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Dundee

Housing

Application Form

and guidance notes

**Office use only**

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.dundeecity.gov.uk**

Received by:

[ ]

Date Received:

[ ]

Passed to Lettings Team:

[ ]

Application Number:

[ ]

# Application for Housing with Dundee Common Housing Register

Please complete all the sections of the form that apply to you and your joint applicant. The information you provide us will help us to assess your need for housing.

To help you fill in this form there are guidance notes before each section coloured blue and marked with the **?** symbol seen to the left of this paragraph.

**?**

Some sections of the form are marked with the **P** symbol seen to the left of this paragraph. 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.

**P**

If you need help to complete the form: staff from the District Housing Offices; the Lettings Centre; Dundee House; or Abertay, Hillcrest and Caledonia Housing Associations will be happy to assist. See section **9.10.** for contact details.

To fill in the form you can type in to areas which look like this: **[ ]**, you can mark checkboxes (**☐**) by clicking on them, and you can select an item from a list or select a date in areas which look like this: **[select]**, **[ date ]**.

If your form has pieces of information missing, 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.

# 1 – About your present housing

**?**

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

Note that some circumstances are marked with a **\***. If one of these applies to you, please answer section **1.2**.

‘Tied’ Accommodation is where your housing is dependent on your job.

# 1 – About your present housing

**Only mark the boxes that apply.**

* 1. **Are you or your Joint Applicant** **Joint**

**You Applicant**

1. A Council Tenant
2. A Housing Association Tenant
3. A Tenant of a Private Landlord
4. An Owner Occupier
5. Living in Family Home/With Parents/Relatives
6. Living Care of a Friend of Partner
7. Sharing a Bedroom
8. Living in temporary Supported Accommodation

(including Residential Care Homes, etc.)

1. Living in a Caravan or Mobile Home
2. Living in Bed and Breakfast Accommodation
3. Sleeping on the Sofa or Floor of Friends and Family
4. Living in Temporary Homeless Unsupported Hostel

Accommodation

1. Sleeping Rough/Roofless
2. Living in Tied Accommodation**\***
3. Living in Armed Services Accommodation**\***
4. In Hospital**\***
5. In Prison**\***
6. Living in Children’s Residential Accommodation**\***  
   1. **If you have marked any of the boxes marked with a \*, state when you require housing. (Give exact date if known).**

**P**

You: **[ ]** Date: **[ date ]**

Joint Applicant: **[ ]** Date: **[ date ]**

*Please continue on the next page.*

# 1 (cont.) – About you (and your joint applicant)

**?**

Please fill in the details in the following section 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 in the following section. 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 mark 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 in section **1.10** at the bottom of the following section. 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.

# 1 (cont.) – About you (and your joint applicant)

**Joint**

**You Applicant**

* 1. Title **[ ]** **[ ]**

**P**

First Name **[ ]** **[ ]**

Surname/Family Name **[ ]** **[ ]**

* 1. Date of Birth **[ date ]** **[ date ]**

**P**

National Insurance Number **[ ]** **[ ]**

* 1. Gender **[select]** **[select]**

Marital Status **[select]** **[select]**

* 1. Present Address:

Building Number/Name **[ ]** **[ ]**

Street **[ ]** **[ ]**

Town/City **[ ]** **[ ]**

Postcode **[ ]** **[ ]**

Date you moved in **[ date ]** **[ date ]**

* 1. If you are a tenant, please give Landlord Details:

Name **[ ]** **[ ]**

Building Number/Name **[ ]** **[ ]**

Street **[ ]** **[ ]**

Town/City **[ ]** **[ ]**

Postcode **[ ]** **[ ]**

* 1. If you want mail to go to a different address, state here:

Name **[ ]** **[ ]**

Building Number/Name **[ ]** **[ ]**

Street **[ ]** **[ ]**

Town/City **[ ]** **[ ]**

Postcode **[ ]** **[ ]**

* 1. Details of how we can contact you:

Phone 1 **[ ]** **[ ]**

Phone 2 **[ ]** **[ ]**

Phone 3 **[ ]** **[ ]**

Email **[ ]** **[ ]**

Should we contact you about any special communication needs?

* 1. Your Representative if they’ll be dealing with this application for you:

Name: **[ ]**

Phone: **[ ]**

Full Address: **[ ]**

Postcode: **[ ]**

*Please continue on the next page.*

# 2 – 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,
* 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 432 001**

# 3 – 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 in this section.

The **EEA Countries** are:

Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Portugal, Spain, and 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](http://www.ukba.homeoffice.gov.uk).

# – Homelessness

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

**Only mark the boxes that apply to you.**

* 1. Are you homeless now?
  2. Are you at risk of becoming homeless within

the next 2 months?

* 1. Are you at risk of becoming homeless within

the next 6 months?

* 1. Are you under a notice to quit for repossession,

**P**

eviction or end of tied employment?

What date will you be required to leave your house? **[ date ]**

# – 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 marking the appropriate boxes.

**Joint**

**You Applicant**

3.1. Are you a British Citizen or a national of one of the

**P**

European Economic Erea (EEA) Countries, pre EU

expansion in 2004, or Switzerland.

3.2. Are you a national of one of the A8 countries (which

**P**

joined the EU in 2004), or other countries to have

joined the EU Since.

3.3. Are you lawfully present in the UK (e.g. because

**P**

you have been granted refugee status, or leave to

remain) and meet the criteria for eligibility?

3.4. Not eligible for assistance.

*Please continue on the next page.*

# 4 – Previous addresses (not your present address)

**?**

**If you (and your joint applicant) have lived at your present address(es) for the past 3 or more years, please go straight to section 5. You do not need to complete section 4.**

If you (or your joint applicant) have lived at your present address(es) for less than three years, please give us information about where else you have been the tenant or owner, starting with the most recent address. Please include as much information as possible, e.g. flat number, postcode. We only need to know about the last 3 years.

If you need more space to give us additional addresses, you can use the ‘Extra Information’ page at section **12.**.

# 4 – Previous addresses (not your present address)

## 4.1. Your previous addresses

**4.1.1. Your 1st most recent address**

Name **[ ]**

Full Address **[ ]**

Postcode **[ ]**

From **[ date ]** To **[ date ]**

Reason for leaving **[ ]**

If you were a tenant here, please give Landlord details:

**[ ]**

**4.1.2 Your 2nd most recent address**

Name **[ ]**

Full Address **[ ]**

Postcode **[ ]**

From **[ date ]** To **[ date ]**

Reason for leaving **[ ]**

If you were a tenant here, please give Landlord details:

**[ ]**

**4.1.3 Your 3rd most recent address**

Name **[ ]**

Full Address **[ ]**

Postcode **[ ]**

From **[ date ]** To **[ date ]**

Reason for leaving **[ ]**

If you were a tenant here, please give Landlord details:

**[ ]**

**4.1.3 Your 4th most recent address**

Name **[ ]**

Full Address **[ ]**

Postcode **[ ]**

From **[ date ]** To **[ date ]**

Reason for leaving **[ ]**

If you were a tenant here, please give Landlord details:

**[ ]**

*Please continue on the next page.*

## 4.2. Joint applicant previous addresses

**4.2.1 Joint applicant’s 1st most recent address**

Name **[ ]**

Full Address **[ ]**

Postcode **[ ]**

From **[ date ]** To **[ date ]**

Reason for leaving **[ ]**

If you were a tenant here, please give Landlord details:

**[ ]**

**4.2.2 Joint applicant’s 2nd most recent address**

Name **[ ]**

Full Address **[ ]**

Postcode **[ ]**

From **[ date ]** To **[ date ]**

Reason for leaving **[ ]**

If you were a tenant here, please give Landlord details:

**[ ]**

**4.2.3 Joint applicant’s 3rd most recent address**

Name **[ ]**

Full Address **[ ]**

Postcode **[ ]**

From **[ date ]** To **[ date ]**

Reason for leaving **[ ]**

If you were a tenant here, please give Landlord details:

**[ ]**

**4.2.4 Joint applicant’s 4th most recent address**

Name **[ ]**

Full Address **[ ]**

Postcode **[ ]**

From **[ date ]** To **[ date ]**

Reason for leaving **[ ]**

If you were a tenant here, please give Landlord details:

**[ ]**

*Please continue on the next page.*

# 5 – 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 under-occupying 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 license or passport.

# 5 – About your household/family

**5.1. For each bedroom in your current home tell us if it is single or double**

Single Double

Bedroom Number 1

Bedroom Number 2

Bedroom Number 3

Bedroom Number 4

Bedroom Number 5

**Or if your house is a bedsit, mark this box:**

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

5.2. Your name: **[ ]**

Your relationship to the joint applicant: **[ ]**

The bedroom number you sleep in (as shown above): **[select]**

5.3. Joint applicant’s name: **[ ]**

Joint applicant’s relationship to the other applicant: **[ ]**

The bedroom number the joint applicant sleeps in (as shown above): **[select]**

## Other Household Members

5.4. First name: **[ ]** Surname/Family name: **[ ]**

**P**

Date of Birth: **[ date ]** National Insurance Number: **[ ]**

Gender: **[select]** Marital status: **[select]**

Relationship to you: **[ ]** Relationship to joint applicant: **[ ]**

Part of your current household:

Will be moving with you as part of the new household:

The bedroom number they sleep in (as shown above): **[select]**

*Please continue on the next page.*

5.5. First name: **[ ]** Surname/Family name: **[ ]**

**P**

Date of Birth: **[ date ]** National Insurance Number: **[ ]**

Gender: **[select]** Marital status: **[select]**

Relationship to you: **[ ]** Relationship to joint applicant: **[ ]**

Part of your current household:

Will be moving with you as part of the new household:

The bedroom number they sleep in (as shown above): **[select]**

5.6. First name: **[ ]** Surname/Family name: **[ ]**

**P**

Date of Birth: **[ date ]** National Insurance Number: **[ ]**

Gender: **[select]** Marital status: **[select]**

Relationship to you: **[ ]** Relationship to joint applicant: **[ ]**

Part of your current household:

Will be moving with you as part of the new household:

The bedroom number they sleep in (as shown above): **[select]**

5.7. First name: **[ ]** Surname/Family name: **[ ]**

**P**

Date of Birth: **[ date ]** National Insurance Number: **[ ]**

Gender: **[select]** Marital status: **[select]**

Relationship to you: **[ ]** Relationship to joint applicant: **[ ]**

Part of your current household:

Will be moving with you as part of the new household:

The bedroom number they sleep in (as shown above): **[select]**

5.8. First name: **[ ]** Surname/Family name: **[ ]**

**P**

Date of Birth: **[ date ]** National Insurance Number: **[ ]**

Gender: **[select]** Marital status: **[select]**

Relationship to you: **[ ]** Relationship to joint applicant: **[ ]**

Part of your current household:

Will be moving with you as part of the new household:

The bedroom number they sleep in (as shown above): **[select]**

5.9. **If anyone detailed above is currently not living with you, please state their name(s) and address(es) here:**

**[ ]**

*Please continue on the next page.*

## Requirements for additional rooms

Only mark 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 if your approval letter).

5.12. **Is a member of your household pregnant?**

**P**

If so, what is their name? **[ ]**

When is their due date? **[ date ]**

Have they applied for housing?

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

*Please continue on the next page.*

# 6 – About your household’s 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 can be downloaded from our website [www.dundeecity.gov.uk/housing](http://www.dundeecity.gov.uk/housing)**.**

Alternatively, we will send a Medical Assessment Form to you automatically if you mark 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 mark the box **6.6.** in the next section 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.

# 6 – About your household’s health and wellbeing

Only mark the boxes that apply to you.

**Yes No**

6.1. Do you feel that your current house is unsuitable

**P**

for you or anyone who will be moving in with you

because of your/their health condition/disability?

6.2. Are you applying for sheltered housing?

**P**

6.3. Do you receive any professional assistance (e.g.

from a Social Worker, Community Psychiatric

Nurse, Occupational Therapists etc.)

If YES, please provide their name, address, and telephone number.

**[ ]**

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.

**[ ]**

6.5. Do you require to live near relatives/friends/facilities

**P**

to give or receive personal care or assistance?

If YES, please give their name, address, and the reason you need to be near them.

**[ ]**

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.

**[ ]**

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?

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

**P**

**[ ]**

*Please continue on the next page.*

# 7 – Conduct

**?**

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 each question in Section 7, if no members of your household apply you must select ‘NO’ in the indicated box. We will not be able to fully assess your application or offer you housing if any question in Section 7 is left blank.**

# 7 – Conduct

7.1. **Have you or any other members of your household been**

**evicted for antisocial behaviour in the past 3 years?**

If YES, provide the following details for member of your household evicted for antisocial behaviour in the past 3 years:

First Name, Surname, Date of Birth (DD/MM/YY), Landlord’s Name.

**[ ]**

7.2. **Have you or any other members of your household been**

**the subject of an Antisocial Behaviour Order (ASBO)?**

If YES, provide the following details for each member of your household who has been the subject of an Antisocial Behaviour Order (ASBO):

First Name, Surname, Date of Birth (DD/MM/YY), Landlord’s Name.

**[ ]**

7.3. **Do you, or your joint applicant, owe arrears of rent or any**

**other tenancy related debt to any private landlord, housing**

**association or any local authority?**

If YES, provide the following details for each of you or your joint applicant who owe arrears of rent or any other tenancy related debt to any private landlord, housing association or any local authority:

First Name, Surname, Date of Birth (DD/MM/YY), Landlord’s Name.

**[ ]**

7.4. **Are you or any other members of your household required**

**to register with the Police under the Sexual Offences**

**Act 2003?**

If YES, provide the following details for each member of your household who is required to register with the Police under the Sexual Offences Act 2003:

First Name, Surname, Date of Birth (DD/MM/YY), Landlord’s Name.

**[ ]**

*Please continue on the next page.*

# 8 – Where are you living now

**?**

## Types of Housing

**Flat** – accommodation allon 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.

# 8 – Where you are living now

8.1. What type of house do you live in? **[select]**

8.2. Which floor do you live on? **[select]**

Mark the checkbox if there is a lift to your home.

8.3. Mark **All** of the following boxes that apply to you.

See the preceding information section for explanations.

Please tell us if your house is:

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

8.4. How many rooms does your current accommodation have?

**Mark if shared**

**Number of with another**

**rooms household**

Living Room **[ ]**  Single Bedrooms **[ ]**  Double Bedrooms **[ ]**  Bedsit **[ ]**  Kitchen **[ ]**  Toilet/Bathroom **[ ]**

Mark the checkbox if you have access to a garden.

*Please continue on the next page.*

# 8 (cont.) – Where you are living now

**?**

These questions tell us more about where you live. Please tell us if there are any problems with the condition of your home by marking 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 (cont.) – Where you are living now

8.5. Mark **all** that apply.

Does your home have:

A kitchen sink with hot and cold water supply?  A fixed bath or shower?  An inside toilet?  Full central heating?  Partial central heating?

8.6. Mark **all** that apply.

**P**

Has an Architect, Engineer, or Environmental Health Officer

tested the following and found:

Water supply unsafe  Drainage inadequate  Rising or penetrating damp  Structural instability  Other serious disrepair

8.7. If you are not a tenant of Dundee City Council, have you been

**P**

officially informed that your present house is going to be

demolished?

*Please continue on the next page.*

# 9 – 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 marked ‘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.

# 9 – About the home you need

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

9.1. What size(s) of house would you like to be considered for?

Mark **all** that apply.

Bedsit/Studio Flat  3 Bedroom  1 Bedroom  4 Bedroom  2 Bedroom  5 Bedroom

9.2. What types of house would you like to be considered for?

Mark **all** that apply.

Semi detached  4 in a block flat  End terrace  4 in a close flat  Mid terrace  Maisonette  Bungalow/single storey  Multi-storey flat  Flat

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

9.3. What types of housing would you like to be considered for?

Mark **all** that apply.

Non-sheltered housing  Housing suitable

Sheltered housing  for wheelchair users  Very sheltered housing  Shared ownership / equity  Housing with care  Low cost home ownership  Amenity housing  Unfurnished housing  Housing suitable for people Part furnished housing  with mobility problems  Furnished housing

*Please continue on the next page.*

# 9 (cont.) – About the home you need

**?**

**The questions in the following section 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 in section **9.** on the page titled ‘Council and Housing Associations property details’). 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 in section **9.** on the page titled ‘Council and Housing Associations property details’).

**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, 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.

# 9 (cont.) – About the home you need

9.4. What floor do you want to live on? Mark **all** that apply.

Any floor  Second floor or above  Ground floor  Top Floor  First floor

What’s the highest floor you’d accept in a multi-storey? **[ ]**

9.5. If you are applying for sheltered housing which floor would you like?

Mark **all** that apply.

Any floor  Second floor or above  Ground floor  Top Floor  First floor

9.6. Mark which type(s) of heating or cooking that you would accept.

Mark **all** that apply.

**Heating Cooking**

Any type   Electric   Gas   Oil  Solid fuel

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 mark those that you definitely want or need.

Level access to house  If a flat, one with controlled

Less than 3 steps to house  entry door system  A garden  A shower

9.9. Mark **all** that apply.

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

**P**

*Please continue on the next page.*

# Council and Housing Associations property details

**?**

The following section contains information about rented property 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.
* In the following section, please mark which landlords you would like to be considered for.
* Section **9.11.** contains 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 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 very sheltered housing and housing with care.

**Brington Place** (CRAIGIE DRIVE Letting Area)

Bedsits providing both very sheltered housing and housing with care.

**Cragie Street** (STOBSWELL/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 28911

**Rockwell Gardens** (COLDSIDE Letting Area)

One or two 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** (KIRTKTON Letting Area)

One or two bedroom flats providing very sheltered housing.

9.10. Please mark which landlords you would like to be considered for.

A list of the areas and where the Council and Associations have property is listed in section **9.11.**.

**Dundee City Council**

Lettings Section, East Office, 169 Pitkerro Road, Dundee, DD4 8ES

Tel: 0300 123 9023 or 01382 307400

Email: [lettings.centre@dundeecity.gov.uk](mailto: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

Email: [admin@aha.org.uk](mailto: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

Email: [enquiries@cairnha.com](mailto:enquiries@cairnha.com)

Properties: Sheltered flats with on site support in Broughty Ferry. 8 general needs flats in Hillbank Place. If you require sheltered housing, Cairn shall issue a separate application pack.

**Home Scotland housing Association**

PO Box 10295, Dundee, DD1 9FT

Tel: 0345 141 4663

Email: [scotland@homegroup.org.uk](mailto: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

Email: [info@caledonia.co.uk](mailto: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

Email: [customerservice@abertayha.co.uk](mailto:customerservice@abertayha.co.uk)

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

*Please continue on the next page.*

9.10. (cont.)

Please continue to mark which landlords you would like to be considered for.

**Bield Housing Association**

1 Bonnethill Gardens, Dundee, DD3 7HB

Tel: 01382 228911

Email: [info@bield.co.uk](mailto: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

Email: [reception@hillcrestha.org.uk](mailto: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

Email: [info@blackwoodgroup.org.uk](mailto: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: 01382 823050

Email: [scotland@sanctuary-housing.co.uk](mailto:scotland@sanctuary-housing.co.uk)

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

*Please continue on the next page.*

# Where would you like to live?

**?**

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 in the following section to give you some idea about where the areas are located in the City. In this table, the diamonds indicate which organisations offer housing in which areas.

9.11. Where would you like to be housed?

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Letting Area | DCC | Abertay | 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 | **♢** | **♢** |  |  |  |  |  |  |  | **♢** |
| Clepington | **♢** |  |  |  |  |  |  |  |  |  |
| Coldside | **♢** |  |  | **♢** |  | **♢** | **♢** |  |  |  |
| Cragiebank | **♢** | **♢** |  |  |  |  |  |  |  |  |
| Cragie Drive | **♢** |  |  |  |  |  |  |  |  |  |
| Douglas/Craigie | **♢** |  |  | **♢** |  |  |  |  |  | **♢** |
| Downfield/  West Kirkton | **♢** | **♢** |  | **♢** |  |  |  |  |  |  |
| Dryburgh | **♢** |  |  |  |  |  |  |  |  |  |
| Dudhope/  Lawside | **♢** |  |  |  |  | **♢** |  | **♢** |  | **♢** |
| Elgin/Granton | **♢** |  |  |  |  |  |  |  |  |  |
| Fintry | **♢** | **♢** |  |  |  |  |  |  |  | **♢** |
| Forthill | **♢** |  |  |  |  |  |  |  |  |  |
| The Glens | **♢** |  |  |  |  |  |  |  |  |  |
| Glamis Road |  |  |  |  |  |  |  | **♢** |  |  |
| Graham Street | **♢** |  |  |  |  | **♢** |  |  |  |  |

*Please continue on the next page.*

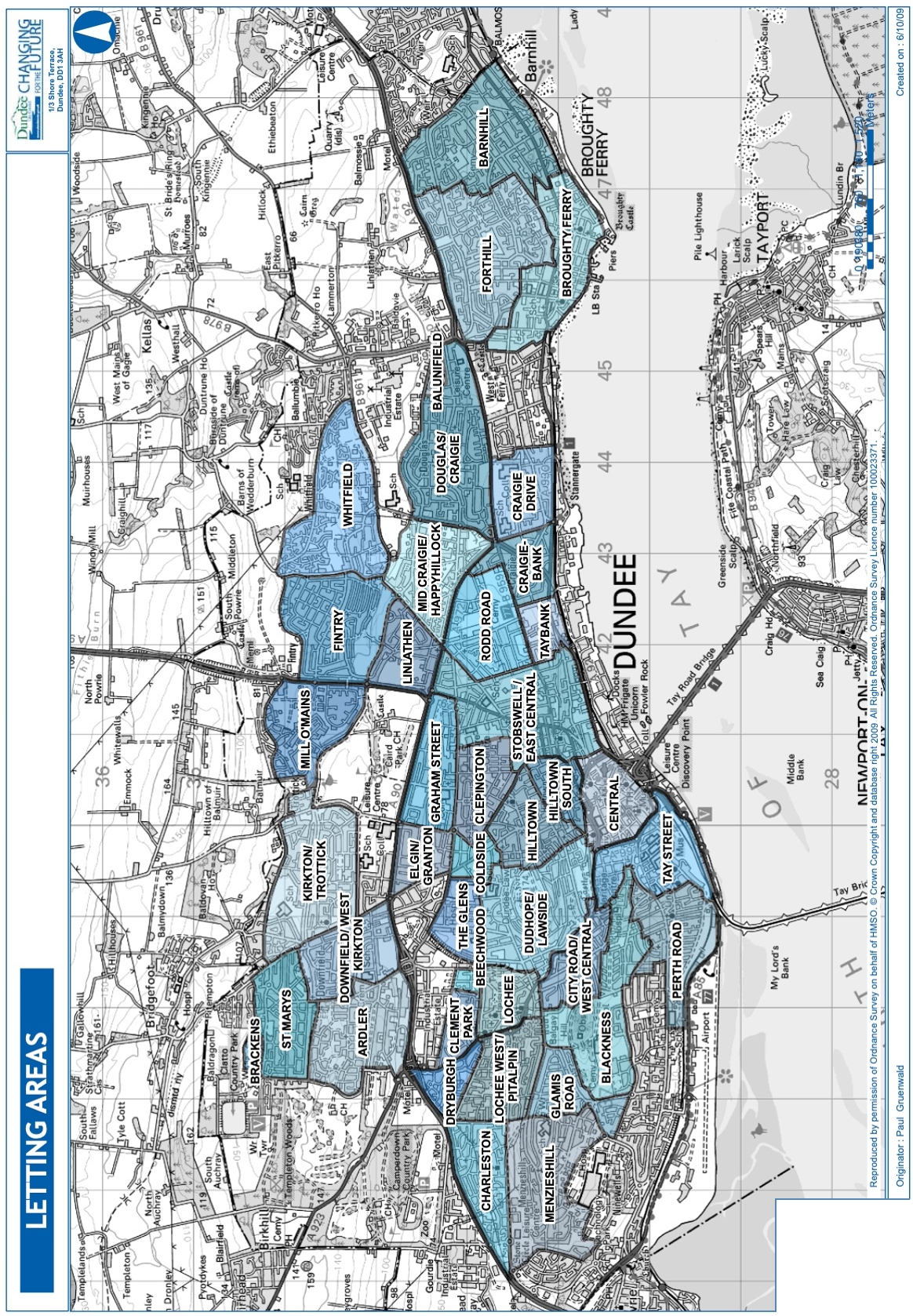
9.11. (cont.) Where would you like to be housed?

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Letting Area | DCC | Abertay | Angus | Bield | Cairn | Hillcrest | Home | Margaret Blackwood | Sanctuary | Caledonia |
| Hilltown | **♢** | **♢** |  | **♢** | **♢** | **♢** |  |  |  |  |
| Hilltown South | **♢** | **♢** |  |  |  | **♢** |  |  |  | **♢** |
| Kirkton/Trottick | **♢** | **♢** | **♢** | **♢** |  | **♢** |  |  |  | **♢** |
| Linlathen | **♢** | **♢** |  |  |  |  |  |  |  | **♢** |
| Lochee | **♢** | **♢** |  |  |  | **♢** | **♢** |  |  | **♢** |
| Lochee West/  Pitlapin | **♢** | **♢** |  | **♢** |  |  |  |  |  |  |
| Menzieshill | **♢** |  |  |  |  |  |  | **♢** |  | **♢** |
| Mid Craigie/  Happyhillock | **♢** | **♢** | **♢** | **♢** |  |  |  |  |  |  |
| Mill O’Mains | **♢** |  |  |  |  |  |  |  |  |  |
| Perth Road | **♢** | **♢** |  |  |  | **♢** | **♢** |  |  | **♢** |
| Rodd Road |  |  |  |  |  | **♢** |  |  |  |  |
| St Mary’s | **♢** | **♢** |  |  |  |  |  |  |  |  |
| Stobswell/  East Centrel | **♢** | **♢** |  |  |  | **♢** | **♢** |  |  |  |
| Taybank | **♢** |  |  |  |  | **♢** |  |  |  |  |
| Tay Street | **♢** |  |  |  |  | **♢** | **♢** |  |  |  |
| Whitfield | **♢** |  | **♢** |  |  | **♢** | **♢** |  |  |  |

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

**[ ]**

*Please continue on the next page.*



# 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/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) |

# Form completion checklist

Please use the checklist below to ensure you have completed all relevant parts of the application form. This will help 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 enquires about your application, have you given us their name in section **10.6.**?

**You MUST send us copies of your documents, NOT originals.**

**P**

|  |  |  |
| --- | --- | --- |
| **Section Number** | **Confirmation for** | **Examples** |
| 1. & 5. | Proof of Identification | Birth or marriage certificate, medical card, driving licence, passport |
| 1 & 2 | Homelessness | Notice to quit, Eviction Order, letter from Lender |
| 3. | Immigration status | Official Document |
| 5. | Adoption/fostering | Letter from Adoption Agency |
| 5. | Joint custody/access arrangements | Letter/divorce or separation agreement |
| 5. | Pregnancy | MATB1, Letter from Doctor |
| 6. | Illness, disability, or requirement for sheltered housing | Medical Assessment Form |
| 6. | Care or Support | Medical Assessment or letter from competent authority |
| 8. | Property | Closure Order, Letter from Environmental Health |
| 8. | Demolition | Letter from Landlord |
| 9. | Link to the Area | Letter from Employer |
| 9. | Work/Education | Letter from Employer/place of education |

**You MUST send us copies of your documents, NOT originals.**

*Please continue on the next page.*

# 10 – Declaration

10.1. Mark the checkbox if you or any of your household are a member of staff or related to a member of the Council Housing Staff, Housing Association staff or Committee Member, or a local Councillor?

If YES, please complete the details below.

Name of household member: **[ ]**

Name of Staff Member etc.: **[ ]**

Relationship: **[ ]**

Name of organisation this person 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**

Data Protection Act 2018

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 and 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 the application for housing; to assess claims of racial harassment and domestic abuse; to assess applications where the applicant has been homeless or is in need of temporary housing; to obtain references from current and previous landlords or owners of accommodation and to make enquiries where there is, or suspected to be, a history of antisocial 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 organisations and individuals as deemed necessary in connection with assessing your application for housing.

In addition, in event of you being awarded council housing, the Council will pass your details to the local Councillor for the area within which the housing is located to welcome you to the ward area.

*Please continue on the next page.*

10.4. (cont.) **Data Protection**

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 the Department for Work and Pensions, HMRC and third-party organisations such as Sheriff Officers, Solicitors and Credit Reference Agencies.

Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Legal Manager, on 01382 434577.

A copy of the Council’s Data Protection Policy can be obtained by writing to: the Legal Manager, Legal Division, Support Services Department, 21 City Square, Dundee, DD1 3BY.

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 mark)**

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 state 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 my 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. **Please type your name into the signature fields below to confirm your declaration.**

Signature (Applicant): **[ ]**

Signature (Joint Applicant): **[ ]**

Date of application: **[ date ]**

**Please ensure this form is signed before submitting it to:**

[lettings.centre@dundeecity.gov.uk](mailto:lettings.centre@dundeecity.gov.uk?subject=Housing%20Application)

*Please continue on the next page.*

# 11 – Equality monitoring

**?**

**This section is voluntary.**

We are committed to equality. To assist us to monitor the effectiveness of our lettings services, we would encourage you to complete the following section.

You can choose to answer all, none, or just some of the questions. No names or addresses are required on this part of the form.

The information you provide will be treated as sensitive data under the Data Protection Act 2018 and will help us monitor in line with equality legislation. It will **not** be used in connection with your application for housing.

# 11 – Equality monitoring

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

Signature(s): **[ ]** Date: **[ date ]**

**Joint**

**You Applicant**

**Gender**

Female   Male

**Disability**

None   Physical or Motor Impairment   Mental Health Issue   Learning Disability   Hearing Impairment - Partial   Hearing Impairment - Total   Visual Impairment - Partial   Visual Impairment - Total   Communication Difficulties   Multiple Disabilities   Other Chronic illness or disability

*Please continue on the next page.*

# 11 (cont.) – Equality Monitoring

**Joint**

**Religion You Applicant**

None   Church of Scotland   Roman Catholic   Other Christian   Buddhist   Hindu   Jewish   Muslim   Sikh   Another Religion

**Ethnic Background**

**White**

Scottish   Other British   Irish   Gypsy/Traveller   Polish   Any other white background

**Mixed or multiple ethnic background**

Mixed or multiple ethnic background

**Asian, Asian Scottish, Asian British**

Indian   Pakistani   Bangladeshi   Chinese   Any other Asian Background

**Black, Black Scottish, Black British**

Caribbean  African   Any other black background

**Other Ethnic Background**

Arab, Arab Scottish, Arab British   Any other group

*Please continue on the next page.*

# 12 – Extra Information

If you need to give us any further information that you haven’t been able to fit into the spaces provided within the form, please give us that information here:

**[ ]**

# 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 by 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 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/week 2 bedroom flat - £20/week 3 bedroom house - £30/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 e.g. £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](http://www.tvlicensing.co.uk). If you watch TV online or on your mobile phone, you may still be 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.