amenities		Financial difficulties	$\square$
Currently staying with friends/relatives and wish own home		Redevelopment of area/home	
Young person leaving care (e.g. Throughcare)		Leaving prison	
Wish to move nearer a relative to give/receive support	$\bigcirc$	No permanent or secure accommodation	C

#### 5b. If you have ticked that you must leave your current accommodation please tell us the date.



If you have lost your home or are at risk of losing your home within 2 months, you should contact any of the Council Q and A offices or Area housing offices to arrange an appointment to speak to a member of staff for advice and assistance.

If you are experiencing financial difficulties, the Council also offers an independent Money Matters Advice Service. You can make an appointment by contacting any of the Q and A offices or Area housing offices. Contact details are listed in section 10 of the form. 5c. If you have ticked that you are losing the accommodation that comes with your job (tied tenancy), please tell us when you are expected to leave

Employer's name and address	
Date employment started	Date employment will end
Reason for employment ending	

5d. If you have ticked that you are leaving H.M. Forces please tell us the following details.

P	Date of joining H.M. Forces	Date of discharge
Reason	n for leaving	

5e. Has the property you stay in been declared unfit by Environmental Health?

Yes 🤇	Νο	
0	If you have answered yes we will contact Environmental Health for more information.	

5f. Do you or anyone else to be housed with you have health problems which make your current home unsuitable?



## 5g. Are you applying to move house to give care and support?

Yes	$\square$	No	
	$\sim$		-

If yes please provide the name and address of the person you are giving the care and support to.

if yes please provide the name and address of the person you are giving the care and support to.
Name
Address
Phone number
What turns of care and support are you providing and how often?
What type of care and support are you providing and how often?
Are you applying to move house to receive care and support?
Yes No
If yes please provide the name and address of the person giving this support to you.
Name
Address
Phone number
What type of care and support do you receive and how often?

South Lanarkshire HomeFinder / application for housing

## 5h. About the type of care and support being currently provided.

Does the person requiring the care currently receive any personal or homecare services from Social Work Resources or any other care provider?

Yes No

If yes please advise what type of care is being provided and how often.

5i. Please explain why it is necessary to be rehoused to give or receive this support.

5j. Is there any additional information you want to tell us about that is relevant to your application?

## **Section six**

## About your choices



The information you provide will be used to match you to available properties, for example, if you tell us that you only want a tenement flat, we will not consider you for any other type of property.

#### 6a. Who would you like to be housed by?



Tick as many as you wish.

## HomeFinder landlords

South Lanarkshire Council	$\bigcirc$
Cathkin Braes Tenant Management Co-op	$\bigcirc$
East Whitlawburn Tenant Management Co-op	$\bigcirc$
Wellshot and Silverbanks Tenant Management Co-op	$\bigcirc$
Arklet Housing Association	$\bigcirc$
Cairn Housing Association	$\bigcirc$
Clydesdale Housing Association	$\bigcirc$
Clyde Valley Housing Association	$\bigcirc$
Melville Housing Association	$\bigcirc$
West of Scotland Housing Association	$\bigcirc$

In addition to HomeFinder, South Lanarkshire Council has agreements with other housing associations to nominate applicants from the housing register.

#### 6b. Do you wish to be considered for housing by one of these housing associations?



## 6c. Where would you like to stay?



Please tick as many areas as you wish.

Area	Letting area	Landlords	1
<u>Blantyre area - Blantyre</u>	Auchinraith		$\Box$
	Blantyre Central		
	<u>Burnbrae</u>		$\overline{\bigcirc}$
	Coatshill East		$\overline{\bigcirc}$
	Coatshill West		$\overline{\bigcirc}$
	High Blantyre Cross		
	Industrial Estate		$\overline{\bigcirc}$
	<u>Merrylees</u>		$\bigcirc$
	Nursery Site		
	<u>Old Kirkton</u>		$\bigcirc$
	Priestfield		
	<u>Springwells</u>		
	Station Road		$\bigcirc$
	Stonefield		$\bigcirc$
	<u>Thornhill</u>		$\overline{\bigcirc}$
	<u>Timbers</u>		
	<u>Village</u>		$\bigcirc$
	<u>West End</u>		$\square$
	Wheatland Head		$\bigcirc$
	<u>Wheatlands</u>		$\bigcirc$
	<u>Woodtrees</u>		$\bigcirc$

South Lanarkshire Council

Cathkin Braes Tenant Management Co-op

East Whitlawburn Tenant Management Co-op

Wellshot and Silverbanks Tenant Management Co-op

- Clydesdale Housing Association
- Clyde Valley Housing Association
- West of Scotland Housing Association

Arklet Housing Association
 Cairn Housing Association
 Melville Housing Association

Area	Letting area	Landlords	1
<u> Blantyre area - Bothwell</u>	<u>Kirklands</u>		$\square$
	<u>Knockburnie</u>		$\square$
	New Woodlands		$\square$
	<u>Old Woodlands</u>		$\square$
	Wooddean		$\bigcirc$
Blantyre area - Uddingston	Greenrig		$\bigcirc$
	Knowhead		$\bigcap_{i=1}^{n}$
	Laighmuir		$\square$
	Myers Crescent		$\bigcirc$
<u>Cambuslang</u>	Borgie/Kirkhill		$\square$
	<u>Cairns</u>		$\square$
	Cambuslang Central		$\square$
	<u>Cathkin</u>		$\square$
	Dechmont/Lightburn		$\square$
	<u>Eastfield</u>		$\square$
	<u>Overton</u>		$\square$
	<u>Springhall</u>		$\square$
	Wellshot/Silverbanks		$\overline{\bigcirc}$
	<u>Westburn</u>		$\overline{\bigcirc}$
	<u>Whitlawburn</u>		$\overline{\bigcirc}$
<u> Carluke area - Carluke</u>	<u>Cairneymount</u>		$\Box$
	Crawfordyke East		
	Crawfordyke North		$\overline{\bigcirc}$
	Crawfordyke West		$\bigcirc$
	Douglas Street		$\Box$
	Carluke West		$\bigcirc$
	Whitehill West		
	<u>Whitehill</u>		$\bigcirc$
South Lanarkshire Council	<b>Clydesdale Housing Association</b>	Arklet Housing As	sociation
Cathkin Braes Tenant Management Co-op	Clyde Valley Housing Association	Cairn Housing Ass	

Cathkin Braes Tenant Management Co-op

East Whitlawburn Tenant Management Co-op

e Wellshot and Silverbanks Tenant Management Co-op

Clyde Valley Housing Association

West of Scotland Housing Association

Arklet Housing Association Cairn Housing Association Melville Housing Association

South Lanarkshire HomeFinder / application for housing

Area	Letting area	Landlords	$\checkmark$
Carluke area -	Braehead		$\bigcirc$
outlying district	Braidwood		$\bigcirc$
	<u>Carnwath</u>		$\square$
	Carstairs Junction		$\overline{\bigcirc}$
	Carstairs Village		$\bigcirc$
	<u>Cartland</u>		$\Box$
	<u>Cleghorn</u>		$\bigcirc$
	<u>Cobbinshaw</u>		$\bigcirc$
	<u>Crossford</u>		$\overline{\bigcirc}$
	<u>Dolphinton</u>		$\overline{\bigcirc}$
	<u>Dunsyre</u>		$\bigcirc$
	East Hinshelwood		$\overline{\bigcirc}$
	Forth East		$\bigcirc$
	Forth West		$\overline{\bigcirc}$
	<u>Harelaw</u>		$\Box$
	Kersewell		$\overline{\bigcirc}$
	<u>Kilncadzow</u>		$\Box$
	Law		$\bigcirc$
	<u> Mossplatt – Muirfoot</u>		$\square$
	Newbigging		$\bigcirc$
	<u>Ravenstruther</u>		$\square$
	<u>Shodshillmill</u>		$\bigcirc$
	<u>Tashieburn</u>		$\square$
	<u>Walston</u>		$\bigcirc$
	<u>Weston</u>		$\bigcirc$
	<u>Yieldshields</u>		$\cap$

South Lanarkshire Council

Cathkin Braes Tenant Management Co-op

East Whitlawburn Tenant Management Co-op

ewillshot and Silverbanks Tenant Management Co-op

- Clydesdale Housing Association
- Clyde Valley Housing Association
- West of Scotland Housing Association

Arklet Housing Association
 Cairn Housing Association
 Melville Housing Association

Area	Letting area	Landlords	1
East Kilbride	<u>Calderwood</u>		$\bigcirc$
	East Mains		$\bigcirc$
	Greenhills		$\bigcirc$
	Murray		$\square$
	Newlandsmuir		$\square$
	St Leonards		$\bigcirc$
	West Mains		$\square$
	Westwood		$\square$
	Whitehills		$\bigcirc$
<u>Hamilton</u>	<u>Almada Hill</u>		$\square$
	<u>Bent / Glebe</u>		$\bigcirc$
	Brankholme Brae		$\bigcirc$
	Burnbank Central		$\bigcirc$
	Burnbank Road		$\bigcirc$
	Burnblea Gardens		$\bigcirc$
	<u>Chantinghall</u>		$\bigcirc$
	<u>Comely</u>		$\bigcirc$
	Earnock / Shawburn		$\bigcirc$
	<u>Fairhill</u>		$\bigcirc$
	<u>Glenlee</u>		$\bigcirc$
	Hamilton Central		$\bigcirc$
	<u>Hepburnhill</u>		$\bigcirc$
	Hillhouse Central		$\bigcirc$
	Kelvin Gardens		$\bigcirc$
	Limetree		$\bigcirc$
	Little Earnock		$\bigcirc$
	Low Waters		$\bigcirc$

- South Lanarkshire Council
  Cathkin Braes Tenant Management Co-op
- East Whitlawburn Tenant Management Co-op
- ewillshot and Silverbanks Tenant Management Co-op
- Clydesdale Housing Association
- Clyde Valley Housing Association
- West of Scotland Housing Association
- Arklet Housing Association
   Cairn Housing Association
   Melville Housing Association

South Lanarkshire HomeFinder / application for housing

Area	Letting area	Landlords	✓
Hamilton (continued)	May Gardens		$\bigcirc$
	Meikle Earnock, Hamilton		$\bigcirc$
	Mill Road		$\bigcirc$
	<u>Old Town</u>		$\bigcirc$
	<u>St Giles</u>		$\bigcirc$
	<u>Udston</u>		$\bigcirc$
	<u>Wellbrae</u>		$\overline{\bigcirc}$
	Whitehill North		$\overline{\bigcirc}$
	Whitehill South		$\overline{\bigcirc}$
	Woodhead		$\bigcirc$
<u>Lanark area - Lanark</u>	Bankhead		$\bigcirc$
	<u>Castlegate</u>		
	<u>Kildare</u>		$\overline{\bigcirc}$
	<u>Smyllum</u>		$\overline{\bigcirc}$
	The Marches		$\overline{\bigcirc}$
	<u>Wellgate</u>		$\overline{\bigcirc}$
	<u>Wheatpark</u>		$\overline{\bigcirc}$
	Woodstock Road		$\bigcirc$
Lanark area -	Braeside		$\bigcirc$
Blackwood/ Kirkmuirhill	<u>Hawthorndene</u>		$\bigcirc$
	Hope Road Area		$\bigcirc$
Lanark area -	The Crescent		
<u>Lesmahagow</u>	Lesmahagow Upper		
	The Village		$\bigcirc$

South Lanarkshire Council

Cathkin Braes Tenant Management Co-op

East Whitlawburn Tenant Management Co-op

ewillshot and Silverbanks Tenant Management Co-op

- Clydesdale Housing Association
- Clyde Valley Housing Association
- West of Scotland Housing Association

Arklet Housing Association
 Cairn Housing Association
 Melville Housing Association

Area	Letting area	Landlords	1
Lanark area	Abington		$\bigcirc$
outlying district	<u>Auchenheath</u>		$\square$
	Auchnotroch Road		$\Box$
	Auldton		$\overline{\bigcirc}$
	<u>Biggar</u>		$\square$
	<b>Biggarshiels</b>		$\square$
	<u>Candymill</u>		$\square$
	Carmichael-Stonehill		$\square$
	Coalburn Middlefield		$\square$
	Coalburn Road Area		$\square$
	Corehouse		$\square$
	Coulter		$\square$
	Crawford		$\square$
	<u>Crawfordjohn</u>		$\square$
	<u>Deadwaters</u>		$\square$
	Dillarburn		$\square$
	Douglas		$\square$
	Douglas Water		$\square$
	Glespin		$\square$
	Hawksland		$\cap$
	<u>Hyndfordbridge</u>		$\cap$
	<u>Kirkfieldbank</u>		$\cap$
	Libberton		
	Pettinain		$\square$
	Quothquan		$\square$
	Rigside		$\cap$
	Roberton		

- South Lanarkshire Council
  - Cathkin Braes Tenant Management Co-op
- East Whitlawburn Tenant Management Co-op
- e Wellshot and Silverbanks Tenant Management Co-op
- Clydesdale Housing Association
- Clyde Valley Housing Association
- West of Scotland Housing Association
- Arklet Housing Association
   Cairn Housing Association
   Melville Housing Association

South Lanarkshire HomeFinder / application for housing

Area	Letting area	Landlords	✓
Lanark area -	<u>Sandilands</u>		
outlying district	Shaws Scheme		$\bigcirc$
(continued)	<u>Stonebyres</u>		$\bigcirc$
	Symington		$\bigcirc$
	Thankerton		$\bigcirc$
	<u>Wandel</u>		$\bigcirc$
	<u>Warrenhill</u>		$\bigcirc$
	Wiston		$\bigcirc$
Larkhall area - Larkhall	Birkenshaw		$\square$
	<u>Croft</u>		$\overline{\bigcirc}$
	Donaldson Road area		
	Hamilton Road		$\bigcirc$
	Larkhall Central		$\bigcirc$
	Margaretvale		$\bigcirc$
	<u>Meadowhill</u>		$\bigcirc$
	New Hareleeshill		$\bigcirc$
	Old Hareleeshill		$\bigcirc$
	Raploch Street		$\bigcirc$
	<u>Strutherhill</u>		$\bigcirc$

South Lanarkshire Council

Cathkin Braes Tenant Management Co-op

East Whitlawburn Tenant Management Co-op

ewillshot and Silverbanks Tenant Management Co-op

Clydesdale Housing Association

Clyde Valley Housing Association

West of Scotland Housing Association

Arklet Housing Association
 Cairn Housing Association
 Melville Housing Association

Area	Letting area	Landlords	1
Larkhall area - Eddlewood	Eddlewood (Bottom)		
	Eddlewood (Top)		
	Meikle Earnock Eddlewood		$\bigcirc$
Larkhall area - Stonehouse	<u>Stonehouse (Bottom)</u>		$\bigcirc$
	<u>Stonehouse (Top)</u>		$\bigcirc$
Larkhall area -	Ashgill		$\bigcirc$
outlying district	<u>Chapleton</u>		$\overline{\bigcirc}$
	Drumclog		$\overline{\bigcirc}$
	<u>Ferniegair</u>		$\square$
	Glassford		$\square$
	<u>Locharmill</u>		$\square$
	<u>Netherburn</u>		$\square$
	Quarter		$\square$
	Sandford		$\square$
	<u>Strathhaven</u>		$\square$
	<u>Strutherhead</u>		$\bigcirc$
<u>Rutherglen</u>	Bankhead		
	<u>Blairbeth / Burnside</u>		$\overline{\bigcirc}$
	Central Rutherglen		$\square$
	Farme Cross		$\square$
	<u>Fernhill</u>		$\bigcirc$
	Gallowflat		$\bigcirc$
	<u>Spittal</u>		$\bigcirc$
	West End		$\bigcirc$

South Lanarkshire Council
 Cathkin Braes Tenant Management Co-op
 East Whitlawburn Tenant Management Co-op
 Wellshot and Silverbanks Tenant Management Co-op

South Lanarkshire HomeFinder / application for housing

1

Sheltered housing provides individual, self contained homes for older people over the age of 60. By self contained, we mean having its own kitchen and bathroom and usually its own private entrance. The properties are generally grouped together and may be bungalows, ground floor or first-floor flats often with communal facilities such as a lounge, laundry and guest rooms. Many sheltered developments offer the services of a sheltered housing officer who has regular contact with residents.

rea Development		Landlords	$\checkmark$	
Blantyre area - Blantyre	Devlin Grove		$\bigcirc$	
	Stonefield Park Gardens		$\overline{\bigcirc}$	
	Woodend		$\overline{\bigcirc}$	
Blantyre area - Bothwell	Waverley Court		$\bigcirc$	
Blantyre area - Uddingston	Crofthead Street		$\bigcirc$	
	Simpson Court		$\overline{\bigcirc}$	
Carluke area - Carluke	Kirkton Court		$\bigcirc$	
	Needlegreen		$\bigcirc$	
Carluke area - Forth	Bank Terrace			

South Lanarkshire Council

Cathkin Braes Tenant Management Co-op

East Whitlawburn Tenant Management Co-op

Wellshot and Silverbanks Tenant Management Co-op

Clydesdale Housing Association

Clyde Valley Housing Association

West of Scotland Housing Association

Arklet Housing Association
 Cairn Housing Association
 Melville Housing Association

Area	Development	t Landlords	
East Kilbride	Alberta Park		$\bigcirc$
	Bosfield Pace		$\bigcirc$
	Canberra House		$\overline{\bigcirc}$
	Castlefield Gardens		$\bigcirc$
	Davaar		$\overline{\bigcirc}$
	Headhouse Court		$\overline{\bigcirc}$
	Ladybank		$\overline{\bigcirc}$
	Pine Crescent		$\overline{\bigcirc}$
	Plover Drive		$\bigcirc$
	Strathcona House		$\bigcirc$
	Wellbeck House		$\square$
	Whitehills		$\bigcirc$
	Wingate Park		
Hamilton	Barncluith		$\bigcirc$
	Centenary Gardens		$\bigcirc$
	Clarkwell		$\bigcirc$
	Lorne Street		$\bigcirc$
	May Gardens		$\bigcirc$
Lanark area - Lanark	Glebe Court		$\bigcirc$
	Smiddy Court		$\bigcirc$
Lanark area - Lesmahagow	Glebe Gardens		
Lanark area - Douglas	Blackwood Court		

South Lanarkshire Council
 Clydesdale Housing Association
 Clyde Valley Housing Association
 Clyde Valley Housing Association
 Clyde Valley Housing Association
 Cairn Housing Association
 Melville Housing Association
 West of Scotland Housing Association
 Melville Housing Association

South Lanarkshire HomeFinder / application for housing

Area	Development	Landlords	s 🗸	
Larkhall area - Larkhall	Margaretvale		$\bigcirc$	
	Parker Place		$\square$	
	Raploch Street		$\bigcirc$	
Larkhall area - Eddlewood	Deer Park		$\Box$	
	John Smith Court		$\bigcirc$	
Larkhall area - Stonehouse	Linthaugh Gardens		$\Box$	
	Mclean Gardens		$\overline{\bigcirc}$	
Larkhall area - Strathaven	Park Crescent		$\bigcirc$	
Rutherglen	Castlefern Road		$\bigcirc$	
	Cathcart Road		$\overline{\bigcirc}$	
	Chapel Court		$\overline{\bigcirc}$	
	Dunure		$\bigcup_{i=1}^{n}$	
	Eastcroft		$\square$	
	East Main Street		$\square$	
	Fernhill Road		$\bigcirc$	
	Kirkriggs Gardens		$\square$	
	Lochbrae Court		$\square$	
	Mill Street		$\bigcirc$	
	Woodend		$\bigcirc$	



If you have ticked that you are interested in sheltered housing we will contact you to complete a sheltered housing support needs assessment.

South Lanarkshire Council

Cathkin Braes Tenant Management Co-op

East Whitlawburn Tenant Management Co-op

🦲 Wellshot and Silverbanks Tenant Management Co-op

- Clydesdale Housing Association
- Clyde Valley Housing Association
- West of Scotland Housing Association

Arklet Housing Association
Cairn Housing Association
Melville Housing Association

## 6e. Please tick what type(s) of property you would like.

You can tick as many as you wish. If you are unsure what to pick, you can look at the property descriptions in the application pack.

<b>4 in a block flat</b> Ground	Upper 🗌	House
<b>Tenement flat</b> Ground	Upper	Amenity housing
Deck access flat		Sheltered housing
Ground	Upper 🦲	
Ground	Upper	
Multi storey flat	_	
Ground 🦳	Upper 🗌	
	eccommodation that meets the needs of ele nts may wish to apply for a community alar	

## 6f. If you have chosen a flat, what is the highest floor level you would consider?

6g.	What size of accommodation d	do you need?	
	0 bedroom (bedsit)	one bedroom	two bedrooms 📃
	three bedrooms	four bedrooms 📃	five bedrooms
			n the number of people to be housed with you. cy standard contained in your application pack.
6h.	What type(s) of heating would	you like?	
	Gas Electric	Solid Fuel 📃 🛛 A	ny 🗌
			available properties, for example, if you tell us ed for properties with any other types of heating.

6i. Do you need accommodation suitable for wheelchair use?

	$\frown$		$\frown$
Yes	$\cup$	No	$\bigcup$

## **Section seven**

1

## About other housing options

Due to the demand for housing within South Lanarkshire and the requirement to house applicants who are in the most housing need, the HomeFinder landlords offer other housing options such as a mutual exchange scheme. This is where tenants can swap homes with the consent of their landlord. Mutual exchanges can take place between South Lanarkshire Council tenants, tenants of other Councils or tenants of Housing Associations or Co-ops. If you choose this option, details of where you stay and where you wish to move to will be made available to other applicants also looking for a mutual exchange.

7a. If you are a tenant of the Council or any of the other HomeFinder landlords, do you wish to consider a mutual exchange?

Yes 🤇	No 🗌
U	Low cost home ownership schemes. These aim to help people on low income who wish to own their own home, but cannot afford the full price for a house.
	If you are interested in finding out more about these schemes, please tick the box below and further information will be sent to you.

7b. Do you wish any further information on low cost home ownership schemes?

Yes No
--------

## **Section eight**

1

## **Checklist and declaration**

Where there is a 😰 sign, we need you to provide information.

The checklist below provides details of what we need. Please let us know if you are providing the information along with the application form by ticking the relevant boxes. We may be unable to fully assess your application without the required information.

If you are handing your application form into any of the HomeFinder landlord offices or Council Q and A offices, you can bring your proof with you and we will take copies and return the original documents to you.

If you are submitting this form by email, then please send us the proof we need as soon as you can. We will process your application without this information, but you will not receive an offer of housing until you provide the necessary proof.

Question	Proof	Type of proof required	Included
1a.	Proof of where you are living	Bank Statement or;	
	We need proof of current address from everyone applying	Driving licence or;	
	(except those who are existing tenants of the HomeFinder landlords because we can check	Utility bill (such as gas, electricity or water) or;	
	these addresses from our own records).	Letter or paperwork from the Department of Works and Pensions	
4a.	About the people who will be moving with you	Birth certificates for everyone	
4b.	Anyone not currently living with you that will be rehoused with you	Letter confirming access arrangements from former partner; or	
		Solicitor; or	
		Court	
4c.	Anyone who is pregnant	Copy of maternity plan; or	
		Letter from Doctor	

		Included
Proof	Type of proof required	$\checkmark$
lf you must leave your current accommodation	<b>Private sector tenants:</b> AT5;	
	Tenancy agreement and	
	Notice to Quit	
	Owner Occupier;	
	Letter from mortgage lender confirming date you have to leave	
	Tied Tenant;	
	Letter from your employer confirming when your employment began, when it is due to end, when you need to leave and the reason for leaving	
	H.M. Forces;	
	Certificate of discharge or letter from Commanding Officer including length of service and discharge date	
	If you must leave your current	If you must leave your current accommodationPrivate sector tenants: AT5; Tenancy agreement and Notice to QuitNotice to QuitOwner Occupier; Letter from mortgage lender confirming date you have to leaveTied Tenant; Letter from your employer confirming when your employment began, when it is due to end, when you need to leave and the reason for leavingH.M. Forces; Certificate of discharge or letter from Commanding Officer including length of service and

## Representation

Do you want us to deal with someone else acting on your behalf (a representative) about your application for housing?

Yes No
Representative's name
Relationship to you (if any)
Address
Phone number
Email address
If you appoint a representative, all HomeFinder landlords will be able to give personal information about you to your representative in connection with your application for housing.

## Declaration

I confirm that to the best of my knowledge, the details I have provided on this application are true and accurate.

I understand that if my circumstances change, I must immediately inform one of the HomeFinder landlords. I also understand that the HomeFinder landlords will make relevant enquiries with other South Lanarkshire Council departments, other Council's, other Housing Associations and external agencies such as my G.P, to request information to support my application for housing.

I hereby authorise the HomeFinder landlords to make any further enquiries to confirm the details provided on this form. I also understand that the HomeFinder landlords may share the information I have provided.

I understand that any false or misleading information given on this form may result in my application being suspended. Should I be granted a tenancy on the basis of false or misleading information, the HomeFinder landlords may take steps to repossess the property.

I further understand that if I buy a house (including a house that I previously rented) or if I am housed by any of the HomeFinder landlords, any other Housing Association or Council, or if I obtain a mutual exchange, my application will be cancelled from the housing register. However, I retain the right to reapply for housing at any time.

Applicant's signature	Date
Joint applicant's signature	

If you are submitting this form by email, please confirm that you have read and accept the above declaration.

Accept	Decline Decline
U	Thank you for completing this application form.
	Please return it to any of the HomeFinder landlord offices listed in section 10 or as an email attachment to htr.customer.admin@southlanarkshire.gov.uk.

## **Section nine**

1

## **Monitoring information**

You do not have to complete this section of the form. The information that you provide is for monitoring purposes only and will not be taken in account when we assess your application. However, it will be used to help us plan for housing needs in the future and to make sure that we provide services fairly and in a way which meets the needs of the community.

Thank you for taking the time to provide this information.

### 9a. Which of the following best describes your household?

	Single person household under 24		Couple aged 60	)+		$\bigcirc$
	Single person household aged 25-59	$\bigcirc$	Household age	d less than 59	(with children)	$\bigcirc$
	Single person household aged 60+	$\Box$	Household age	d 60+ (with cł	nildren)	$\bigcirc$
	Couple aged less than 59	$\Box$	Other househo	ds		$\bigcirc$
9b.	What is your ethnic group?					
	White					
	Scottish English		Welsh		Northern Irish	$\bigcirc$
	British Irish		Gypsy/Traveller		Polish	$\bigcirc$
	Any other ethnic group 📄 plea	se write in				
	<b>Mixed or multiple ethnic groups</b> Any mixed or multiple ethnic groups	ple	ease write in			
	Asian, Asian Scottish or Asian British					
	Pakistani, Pakistani Scottish or Pakista	ni British				
	Indian, Indian Scottish, or Indian Britis	h				
	Bangladeshi, Bangladeshi Scottish or I	Bangladeshi I	British			
	Chinese, Chinese Scottish or Chinese I	British				
	Other please write in					

African, Caribbean or Black
African, African Scottish or African British
Caribbean, Caribbean Scottish or Caribbean British
Black, Black Scottish or Black British
Other please write in
Other ethnic group
Arab
Other please write in
Do you use a language other than English at home?
Tick all that apply.
British Sign Language Cantonese
Polish Mandarin
Punjabi Hindi
Urdu
Other please write in

## 9c. Do you consider yourself to have a disability?

Yes	$\bigcirc$	No	

## 9d. Do you consider yourself to have a health problem?

If yes please tick all that apply.		
Deafness or severe hearing impairment	$\bigcirc$	A mental health condition (such as depression or schizophrenia)
Blindness or severe vision impairment		A chronic illness (such as cancer, heart disease)
A physical disability (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying		A physical condition (such as epilepsy)
A learning disability (such as Down's syndrome)		Other condition
A learning difficulty	$\square$	I am unable to leave home without
(such as dyslexia or dyspraxia) Are you currently employed?	Joint app	assistance
(such as dyslexia or dyspraxia)  Are you currently employed?  Applicant Yes No  If yes please tick the box which best	fits the total in	assistance
(such as dyslexia or dyspraxia)  Are you currently employed?  Applicant Yes No	fits the total in	assistance
(such as dyslexia or dyspraxia)  Are you currently employed?  Applicant Yes No  If yes please tick the box which best	fits the total in	assistance
(such as dyslexia or dyspraxia)  Are you currently employed?  Applicant Yes No  If yes please tick the box which best Please include any benefits or state	fits the total in	assistance
Are you currently employed? Applicant Yes No If yes please tick the box which best Please include any benefits or state Less than £18,000 per year	fits the total in	assistance
(such as dyslexia or dyspraxia) Are you currently employed? Applicant Yes No If yes please tick the box which best Please include any benefits or state Less than £18,000 per year Between £18,000 and £20,000 per year	fits the total in pensions but c	assistance
(such as dyslexia or dyspraxia) Are you currently employed? Applicant Yes No If yes please tick the box which best Please include any benefits or state Less than £18,000 per year Between £18,000 and £20,000 per year Between £20,000 and £22,000 per year Please indicate if you are in receipt of	fits the total in pensions but c	assistance  blicant Yes No  ncome before tax, for you and any joint applicant.  come before tax, for you and any joint applicant.  Between £22,000 and £25,000 per year  Over £25,000 per year  ease tick all that apply.
(such as dyslexia or dyspraxia) Are you currently employed? Applicant Yes No If yes please tick the box which best Please include any benefits or state Less than £18,000 per year Between £18,000 and £20,000 per year Between £20,000 and £22,000 per year	of benefits. Ple	assistance  blicant Yes No  ncome before tax, for you and any joint applicant.  ncome before tax, for you and any joint applicant.  Between £22,000 and £25,000 per year  Over £25,000 per year  ease tick all that apply.  Benefit

## Section ten

## **Contact details**

## HomeFinder Landlords

#### **South Lanarkshire Council**

## If you want to contact us in person, call into one of our Q and A offices

- David Dale House, 45 John Street, Blantyre G72 0JG
- Cambuslang Gate, 27 Main Street, Cambuslang G72 7EX
- 9 Kirkton Street, Carluke ML8 4AB
- 30 Union Street, Larkhall ML9 1DR
- Civic Centre, Andrew Street, East Kilbride G74 1AB
- Brandon Gate, 1 Leechlee Road, Hamilton ML3 0XB
- South Vennel, Lanark, ML11 7JT
- 169 Main Street, Rutherglen, G73 2HF

## or you can phone our Customer Services Centre on 0845 740 6080 or

email: customer.services@southlanarkshire.gov.uk

You can contact one of our Area housing offices or community flats by phone, email or in writing.

#### Blantyre Area Housing Office

45 John Street, Blantyre G72 0JG Phone: 01698 527304 Email: <u>housing.blantyre@southlanarkshire.gov.uk</u>

#### **Cambuslang and Rutherglen Area Housing Office**

24 Stonelaw Road, Rutherglen G73 3TW Phone Rutherglen: 0141 613 5560 Phone Cambuslang: 0141 613 5541 Email: <u>housing.rutherglen@southlanarkshire.gov.uk</u> Email: <u>housing.cambuslang@southlanarkshire.gov.uk</u>

#### **Carluke Area Housing Office**

Kirkton Street, Carluke ML8 4AB Phone: 01555 777800 Email: <u>housing.carluke@southlanarkshire.gov.uk</u>

East Kilbride Area Housing Office Civic Centre, Andrew Street, East Kilbride G74 1AB Phone: 01355 806117 Email: housing.eastkilbride@southlanarkshire.gov.uk

#### **Hamilton Area Housing Office**

Brandon Gate, 1 Leechlee Road, Hamilton ML3 0XB Phone: 01698 452732 Email: <u>housing.hamilton@southlanarkshire.gov.uk</u>

#### Lanark Area Housing Office

South Vennel, Lanark ML11 7JT Phone: 01555 673563 Email: housing.lanark@southlanarkshire.gov.uk

#### Larkhall Area Housing Office

30 Union Street, Larkhall ML9 1DR Phone: 01698 880000 Email: housing.larkhall@southlanarkshire.gov.uk

#### **Community Flats**

'**The Grove**' 35 Stuart Terrace, Rigside ML11 9NN Phone: 01555 880793

Forth Community Flat 57 Hawkwood Terrace, Forth ML11 8AT Phone: 01555 811402

**Carstairs Junction Community Flat** 39 Coronation Street, Carstairs Junction ML11 8RB Phone: 01555 871014

Kirkmuirhill Community Flat 63 Hope Road, Kirkmuirhill ML11 9QY Phone: 01555 895894

**Cathkin Braes Tenant Management Co-operative** 28 Skye Road, Cathkin Rutherglen G73 5LA Phone: 0141 634 7494

East Whitlawburn Tenant Management Co-operative 34 Maxton Terrace, Cambuslang G72 8LX Phone: 0141 641 3484

Wellshot/Silverbank Tenant Management Co-operative 24 Stonelaw Road, Rutherglen G73 3TW

Phone: 0141 613 5560

Arklet Housing Association Ltd Barrland Court, Barrland Drive, Glasgow G46 7QD Phone: 0141 620 1890 Email: <u>arklet@arklet.org.uk</u>

Cairn Housing Association Ltd 15 North Claremont Street, Glasgow G3 7NR Phone: 0141 252 1044

Phone: 0141 353 1944 Email: enguiries@cairnha.com

**Clydesdale Housing Association Ltd** 

St Kentigerns Church, 15 Hope Street, Lanark ML11 7LZ Phone: 01555 665316 Email: mail@clydesdale-housing.org.uk

**Clyde Valley Housing Association** 

50 Scott Street, Motherwell ML1 1PN Phone: 01698 268855 Email: cvha@cvha.org.uk

**Melville Housing Association** 

7 Eskdaill Court, Dalkeith, Midlothian EH22 1AG Phone: 0131 654 2733 Email: info@melville.org.uk

West of Scotland Housing Association Lanarkshire Office, Princes Gate, 60 Castle Street, Hamilton ML3 6BB Phone: 01698 495220

Email: <u>lanarkshire@westscot.co.uk</u>

## Other housing associations and co-operatives

#### East Kilbride and District Housing Association Ltd

307 Edinburgh House, 20 Princes Square, East Kilbride G74 1LJ Phone: 01355 227751 Email: <u>admin@ekdha.co.uk</u>

#### **Bield Housing Association Ltd**

Craighall Business Park, Unit 6, 7 Eagle Street, Glasgow G4 9XA Phone: 0141 270 7200 Email: <u>info@bield.co.uk</u>

### **Cube Housing Association Ltd**

70 Glenfinnan Road, Glasgow G20 8JX Phone: 0141 9453155 Email: <u>lettings@cubehousing.co.uk</u>

#### Hanover (Scotland) Housing Association

Pavillion 5, Ground floor, Watermark Business Park, 345 Govan Road Glasgow G51 2SE Phone: 0141 553 6300 Email: <u>westinfo@hsha.org.uk</u>

#### **Horizon Housing Association**

Leving House, Fairbairn Place, Livingston, West Lothian EH54 6TN Phone: 01506 424140 Email: <u>e-mail@horizonhousing.org</u>

#### **Key Housing Association**

Savoy Tower, 77 Renfrew Street, Glasgow G2 3BZ Phone: 0141 332 6672 Email: <u>info@keyhousing.org</u>

#### Link Housing Association

Abbeymill Business Centre, Mile End Mill, Unit 1005-1011, 12 Seedhill Road, Paisley PA1 1JS Phone: 0845 140 0100 Email: pao@linkhaltd.co.uk

#### **Loretto Housing Association**

Lipton House, 2nd Floor, 170 Crown Street, Glasgow G5 9XD Phone: 0141 420 7950 Email: <u>headoffice@lorettoha.co.uk</u>

#### **Margaret Blackwood Housing Association**

646 Argyle Street, Glasgow G3 8UF Phone: 0141 221 1606 Email: <u>info@mbha.org.uk</u>

#### **Methodist Housing Association**

St. Andrews Court, Sycamore Crescent, East Kilbride G75 9LN Phone: 01355 231248 Email: <u>enquiries@mha.org.uk</u>

#### **Rutherglen and Cambuslang Housing Association**

18 Farmeloan Road, Rutherglen G73 1DL Phone: 0141 647 4917 Email: info@randcha.co.uk

### **Trust Housing Association**

Pavillion 5, 1st floor, Watermark Business Park, 345 Govan Road, Glasgow G51 2SE Phone: 0141 227 1994 Email: info@trustha.org.uk

#### West Whitlawburn Housing Co-operative

Belmont House, 57 Belmont Road, Cambuslang G72 8PG Phone: 0141 641 8628 Email: <u>wwb@wwhc.org.uk</u> For more information or if you want this information in a different format or language, please phone 01698 454352 or email housing.strategy@southlanarkshire.gov.uk

If you need this information in large print, on tape or in Braille, please phone 01698 454352.

Please phone 01698 454352 if you would like this information in Chinese, Urdu, Punjabi, Hindi or Polish.

這份資料備有中文譯本,查詢詳情請致電 01698 454352

यह सूचना आपके लिए हिन्दी में भी उपलब्ध की जा सकती है

अतिरिक्त जानकारी के लिए इस फोन नं: पर सम्पर्क करें: 01698 454352

ਇਹ ਜਾਣਕਾਰੀ ਪੰਜਾਬੀ ਬੋਲੀ ਵਿਚ ਵੀ ਤੁਹਾਨੂੰ ਮਿਲ ਸਕਦੀ ਹੈ ਹੋਰ ਜਾਣਕਾਰੀ ਲਈ ਇਸ ਨੰਬਰ ਤੇ ਫੋਨ ਕਰੋ:

01698 454352

بد معلومات اردوزبان میں مہیا کی جاسکتی ہیں

01698 454352 مزيد معلومات 2 كراس فون پردابطه كري

Proszę dzwonić na numer 01698 454352, jeśli chcieliby Państwo posiadać tę informację po polsku.



This publication has been printed on recycled paper.

www.southlanarkshire.gov.uk