

APPLICATION FORM



Guidance Notes

This form should be completed by the applicant(s) or a nominated person who has the authority to do so. Agamemnon Housing Association is committed to treating everyone fairly. To do this we need to know some details about you. Your answers will allow us to ensure that you are eligible to apply and that your needs can be met as far as possible.

Homes are allocated based upon the needs of the applicant and not on a first come first served basis, so the more information you provide, the more informed our decision will be.

Please complete all sections. If a question does not apply to you, please write not applicable or N/A. Your application may not be accepted if it has not been completed in full. If there is not enough space on the form, please use additional sheets of paper.

Please send a photocopy of your service record. If you are unable to provide evidence of service in the armed forces, your application will be treated as though there is no service link. You can obtain copies of military records from the following website: <http://www.gov.uk/get-copy-military-service-records>

If you have a service dog, it should be certified as an assistance dog by the ADI or the IGDF. Please take a look at the following website: <https://www.nation.com/how-to-register-your-dog-as-an-assistance-dog>

Please see the full privacy statement at the end of the application form.

Personal Details

	Title	First Name	Surname	Date of birth	NI Number
Applicant 1					
Applicant 2					

Contact Details

 please note veterans will not have to demonstrate a local connection

Current Address (including postcode)	Contact Details
	Landline No:
	Mobile No:
	Email address:

Current Accommodation

Is your current home (please circle)	Rented	Own Home	Shared/Lodging
If rented, please provide the name and address of your landlord			
How long have you lived in your current home?			

If less than 5 years, please give all previous address for the past 5 years and landlord details if rented	
Do you claim Housing Benefit/Universal Credit housing element?	

About You

	Applicant 1	Applicant 2
Are you retired or employed? If employed, how many hours per week do you work?		
Do you have any pets, or a registered service dog?		
Do you have any debts? CCJ/IVA/Bankruptcy etc (if yes, please give details)		
Do you smoke/vape?		
Do you believe that you have any dependencies on alcohol or other substances?		
Do you have any cautions, reprimands or criminal convictions that are unspent? (if yes, please give details)		
Do you suffer from any health or mobility problems? (if yes, please give details)		
Are you registered disabled?		
Can you manage stairs?		
Do you own a mobility scooter? Storage spaces for mobility scooters are allocated on a needs basis.		
Do you use a walking aid?		
Do you have any hearing or sight problems? (if yes, please give details)		
Do you have a care package in place? (if yes, please give details)		

Service History

Do you have an armed forces connection? (Please circle as appropriate)	Royal Navy Army	Royal Marines Royal Air Force	WRNS MOD/RFA	QARNNS
Name of person with qualifying service and relationship to you (if self, write SELF)				
Length of service and rank				

Nominated Person Details

Name of Nominated Person (not spouse/partner)	
Relationship to you, ie son, daughter etc	
Address	
Telephone number	
Email address	
Do you see them often and what support do they offer you (if any)?	

Our Courts

Which of our courts do you wish to be considered for? Please number in order of preference, ie 1 being first choice (please see the information sheet or website for their exact locations)					
Neptune Court (Gosport)	Victory Court (Gosport)	Cornwell Court (Southsea)	Sirius Court (Southsea)	Somerville Court (Waterlooville)	Eliza MacKenzie Court (Cosham)

Other information

Please explain why you would like to be accommodated in Social Sheltered Housing. Please give as much information as possible. (Please use an extra sheet if necessary)

Privacy Notice Declaration

I understand the following:

By completing, signing and sending in this application, I am providing consent for the information in it (some of which is sensitive, e.g. health information) to be collected by Agamemnon Housing Association as data controller. Consent is the legal basis under which my information can be processed in order to determine my eligibility for sheltered housing with the Association and to try and ensure that the appropriate accommodation might be offered. I understand that if I obtain accommodation by giving inaccurate information, Agamemnon Housing Association may take legal action to recover the property.

I can withdraw consent for my application to be held at any time before a tenancy is accepted and the information would then be destroyed. Otherwise, the application form will be held confidentially in the registered office for three years, with key details logged electronically, to enable consideration for any appropriate vacancies that occur. If any of my material information changes, especially my address or telephone number, I should keep the office updated. I will also need to contact the office if I have not accepted a tenancy or been offered a tenancy within three years, but wish to remain under consideration.

I note that: No other action will be undertaken with my data (sharing etc.) without further notification, e.g. until a tenancy viewing is offered. If a viewing is offered, I agree that Agamemnon Housing Association may contact any organisation it needs to check the information I have provided (e.g. credit and tenant verification checks). I understand that further information may be requested at the viewing or afterwards which may inform a decision (by either party) on whether to proceed. If a tenancy is subsequently offered and accepted, then a new privacy notice would be provided including a different legal basis for holding some of the information thereafter and how it would then be processed.

If I have any concerns about how my personal data is used, I should first complain to the office of Agamemnon Housing Association. If not satisfied I can also complain to the UK Information Commissioner's Office (ICO) at <https://ico.org.uk/>.

I declare that the information I have given on this form is correct and complete.

Applicant 1 Signature	Date
Applicant 2 signature	Date

Tenant Screening

The information provided will be used by the Association to complete a tenant screening which will include a credit check. This check is performed with a licensed credit reference agency and a footprint will be left in your file. NB. This footprint will not affect an applicant's ability to raise credit. You will be asked to bring photo ID, such as a passport or driving licence, if invited for a viewing.

To help with our marketing strategy, please let us know how you heard about us

Please note that smoking or vaping is not allowed in any part of our buildings by tenants or their visitors, including individual flats.

Thank you for completing this form. You can return it to our head office by post;

Agamemnon Housing Association, Agamemnon House, Lindisfarne Close, Cosham PO6 2SB

Or by email to: sandra.regnard@agamemnon.org.uk

If you wish to receive written confirmation of receipt of this application, please enclose a stamped addressed envelope.