

Dundee Housing

Application Form and guidance notes

Office use only

Received By:

Date Received:

Passed to
Lettings Team:

Application
Number:

If you need help filling this form in,
please contact the Lettings Centre
Tel: 0300 123 9023 or 01382 307400.

For information about Dundee City Council visit
our website at - www.dundee.gov.uk

Application for housing with Dundee Common Housing Register

To help you fill in this form there are guidance notes on the left hand pages. Please complete all the sections of the form **that apply to you and your joint applicant in CAPITAL LETTERS** using a **PEN**. The information you provide us will help us to assess your need for housing.

In certain places in the form you will see this symbol **P**. It means that you will have to supply us with proof of some of your circumstances. There is a checklist at the end of the form so you can make sure you have given us all the pieces of information we require.

If you need help to complete the form staff from the District Housing Offices, the Lettings Centre, Dundee House, Abertay, Hillcrest and Caledonia Housing Associations will be happy to assist. See page 27 for contact details.

If your form has pieces of information missing on it, we will contact you, initially by telephone, to ask you to provide them. Once we have received all the information we need, we will contact you in writing to let you know that your name is now on our Waiting List. We will ask you to check over the information we have about you to make sure that it is correct.

About your present housing

Please look at the list opposite and tick as many boxes as apply to you and your joint applicant.

Note that some circumstances are marked with a * . If this applies to you, please answer 1.2.

'Tied' accommodation is where your housing is dependent on your job.

About your present housing

Only tick the boxes that apply to you.

	You	Joint Applicant
1.1 Are you		
1. A Council Tenant	<input type="checkbox"/>	<input type="checkbox"/>
2. A Housing Association Tenant	<input type="checkbox"/>	<input type="checkbox"/>
3. A Tenant of a Private Landlord	<input type="checkbox"/>	<input type="checkbox"/>
4. An Owner Occupier	<input type="checkbox"/>	<input type="checkbox"/>
5. Living in Family Home/With Parents/Relatives	<input type="checkbox"/>	<input type="checkbox"/>
6. Living Care of a Friend or Partner	<input type="checkbox"/>	<input type="checkbox"/>
7. Sharing a Bedroom	<input type="checkbox"/>	<input type="checkbox"/>
8. Living in temporary Supported Accommodation (including Residential Care Homes, etc)	<input type="checkbox"/>	<input type="checkbox"/>
9. Living in a Caravan or Mobile Home	<input type="checkbox"/>	<input type="checkbox"/>
10. Living in Bed and Breakfast Accommodation	<input type="checkbox"/>	<input type="checkbox"/>
11. Sleeping on the Sofa or Floor of Friends and Family	<input type="checkbox"/>	<input type="checkbox"/>
12. Living in Temporary Homeless Unsupported Hostel Accommodation	<input type="checkbox"/>	<input type="checkbox"/>
13. Sleeping Rough/Roofless	<input type="checkbox"/>	<input type="checkbox"/>
14. Living in Tied Accommodation*	<input type="checkbox"/>	<input type="checkbox"/>
15. Living in Armed Services Accommodation*	<input type="checkbox"/>	<input type="checkbox"/>
16. In Hospital*	<input type="checkbox"/>	<input type="checkbox"/>
17. In Prison*	<input type="checkbox"/>	<input type="checkbox"/>
18. Living in Children's Residential Accommodation*	<input type="checkbox"/>	<input type="checkbox"/>

1.2 If you have ticked any of the boxes marked with a *, state when you require housing. (Give exact date if known).

P

You:

Date:

Joint Applicant:

Date:

About you and your joint applicant

Please fill in the details opposite with as much information as possible.

Your National Insurance Number will be used to confirm your identity when processing your form and when you contact us about your application.

Please provide as many means of contacting you as possible - we may need to contact you at short notice.

Please include as much detail as possible about your house, its number or name, postcode, etc.

Joint Applicants

If you want to apply with another person please complete the joint applicant details on the opposite page. They don't have to live with you just now, but we need to know both your circumstances to assess your needs.

If you want to be housed with another person, and you are both tenants or householders and don't currently live together we will contact you to discuss your joint applicant's circumstances.

Special Communication Needs

Please let us know if there are any particular ways we should communicate with you. For example, if you require an interpreter, use of a text phone, large print. If you tick this box we will contact you to offer assistance.

Representative

You may find dealing with applications like this one difficult and wish another person to deal with the application for you, such as a member of your family, a friend or a legal adviser. If so, please fill in their contact details at point 1.10 at the bottom of the opposite page. By completing these details, we will contact your representative in the first instance regarding your application. Members of staff will also be able to assist you with completing the form.

About you

Only tick the boxes that apply to you.

Title: P
 First name:
 Surname/Family name:

1.3

Date of Birth (DD/MM/YY): P
 National Insurance No:

1.4

Gender	Status
<input type="checkbox"/> Male	<input type="checkbox"/> Single
<input type="checkbox"/> Female	<input type="checkbox"/> Married/Partner
	<input type="checkbox"/> Widowed

1.5

Present Address:

Postcode:
 Date you moved in here:

1.6

If you are a tenant, please give Landlord details
 Name:
 Address:

1.7

If you want mail to go to a different address
 state here
 Name on Door:
 Address:

1.8

Postcode:

Details of how we can contact you

Phone No 1:
 Phone No 2:
 Phone No 3:
 E-mail:

Do you have any special communication needs?

1.9

Representative contact details

Name:
 Phone:
 Address:

Postcode:

1.10

About joint applicant

Title: P
 First name:
 Surname/Family name:

Date of Birth (DD/MM/YY): P
 National Insurance No:

Gender	Status
<input type="checkbox"/> Male	<input type="checkbox"/> Single
<input type="checkbox"/> Female	<input type="checkbox"/> Married/Partner
	<input type="checkbox"/> Widowed

Present Address: *(if different)*

Postcode:
 Date you moved in here:

If you are a tenant, please give Landlord details
 Name:
 Address:

If you want mail to go to a different address
 state here
 Name on Door:
 Address:

Postcode:

Details of how we can contact you

Phone No 1:
 Phone No 2:
 Phone No 3:
 E-mail:

Do you have any special communication needs?

If you have any special communication needs
 we will contact you.

Homelessness

You may be homeless if:

- you have no home in the UK or anywhere else in the world where you and your family can live together, or
- you have no rights to live in the place you are currently staying, or
- the place where you are currently living is unsuitable or unsafe.

This means that even if you have got somewhere to stay, you may still be regarded as homeless by the council.

‘Tied’ employment means that your accommodation is dependent on your work - if your job ends, you will lose your accommodation as well as your job.

If you are homeless or are likely to become homeless and need further advice, then please contact the Housing Options service at:

**East District Housing Office,
169 Pitkerro Road,
Dundee DD4 8ES
24hr Homeless Advice Line: 0800 633 5843 or 01382 432001**

Asylum and Immigration

Council housing is regarded as a form of ‘public assistance,’ therefore, if you are not eligible for public assistance, the council will be limited in terms of the assistance it can offer. All information in your application is held securely and only made available to those with a need to know.

Under the Housing (Scotland) Act 2001 and the Asylum and Immigration Act 1999, councils are required to confirm whether a person qualifies for public assistance, including housing, so we need to ask the questions opposite.

The EEA Countries are:

Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden.

The A8 Countries are:

Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia.

You must have proof that you are from one of these countries, such as a passport.

If you have been granted refugee status or leave to remain in the UK, you will have received notification from the UK Borders Agency. If you want further information on your eligibility to stay in the country please check the website of the UK Borders Agency, www.ukba.homeoffice.gov.uk

2

Homelessness

Please answer the questions below, so we can begin to assess if you are homeless.

Only tick the boxes that apply to you.

- 2.1 Are you homeless now? Y N
- 2.2 Are you at risk of becoming homeless within the next 2 months? Y N
- 2.3 Are you at risk of becoming homeless within 6 months? Y N
- 2.4 Are you under a notice to quit for repossession, eviction or end of tied employment? **P** Y N
- 2.5 What date will you be required to leave your house? _____
DD/MM/YYYY

3

Asylum and Immigration

Under the Housing (Scotland) Act 2001 and the Immigration and Asylum Act 1999, landlords are required to establish whether a person is eligible for public assistance, including housing.

Answer the following questions by ticking the appropriate boxes.

- | | | You | Joint applicant |
|-----|--|--------------------------|--------------------------|
| 3.1 | P Are you a British Citizen or a national of one of the European Economic Area (EEA) countries, pre EU expansion in 2004, or Switzerland. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2 | P Are you a national of one of the A8 countries (which joined the EU in 2004), or other countries to have joined the EU since. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.3 | P Are you lawfully present in the UK (eg because you have been granted refugee status, or leave to remain) and meet the criteria for eligibility. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.4 | Not eligible for assistance. | <input type="checkbox"/> | <input type="checkbox"/> |

Previous addresses (not your present address)

If you have lived in your present house for the past 3 years please go to Section 5.

If it is less than 3 years, please give us information about where else you have been the tenant or owner, starting with the most recent address. If you are applying with a joint applicant and they have lived somewhere different for the past 3 years, you will need to give us this information also. You can use a separate sheet to give us additional addresses if required. Please include as much information as possible, eg flat number, postcode. **We only need to know about the last 3 years.**

Your previous addresses

1

Name:

Address: (most recent first)

Postcode

From To

Reason for leaving

If tenant please give Landlord details

2

Name:

Address:

Postcode

From To

Reason for leaving

If tenant please give Landlord details

4.1

4.2

4.3

4.4

4.5

4.6

Joint applicant previous addresses

1

Name:

Address: (most recent first)

Postcode

From To

Reason for leaving

If tenant please give Landlord details

2

Name:

Address:

Postcode

From To

Reason for leaving

If tenant please give Landlord details

Your previous addresses

3

Name:

Address:

Postcode

From To

Reason for leaving

If tenant please give Landlord details

4

Name:

Address:

Postcode

From To

Reason for leaving

If tenant please give Landlord details

Joint applicant previous addresses

3

Name:

Address:

Postcode

From To

Reason for leaving

If tenant please give Landlord details

4

Name:

Address:

Postcode

From To

Reason for leaving

If tenant please give Landlord details

4.7

4.8

4.9

4.10

4.11

4.12

About your household/family

People covered by this section - If you are a householder (a tenant of a council, housing association, private landlord or an owner occupier) please include details of everyone in your household. Tell us if they are currently staying with you and if they will be moving with you to a new house. We will use this information to assess if you are overcrowded.

If you are not a householder (not a tenant or owner occupier) please give us details of anyone who will be moving with you to a new house and will be part of your household.

Number of bedrooms - For each bedroom in your house tell us if it is double or single. We also need to know who sleeps in each bedroom to help us assess if you are overcrowded or underoccupying your present home. Generally, a double bedroom has enough room for a double bed or two single beds and single rooms can only take one single bed or bunk beds. If a person living with you does not have a bedroom, but sleeps in another room, tell us which room this is instead of giving us a bedroom number.

Requirements for additional rooms - Your circumstances may mean that you need an additional room, for example, to provide care, for medical reasons, for foster children or where a member of your household is pregnant and intends to stay as part of your household once the baby is born. Please give us details about these circumstances in questions 5.10 - 5.12.

Proof of Identity

When you are completing Section 5 telling us about who lives, or will live with you, you will need to give us proof of identity for everybody who is aged sixteen or over. This can be a photocopy of their birth certificate, medical card, driving licence or passport.

5

About your household/family

5.1

For each bedroom in your house tell us if it is single (S) or double (D)

Bedroom Number 1 S D Bedroom Number 2 S D Bedroom Number 3 S D
 Bedroom Number 4 S D Bedroom Number 5 S D Bedsit

We also need to know who sleeps in each bedroom to help us assess if you are overcrowded or underoccupying your present home. Please also give us information in this section for **other household or family members**.

5.2

1

About you (name)

Your relationship to the joint applicant is:

The bedroom number you sleep in (as shown above) is:

5.3

2

About the joint applicant (name)

Your relationship to the other applicant is:

The bedroom number you sleep in (as shown above) is:

Other household or family members

5.4

3

First name

Surname/Family name

Date of Birth (DD/MM/YY):

P

National Insurance No:

Gender

Male

Female

Status

Single

Married/Partner

Widowed

Relationship to you

Relationship to joint applicant

Are they part of your current household?

Y N

Will they be moving with you as part of the new household?

Y N

The bedroom number they sleep in (as shown above) is:

5.5

4

First name

Surname/Family name

Date of Birth (DD/MM/YY):

P

National Insurance No:

Gender

Male

Female

Status

Single

Married/Partner

Widowed

Relationship to you

Relationship to joint applicant

Are they part of your current household?

Y N

Will they be moving with you as part of the new household?

Y N

The bedroom number they sleep in (as shown above) is:

Requirements for additional rooms

Only tick the boxes that apply to you.

5.10 Is additional room needed to provide regular overnight access to children or for medical or other reasons? **P**

If YES, give details of the arrangement:

5.11 Is additional room needed to provide foster care or do you expect to adopt any children in the future?

P (You will need to provide a copy of your approval letter).

5.12 Is a member of your household pregnant?

If so, what is their name? _____

When is their due date? _____
DD/MM/YYYY

Have they applied for housing? Y N

P (Confirmation of pregnancy, ie form MATB1, or letter from hospital will be required).

Health and wellbeing

You, or someone in your household, may have problems with illness and disability made worse by where you live. If so, make sure you complete and return a **Medical Assessment Form**. These forms are available from the Lettings Centre, Tel: 01382 307400 or can be downloaded from our website www.dundee.gov.uk/housing.

Alternatively, we will send a Medical Assessment Form to you automatically if you tick the box at 6.1.

Please note that if your problem is temporary or a change of property will not improve your situation, you will be assessed, but no award of priority points may be made.

You do not need to get your doctor/consultant to fill the forms out for you or sign the application. Specialist members of staff from the Medical Advisory Service will assess your circumstances and, if there is a need to contact your GP or other specialist, this will be part of the assessment.

If you are under 60, you may still qualify for sheltered housing but only after the assessment by the Medical Advisory Service.

Housing Support Service

There are some organisations, including the Council, which provide a housing support service. These services typically provide support and guidance on helping you to manage and maintain your new tenancy. It can be especially useful for new tenants who have just signed for a tenancy to assist with moving in and 'getting on your feet'. This can include help with finding essential items for your new home, applying for grants, dealing with benefits, accessing energy advice and referrals to other specialist agencies. If you are interested in this service, please tick the box 6.6 on the next page and your application will be referred to a suitable agency for assessment.

Violence and/or harassment

If you suffer from violence and/or harassment linked to where you live, then please use this section to tell us about your situation. If you have been getting support or have needed assistance from any organisation, please give contact details in the space provided. If you would like to talk about this before completing your form, please contact the Lettings Centre, Tel: 01382 307400.

About your household's health and wellbeing

Only tick the boxes that apply to you.

6.1 Do you feel that your current house is unsuitable for you or anyone who will be moving in with you because of your/their health condition/disability?

Y N **P**

6.2 Please tick if you are applying for Sheltered housing

P

Support needs

6.3 Do you receive any professional assistance? (e.g. from a Social Worker, Community Psychiatric Nurse, Occupational Therapists....)
If YES, please provide their name, address and telephone number.

Y N

6.4 Do you have any other carer or support worker?
If YES, please provide their name, address, organisation they work for, and telephone number.

Y N

6.5 Do you require to live near relatives/friends/facilities to give or receive personal care or assistance?
If YES, please give details, their name, address and the reason you need to be near them.

Y N **P**

6.6 Would you be interested in receiving a housing support service to assist you to move in and set up your new tenancy?
If YES, please give details of assistance needed to move in and set up your new home

Y N

6.7 Are you, or is anyone in your household, experiencing harassment, abuse or violence in your home or the area in which you live?

Y N

If you have reported this to any organisation, please give details including any contact names you may have.

P

Before being offered housing, pre-tenancy checks will be carried out for all applicants and members of the household aged 16 or over. If you have withheld information, then we may not offer you housing.

Antisocial Behaviour

Any previous action taken against you, your joint applicant or anyone aged 16 or over who is part of your household, will be considered in line with our rules on antisocial behaviour. You must tell us if you or a member of your household has been evicted for antisocial behaviour or has been the subject of an Antisocial Behaviour Order (ASBO). If this applies, you may still be offered housing.

Rent Arrears

If you have substantial rent arrears from your present house or any previous tenancy, you will have to make an agreement to repay the money. You must make payments for at least 3 months and continue to pay, or pay your arrears in full prior to being considered for housing. (Substantial would normally mean 4 weeks or more rent is due.) If you have arrears and are concerned about how this may affect your application, contact the Lettings Centre, Tel: 01382 307400.

Sexual Offences Act 2003

A requirement to register under the Act will not affect the assessment of your application but may affect where you can be housed.

Please note that for all of Section 7, if there is no-one that fits into the four questions, you must write the word 'none' in all four boxes. We will not be able to fully assess your application or offer you housing if you leave these boxes blank.

Conduct

Give details below if you or any of your household have been evicted for antisocial behaviour in the past 3 years.

If there is no-one, please write "none" in the box.

First Name

Surname

Date of Birth

Landlord's Name

7.1

Give details below if any person covered by this application has been the subject of an Antisocial Behaviour Order (ASBO).

If there is no-one, please write "none" in box.

First Name

Surname

Date of Birth

Landlord's Name

7.2

Give details below if you, or your joint applicant, owes arrears of rent or any other tenancy related debt to any private landlord, housing association or any local authority.

If you have no arrears, please write "none" in the box.

First Name

Surname

Date of Birth

Landlord's Name

7.3

Give details below if you, or anyone in your household is required to register with the Police under the Sexual Offences Act 2003.

If there is no-one, please write "none" in the box.

First Name

Surname

Date of Birth

7.4

Types of Housing

Flat - accommodation all on one level internally, but can be on any floor within a block of flats.

Maisonette - accommodation which has internal stairs to bedrooms or living room. It can be located on any floor within a block.

Multi storey flat - accommodation all on one level internally, in a multi storey block with lift access.

Multi storey maisonette - accommodation on two levels internally, in a multi storey block with lift access.

Cottage - accommodation that can be a detached, semi detached or terraced house.

Non-sheltered housing - all types of housing which are unfurnished and not sheltered.

Sheltered housing - accommodation linked by an alarm system to a nearby Warden.

Very sheltered housing - similar to sheltered housing but is typically for frail elderly people. Meals are usually provided.

Housing with care - has all the features of Very Sheltered housing but with the addition of an on-site care team.

Amenity housing - may have some basic adaptations for people who may be elderly or have a slight disability.

Specially adapted housing - is for people who may have a more severe disability.

Part furnished - may include some furniture or white goods.

Bedsit - a property with one room combined as a living and sleeping area.

You may be awarded additional overcrowding points if you share certain rooms of your home with another household.

Where you are living now

8.1 What type of house do you live in.
(Tick appropriate box)

- Flat/Maisonette
- Multi storey flat/Maisonette
- Detached/semi/terraced

8.2 Which floor do you live on?

- Ground Floor
- First Floor
- Second Floor or above
- Top Floor
- Is there a lift to your home? Y N

8.3 Please tell us if your house is:
(Tick all that apply)
See opposite page for explanations

- Non-sheltered
- Sheltered
- Very Sheltered
- Housing with care
- Amenity
- Specially adapted
(for a disabled person)
- Unfurnished
- Part furnished
- Fully furnished

8.4 How many rooms does your current accommodation have?

	Number of Rooms	Tick if shared with another household
Living Room	_____	<input type="checkbox"/>
Single Bedrooms	_____	<input type="checkbox"/>
Double Bedrooms	_____	<input type="checkbox"/>
Bedsit	_____	<input type="checkbox"/>
Kitchen	_____	<input type="checkbox"/>
Toilet/Bathroom	_____	<input type="checkbox"/>
Do you have access to a garden? (Tick appropriate box)	Y <input type="checkbox"/> N <input type="checkbox"/>	

Your home

These questions tell us more about where you live. Please tell us if there are any problems with the condition of your home by ticking all of the boxes that apply to your situation.

You will need to include copies of any notifications there are. Where you cannot provide evidence, we may carry out checks.

8.5 Does your home have:
(Tick all that apply).

A kitchen sink with hot
and cold water supply? Y N

A fixed bath or shower? Y N

An inside toilet? Y N

Full central heating? Y N

Partial central heating? Y N

8.6 Has an Architect, Engineer or
Environmental Health Officer
tested the following and found:
(Tick all that apply).

P Water supply unsafe

P Drainage inadequate

P Rising or penetrating damp

P Structural instability

P Other serious disrepair

8.7 If you are not a tenant of Dundee City Council, have you been officially
informed that your present house is going to be demolished? Y **P**

About the home you need

Please tell us what type of housing you would like. Please remember certain types of housing are not available in some areas. If you have ticked 'flat', tell us the highest floor level you would accept. This will save making inappropriate offers to you. Please note that, although you may request an additional bedroom, we may only be able to offer you the size of property your household needs.

Types of house

Bedsit/Studio flat - accommodation which is all on one level and has a combined living and sleeping area.

Semi detached/end terrace/mid terrace - accommodation on two levels, usually with own front and back doors.

Bungalow/single storey - accommodation which is single storey, on all on one level, usually with own front and back doors.

Flat - accommodation all on one level internally, but can be on any floor within a block of flats.

4 in a block - flatted accommodation where you have your own front door, which may be on the ground floor or one floor up accessed by external stairs.

4 in a close - flatted accommodation which is in a tenement which contains only four flats, two on the ground floor and two on the first floor.

Maisonette - accommodation which has internal stairs to bedrooms or living room, it can be located on any floor within a block.

Multi storey flat - accommodation all on one level internally, in a multi storey block with lift access.

Amenity housing - accommodation which has some basic adaptations for people who may be elderly or have a slight disability. Specially adapted housing is for people who may have a more severe disability.

Shared Ownership/shared equity - accommodation which is available from some housing associations, where you part buy and part rent the property.

Low Cost Home Ownership - schemes, such as Shared Equity, which enable people to buy a home in partnership with a Housing Association. An owner generally pays between 60 and 80 per cent of the price of a home - with the remainder held by a Housing Association.

About the home you need

This section is very important as it is about the type of house you want. Please try to give us as much information as possible.

9.1 What size(s) of house would you like to be considered for?
(Tick all that apply)

- | | | | |
|--------------------|--------------------------|-----------|--------------------------|
| Bedsit/Studio Flat | <input type="checkbox"/> | 3 Bedroom | <input type="checkbox"/> |
| 1 Bedroom | <input type="checkbox"/> | 4 Bedroom | <input type="checkbox"/> |
| 2 Bedroom | <input type="checkbox"/> | 5 Bedroom | <input type="checkbox"/> |

9.2 What types of house would you like to be considered for?
(Tick all that apply)

- | | |
|------------------------|--------------------------|
| Semi detached | <input type="checkbox"/> |
| End terrace | <input type="checkbox"/> |
| Mid terrace | <input type="checkbox"/> |
| Bungalow/single storey | <input type="checkbox"/> |
| Flat | <input type="checkbox"/> |
| 4 in a block flat | <input type="checkbox"/> |
| 4 in a close flat | <input type="checkbox"/> |
| Maisonette | <input type="checkbox"/> |
| Multi-storey flat | <input type="checkbox"/> |

Note: If you are awarded a medical priority for housing, this may affect the type of house you are offered

9.3 Please tick the types of housing you would like:
(Tick all that apply)

- | | |
|--|--------------------------|
| Non-sheltered housing | <input type="checkbox"/> |
| Sheltered housing | <input type="checkbox"/> |
| Very sheltered housing | <input type="checkbox"/> |
| Housing with care | <input type="checkbox"/> |
| Amenity housing | <input type="checkbox"/> |
| Housing suitable for people with mobility problems | <input type="checkbox"/> |
| Housing suitable for wheelchair users | <input type="checkbox"/> |
| Shared Ownership/ Shared Equity | <input type="checkbox"/> |
| Low Cost Home Ownership | <input type="checkbox"/> |
| Unfurnished housing | <input type="checkbox"/> |
| Part-furnished housing | <input type="checkbox"/> |
| Furnished housing | <input type="checkbox"/> |

About the home you need

The questions on the opposite page are important as they will determine the type of housing we offer you. If, for example you choose 'controlled entry', we will not offer you any flats without a controlled entry system. Similarly if you choose 'garden' you will not be offered a property without a garden.

Housing options for older people

Housing for older people is provided by a number of landlords across the City (details of landlords who provide this type of housing are on page 27).

Sheltered housing complexes vary in size and type and all of them have a sheltered housing warden service.

Sheltered housing - you are welcome to apply for sheltered housing when you or your partner/spouse are aged 60 or over. To qualify you must complete a Medical Assessment Form as well as this housing application form. The Medical Advisory Service will assess your health requirements based on the information you give in these forms and award you a level of priority independently.

Very sheltered housing - this type of housing is designed to meet the needs of frail older people who need additional support to live independently. Dining facilities and meals are provided. Details of where these complexes are located are shown below.

Housing with care - this type of housing has all the features of very sheltered housing, but with the addition of an on site care team.

Heating

Please tell us about the type of heating you would like. You will only be considered for properties that have the heating type you select.

Pets

If you have a pet (usually cats and dogs) this can restrict the type of housing you can be offered so it is important we know whether or not you intend to keep a pet. If you need advice about the types of properties this applies to please contact your nearest office.

A Mutual Exchange

If you are a tenant of Dundee City Council you can apply to exchange with another tenant so long as they are a Scottish Secure Tenant whose landlord is a local authority, registered social landlord (RSL), water or sewage authority.

Applications will also be accepted from tenants who wish to exchange with a secure tenant of a local authority in England, Wales or Northern Ireland.

For further information, please contact the Lettings Centre, Tel: (01382) 307400.

Medical Priorities

If you are awarded a medical priority then any offer of housing we make must meet the medical criteria. For example, if your medical specifies 'ground floor only' you will not be offered housing on any other floor, unless there is a lift.

About the home you need

Only tick the boxes that apply to you.

9.4 What floor do you want to live on? (Tick all that apply)

- Any Floor
- Ground Floor
- First Floor
- Second Floor or above
- Top Floor
- Highest floor level in multi-storey you would accept _____

9.5 If you are applying for sheltered housing would you like: (Tick all that apply)

- Any Floor
- Ground Floor
- First Floor (no lift)
- Second Floor or above
- First floor or above (with lift)

9.6 Tick what type(s) of heating or cooking that you would accept (Tick all that apply)

	Heating	Cooking
Any type	<input type="checkbox"/>	<input type="checkbox"/>
Electric	<input type="checkbox"/>	<input type="checkbox"/>
Gas	<input type="checkbox"/>	<input type="checkbox"/>
Oil	<input type="checkbox"/>	
Solid fuel	<input type="checkbox"/>	

9.7 If you own any pets, please give us details of type and number.

9.8 Other requirements (if any). We will use this to determine the type of house we offer you. Only tick those that you definitely need or want.

- | | | | |
|----------------------------|--------------------------|--|--------------------------|
| Level access to house | <input type="checkbox"/> | If a flat, one with controlled entry door system | <input type="checkbox"/> |
| Less than 3 steps to house | <input type="checkbox"/> | A shower | <input type="checkbox"/> |
| A garden | <input type="checkbox"/> | | |

Tick all that apply

- 9.9 Are you moving to the area to take up employment? P
- Does it take you more than one hour to get to work/education? P
- Are you applying for a Mutual Exchange?

Council and Housing Associations property details

The following 5 pages contain information about rented property which is available in Dundee.

- Dundee City Council, Abertay, Caledonia and Hillcrest Housing Associations allocate properties through the same allocation policy.
- We work in partnership with other Housing Associations in the city. When a Housing Association has a vacant property, they may ask the council to nominate or refer applicants who might qualify for the empty house from the Council's waiting list.
- On page 27, please tick which landlords you would like to be considered for.
- Pages 28 and 29 contain information about the areas of the town which have rented housing in them and which landlord has property in the various areas.

Here are some more details about Very Sheltered Housing and Housing With Care

DUNDEE CITY COUNCIL - Tel: 0300 123 9023 or 01382 307400

Powrie Place (HILLTOWN SOUTH Letting Area)

One bedroom flats providing housing with care.

Baluniefield (BALUNIEFIELD Letting Area)

Bedsit and one bedroom flats providing both very sheltered housing and housing with care.

Brington Place (CRAIGIE DRIVE Letting Area)

Bedsits providing both very sheltered housing and housing with care.

Craigie Street (STOBSEWELL/EAST CENTRAL Letting Area)

One bedroom flats providing very sheltered housing.

CALEDONIA Housing Association - Tel: 0800 678 1228

Magdalen Yard Road (PERTH ROAD Letting Area)

Bedsits (no kitchen) providing very sheltered housing.

Dickson Avenue, Menzieshill (MENZIESHILL Letting Area)

One bedroom flats providing very sheltered housing.

BIELD Housing Association - Tel: 01382 228911

Rockwell Gardens (COLDSIDE Letting Area)

One or 2 bedroom flats providing housing with care.

Camperdown Court, Balgarthno Street (CHARLESTON Letting Area)

One bedroom flats providing very sheltered housing.

Bonnethill Gardens, Hilltown (HILLTOWN Letting Area)

One bedroom flats providing very sheltered housing.

Balgowan Court, Kirkton (KIRKTON Letting Area)

One or 2 bedroom flats providing very sheltered housing.

A list of the areas and where the Council and Associations have property is listed on pages 28 and 29.

Dundee City Council

Lettings Section
East Office
169 Pitkerro Road
Dundee DD4 8ES

Tel: 0300 123 9023 or 01382 307400
E-mail: lettings.centre@dundeecity.gov.uk

Properties: *The Council has a range of single person, family and sheltered housing across the City.*

Angus Housing Association

The Square
Ormiston Crescent
Dundee DD4 0UD

Tel: 0845 177 2244
E-Mail: admin@aha.org.uk

Properties: *Some tenemental and maisonette flats and 1 and 2 storey cottage type houses, ranging in size from single person to 8 person.*

Cairn Housing Association

Bellevue House
22 Hopetoun Street
Edinburgh EH7 4GH

Tel: 0800 990 3405
E-Mail: enquiries@cairnha.com

Properties: *Retirement housing in Wimberley Court, Broughty Ferry. Eight general needs flats in Hillbank Place.*

Home Scotland Housing Association

PO Box 10295
Dundee
DD1 9FT

Tel: 0345 141 4663
E-Mail: scotland@homegroup.org.uk

Properties: *Range of family, single household and sheltered accommodation, as well as Shared Ownership properties. Ranges from bedsits to 5 bedroom properties*

Caledonia Housing Association

118 Strathern Road
Dundee DD5 1JW

Tel: 0800 678 1228
E-Mail: info@caledonia.co.uk

Properties: *Mixture of sheltered and very sheltered housing, as well as general needs family and single housing.*

Abertay Housing Association

147 Fintry Drive
Dundee DD4 9HE

Tel: 01382 903545
E-Mail: customerservice@abertayha.co.uk

Properties: *Mixture of family and sheltered housing with a few special needs/disabled properties.*

Bield Housing Association

1 Bonnethill Gardens
Dundee DD3 7HB

Tel: 01382 228911
E-Mail: info@bield.co.uk

Properties: *Sheltered and very sheltered housing, as well as 5 general needs properties.*

Hillcrest Housing Association

4 South Ward Road,
Dundee DD1 1PN

Tel: 0300 123 2640
E-Mail: reception@hillcrestha.org.uk

Properties: *General needs housing for families, couples and single person households, supported housing for the elderly and some wheelchair adapted homes.*

Margaret Blackwood Housing Association

Head Office
160 Dundee Street
Edinburgh EH11 1DQ

Tel: 0131 317 7227
E-Mail: info@blackwoodgroup.org.uk

Properties: *Sheltered housing, general needs, amenity and houses suitable for wheelchair users.*

Sanctuary Scotland Housing Association

185 Turnberry Avenue, Ardler
Dundee DD2 3WN

Tel: 0800 131 3348
E-Mail: scotland@sanctuary-housing.co.uk

Properties: *Range of family, single and sheltered accommodation with a few special needs/disabled properties.*

Where you would like to live

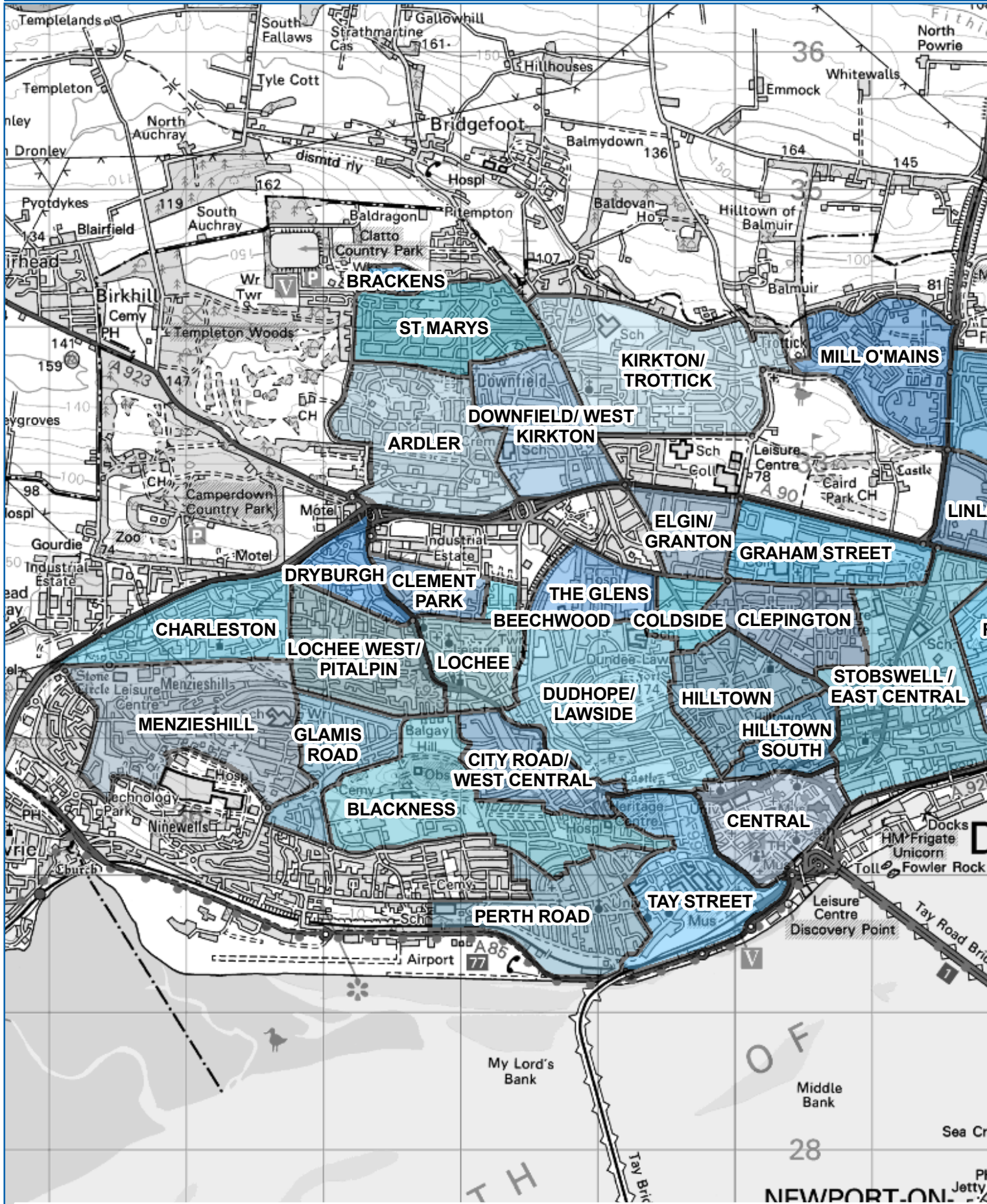
9.10 Where would you like to be housed? Please choose carefully as you will only be considered for accommodation in the areas you request. You can add or remove areas/streets at any time by contacting the Lettings Centre. See the map on pages 30 and 31 to give you some idea about where the areas are located in the City. On these 2 pages the diamonds indicate where housing is located. (please tick all that apply).

Letting Area	Tick Please	DCC	Aberthay	Angus	Bield	Cairn	Hillcrest	Home	Margaret Blackwood	Sanctuary	Caledonia
Ardler					◆					◆	◆
Baluniefield		◆									
Barnhill		◆		◆	◆						
Beechwood		◆								◆	
Blackness		◆					◆	◆			
Brackens		◆									
Broughty Ferry		◆				◆	◆				◆
Central							◆	◆			
Charleston		◆	◆		◆				◆		
City Road/ West Central		◆	◆				◆	◆			
Clement Park		◆	◆								◆
Cleington		◆									
Coldside		◆			◆		◆	◆			
Craigiebank		◆	◆								
Craigie Drive		◆									
Douglas/Craigie		◆			◆						◆
Downfield/ W Kirkton		◆	◆		◆						
Dryburgh		◆									
Dudhope/Lawsie		◆					◆		◆		◆
Elgin/Granton		◆									
Fintry		◆	◆								◆
Forthill		◆									

Please tell us if there is anything else you feel is important that we should consider when offering you housing e.g. you do not want certain streets in the areas of choice:

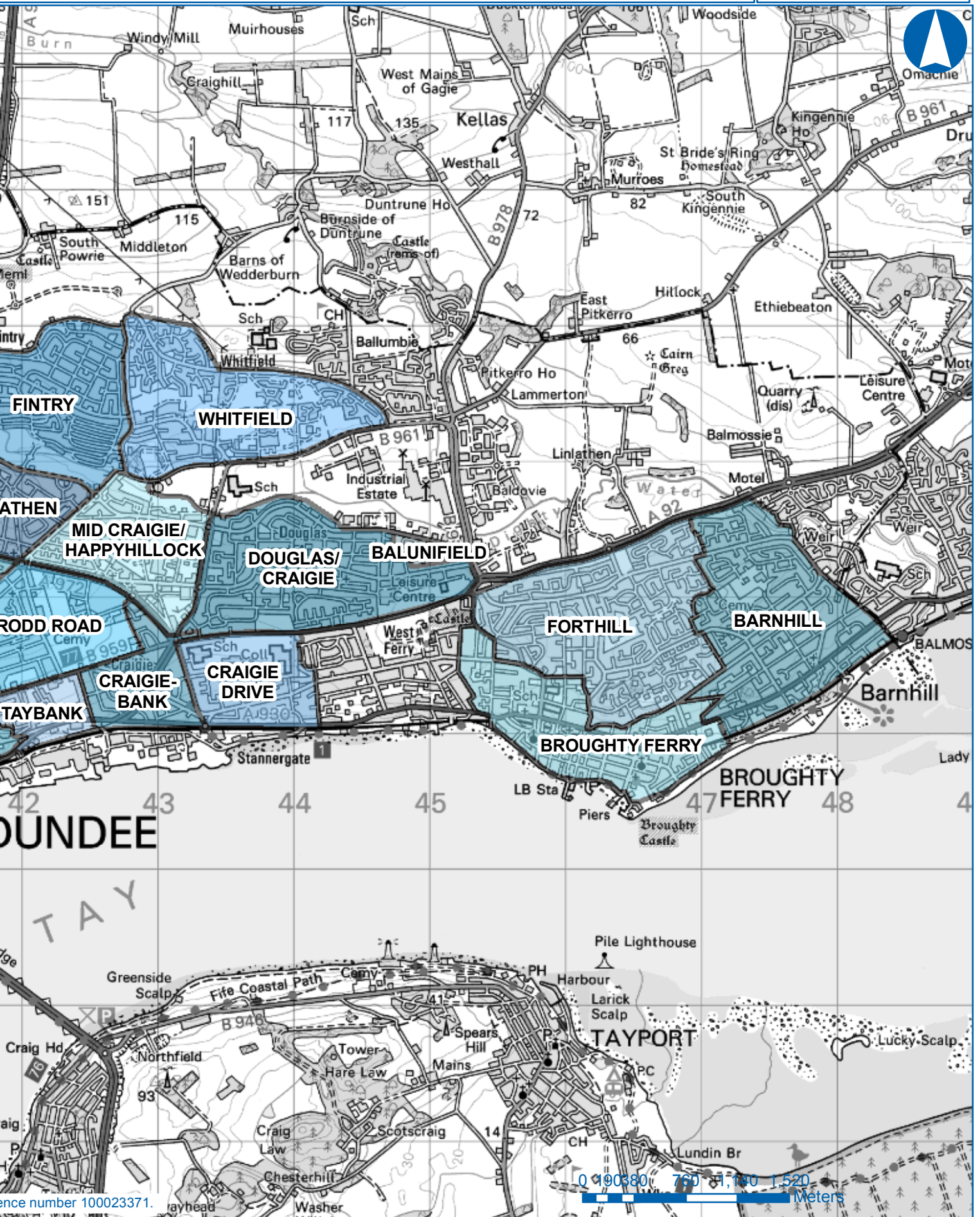
Letting Area	Tick Please	DCC	Abertay	Angus	Bield	Cairn	Hillcrest	Home	Margaret Blackwood	Sanctuary	Caledonia
The Glens		◆									
Glamis Road									◆		
Graham Street		◆					◆				
Hilltown		◆	◆		◆		◆				◆
Hilltown South		◆	◆				◆				◆
Kirkton/Trottick		◆	◆	◆	◆		◆				◆
Linlathen		◆	◆								◆
Lochee		◆	◆				◆	◆			◆
Lochee West/ Pitalpin		◆	◆		◆						
Menzieshill		◆							◆		◆
Mid Craigie/ Happyhillock		◆	◆	◆	◆						
Mill O'Mains		◆									
Perth Road		◆	◆				◆	◆			◆
Rodd Road							◆				
St Mary's		◆	◆								
Stobswell/ East Central		◆	◆				◆	◆			
Taybank		◆					◆				
Tay Street		◆					◆	◆			
Whitfield		◆		◆			◆	◆			

LETTING AREAS



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Originator : Paul Gruenwald



Reference number 100023371.

Size of Housing

The size of accommodation we offer you will depend on the size and needs of your household. The table below sets out the size of house we will assess you as needing according to the number of people in your household. You will not be offered housing that would result in your being overcrowded. You will be able to apply for any size of house, but when we are allocating houses, we will always give priority to the applicant whose household best matches the property size.

Minimum Household Sizes for Housing

Property	Bedspace	Household Size
Studio	Single	1 Person
1 Bedroom 1 Person	Single	1 Person
1 Bedroom 2 Person	Double	1 person or couple
2 Bedrooms 3 Person	1 Double and 1 Single	Single parent/couple with one child/ pregnant woman
2 Bedrooms 4 Person	2 Double	Single parent/couple with 1 child or 2 children (of the same sex under 16 years of age)/pregnant woman
3 Bedrooms 4 Person	1 Double and 2 Single	Single parent/couple with 2 children
3 Bedrooms 5 Person	2 Double and 1 Single	Single parent/couple with 3 children Couple with 2 children (if different sex and one or both children are over the age of 10) or same sex over the age of 16
3 Bedrooms 6 Person	3 Double	Single parent/couple with 2, 3 or 4 children, provided that no more than 2 children of the same sex (if over 10 years of age) have to share a bedroom
4 Bedrooms 6 Person	2 Double and 2 single	Single parent/couple with 4 children
4 Bedrooms 8 Person	4 Double	Single parent/couple with 4 to 6 children, provided not more than 2 children of the same sex (if over 10 years of age) have to share a bedroom
5 Bedrooms	5 Double	Single parent/couple with 6 to 8 children provided that not more than 2 children of the same sex (if over 10 years of age have to share a bedroom

Send us copies of your documents **NOT** originals.

Please use the checklist below to ensure you have completed all relevant parts of the application form.

This will help prevent any delay in your form being processed.

- Have you read, understood and signed the declaration?
- Have you supplied all of the information that we have asked for?
- Have you told us all that we have asked for about your present accommodation and supplied all proofs requested?
- Have you completed this form fully? If needed, you should complete a Medical Assessment Form, if you have medical requirements.
- If someone is authorised to make enquiries about your application, have you given us their name on page 35.

Page Number	Confirmation for	Examples
5	Proof of identification	P Birth or marriage certificate, medical card, driving licence, passport.
3 & 7	Homelessness	P Notice to quit, Eviction Order, letter from Lender.
7	Immigration status	P Official Document.
13	Adoption/Fostering	P Letter from Adoption Agency.
13	Joint custody/ access arrangements	P Letter/divorce or separation agreement.
13	Pregnancy	P MATB1, Letter from Doctor.
15	Illness, disability or requirement for sheltered housing	P Medical Assessment Form.
15	Harassment	P Police, RIMAP or ASB report.
15	Care or Support	P Medical Assessment or letter from competent authority.
21	Property	P Closure Order, Letter from Environmental Health.
21	Demolition	P Letter from Landlord.
25	Link to the Area	P Letter from Employer.
25	Work/Education	P Letter from Employer/place of education.

Send us copies of your documents **NOT** originals.

Declaration

10.1 Are you or any of your household a member of staff or related to a member of Council Housing staff, Housing Association staff or Committee Member or a local Councillor?

If NO, please write "no" in the box.

If YES, please complete the details below.

Name of Household Member _____

Name of Councillor/Employee/
Staff Member/Committee Member _____

Relationship _____

Name of organisation this
person this works for _____

10.2 I/we understand that information will be shared with Housing Associations within Dundee and other relevant professionals associated with assessing my application for housing.

10.3 I am/we are happy for my/our application to be considered in any shared assessment process if this is considered to be in my/our best interests or the best interests of anyone applying for housing with me. I/we understand that this may require further assessment or sharing of information including any relevant medical detail sought with my permission, with any relevant professional, statutory or voluntary organisation in connection with my/our application for housing.

10.4 Data Protection Laws

The information you provide on this form is held by Dundee City Council. It must be processed fairly and lawfully and you are entitled to know how we intend to use the information you provide.

It will be used to assess your application for housing along with your housing need with Dundee Common Housing Register. In connection with that it may be used to assess health related needs for housing; to assess the social care and support needs in relation to your application for housing; to assess claims of harassment including racial and domestic abuse; to assess applications where the applicant has been homeless or is in need of temporary accommodation; to obtain references from current and previous landlords or owners of accommodation; to assess whether a person qualifies for public assistance; and to make where there is, or suspected to be, a history of anti-social behaviour.

Your data may be disclosed to the following parties in connection with the aforesaid purposes: Internal or external Council departments; Housing Associations; health services; other landlords and owners of accommodation and other relevant professionals associated with assessing your application for housing.

Your information may be used in the prevention and detection of fraud or for the collection of outstanding debt. It may be shared with other Government Agencies such as DWP, HMRC and third party organisations such as Sheriff Officers and Solicitors.

Any queries regarding the processing of your personal data by Dundee City Council should be directed to our Data Protection Officer by post at City Square, Dundee, DD1 3BY, by email at infogov@dundeecity.gov.uk and by telephone on 01382 434206.

Our Privacy Statement for Dundee Common Housing Register can be found at <https://www.dundeecity.gov.uk/service-area/neighbourhood-services/housing-and-communities/privacy-statement-for-dundee-common-housing-register> If you do not have access to the internet, you can contact us via telephone to request a hard copy of our documents.

10.5 I/we understand that a representative of any of the housing providers I/we have applied to or any other professionals required for assessment of my application may contact or visit me for further assessment of my needs and I/we give my/our consent for this.

10.6 If you wish someone else to deal with us on your behalf, please give their name and telephone number here, if for example you regularly work away from home.

10.7 I confirm that: **(please tick)**

- The details on this form are true.
- I have included the proofs needed.
- I understand that my application will be accessed by all landlords I have chosen unless I have stated otherwise in this form.
- I give my permission for the council to contact my current or previous landlord/s to obtain a tenancy reference.
- I understand that if I have given false information, or withheld any relevant information, my application may be withdrawn.
- I understand that I should tell you immediately about any changes in my circumstances that may affect my application for housing.
- I understand that if I get a tenancy using false or incomplete information then the relevant landlord can end the tenancy and repossess the property.

10.8 Date of Application _____

Signature (Applicant) _____

Signature (Joint Applicant/
Spouse/Partner) _____

Please ensure this form is signed before submitting.

When completed please return to:

**Lettings Centre
East District Housing Office
169 Pitkerro Road, Dundee DD4 8ES**

**Or telephone the Lettings Centre for further assistance on 0300 123 9023
or 01382 307400.**

Equality Monitoring

We are committed to equality. To assist us to monitor the effectiveness of our lettings services, we would encourage you to complete pages 37 and 38.

The information you supply will not be considered as part of your application for housing.

I/we consent for the information below to be used for equality monitoring:

Signature(s): _____

Date: _____

Equality Monitoring Form

This section is voluntary.

You can choose to answer all or just some of the questions. No names or addresses are required on this form.

The information you provide will be treated as sensitive data under the Data Protection Act 1998, and will help us monitor in line with equality legislation. It will not be used in connection with your application for housing. **Thank you in advance for your help.**

Category	Sub Division	Please Tick v	
		You	Joint Applicant
Gender			
	Female	<input type="checkbox"/>	<input type="checkbox"/>
	Male	<input type="checkbox"/>	<input type="checkbox"/>
Disability			
	None	<input type="checkbox"/>	<input type="checkbox"/>
	Physical or Motor Impairment	<input type="checkbox"/>	<input type="checkbox"/>
	Mental Health Issue	<input type="checkbox"/>	<input type="checkbox"/>
	Learning Disability	<input type="checkbox"/>	<input type="checkbox"/>
	Hearing Impairment - Partial	<input type="checkbox"/>	<input type="checkbox"/>
	Hearing Impairment - Total	<input type="checkbox"/>	<input type="checkbox"/>
	Visual Impairment - Partial	<input type="checkbox"/>	<input type="checkbox"/>
	Visual Impairment - Total	<input type="checkbox"/>	<input type="checkbox"/>
	Communication Difficulties	<input type="checkbox"/>	<input type="checkbox"/>
	Multiple Disabilities	<input type="checkbox"/>	<input type="checkbox"/>
	Other Chronic illness or disability	<input type="checkbox"/>	<input type="checkbox"/>
Religion			
	None	<input type="checkbox"/>	<input type="checkbox"/>
	Church of Scotland	<input type="checkbox"/>	<input type="checkbox"/>
	Roman Catholic	<input type="checkbox"/>	<input type="checkbox"/>
	Other Christian	<input type="checkbox"/>	<input type="checkbox"/>
	Buddhist	<input type="checkbox"/>	<input type="checkbox"/>
	Hindu	<input type="checkbox"/>	<input type="checkbox"/>
	Jewish	<input type="checkbox"/>	<input type="checkbox"/>
	Muslim	<input type="checkbox"/>	<input type="checkbox"/>
	Sikh	<input type="checkbox"/>	<input type="checkbox"/>
	Another Religion	<input type="checkbox"/>	<input type="checkbox"/>

Category	Sub Division	Please Tick v	
		You	Joint Applicant
Ethnic background			
White	Scottish	<input type="checkbox"/>	<input type="checkbox"/>
	Other British	<input type="checkbox"/>	<input type="checkbox"/>
	Irish	<input type="checkbox"/>	<input type="checkbox"/>
	Gypsy/Traveller	<input type="checkbox"/>	<input type="checkbox"/>
	Polish	<input type="checkbox"/>	<input type="checkbox"/>
	Any other white background	<input type="checkbox"/>	<input type="checkbox"/>
Mixed or multiple ethnic background	Mixed or multiple ethnic background	<input type="checkbox"/>	<input type="checkbox"/>
Asian, Asian Scottish, Asian British	Indian	<input type="checkbox"/>	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
	Chinese	<input type="checkbox"/>	<input type="checkbox"/>
	Any other Asian background	<input type="checkbox"/>	<input type="checkbox"/>
Black, Black Scottish, Black British	Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
	African	<input type="checkbox"/>	<input type="checkbox"/>
	Any other black background	<input type="checkbox"/>	<input type="checkbox"/>
Other ethnic background	Arab, Arab Scottish or Arab British	<input type="checkbox"/>	<input type="checkbox"/>
	Any other group	<input type="checkbox"/>	<input type="checkbox"/>

Are you ready to take on the cost of a tenancy?

Before you take on a tenancy you have to be honest and realistic about how much money you have coming in and how much you will need to pay your bills and the initial cost of setting up a home.

Initial costs

Furniture, floor coverings, curtains/blinds, white goods (fridge, cooker, washing machine), cutlery/plates/pots and pans, television.

Ongoing expenses

Rent, Council Tax, electricity, gas, TV licence, home contents insurance, food and cleaning materials, phone (mobile and/or landline).

Other expenses

Clothing, car running cost, travel cost, entertainment, credit/store cards or catalogue payments.

How do I know how much my bills will be?

Rent

Your weekly rent charge will be printed in your letter if you are offered a tenancy in the future. ***It is very important that your rent is kept up to date because if you don't you may lose your home.*** If you are on a low income or if you get certain benefits you may get some help with your rent.

Council Tax

Your council tax band will be printed on your letter if you are offered a tenancy in the future. If you are on a low income or if you get certain benefits you may get some help with your council tax.

Fuel Bills

Typical fuel costs will vary depending on the size and type of your property and efficiency of usage etc. Keeping this in mind a rough guide for combined gas and electricity are as follows:-

1 bedroom flat - £13 a week 2 bedroom flat - £20 a week 3 bedroom house - £30 a week

Home Contents Insurance

We strongly recommend that all tenants have some home contents insurance. You can choose any insurer but DCC does offer insurance at a competitive rate eg £10,000 of cover for £1.02 weekly, paid along with your rent.

Food

Food costs will vary from person to person but a rough guide would be £30 per person weekly.

TV Licence

The current cost of a TV Licence is £145.50. Details of how to spread the cost of paying this can be found at www.tvlicensing.co.uk

If you watch TV online or on your mobile phone, you are still liable for a TV licence and you can be fined £1000 if you do not have one.

What can I do before I get a tenancy?

If you do not have any savings you may want to open a savings account or join a credit union to put money aside to help cover the cost of setting up your new home. Banks and building societies have a range of savings accounts and you can find more information on local credit unions at your local council office or online.