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**HOUSING APPLICATION FORM**

**NCHA, Clifton Place, 9 Fairham Brook Drive, Clifton, Nottingham, NG11 8LU**

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| **Title: \_\_\_\_\_\_ First Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Previously known by any different name/s :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Gender:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_** |
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| **National Insurance No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
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| **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Preferred telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Preferred contact method:**  Letter **🞏** Email **🞏**  Phone **🞏** Text **🞏**  |
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| **Title: \_\_\_\_\_\_ First Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Previously known by any different name/s :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Gender:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_** |
| **National Insurance No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
| **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Preferred telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Preferred contact method:**  Letter **🞏** Email **🞏**  Phone **🞏** Text **🞏**  |
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| **HOUSEHOLD DETAILS** (include NI No. for all those to be rehoused aged over 16)

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| **First Name** | **Last Name** | **M / F** | **D.O.B.** | **Age** | **Relationship To Applicant** | **NATIONAL INSURANCE No.** |
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**Is anyone in the household pregnant? NO 🞏 YES 🞏** Who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Do you have any pets? NO 🞏 YES 🞏 (If yes please specify)**DOG **YES 🞏**  How Many \_\_\_\_\_\_CAT **YES 🞏** How Many \_\_\_\_\_\_ Other **YES 🞏** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please state what and how many**NB: Only ONE dog OR ONE cat is permitted in houses. No dogs/cats in flats.****Employment Status:** Unemployed **🞏** Full-time **🞏** Part-time **🞏** Retired **🞏** Other **🞏** (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Does any household member have any health or disability issues that need to be taken into account, with regard to the type of housing..?****YES 🞏 NO 🞏 If YES – please state what and who: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Present Accommodation: 🞏 Owner Occupier 🞏 Private Renting 🞏 Housing Association** **🞏 Council Tenant 🞏 Family or Friends 🞏 Hostel 🞏 Supported or Warden Aided** **🞏 Other: (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Landlord Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Have you ever been evicted or served with a notice from any previous rented address/es ? NO 🞏 YES 🞏**If yes, please state reason why the eviction or notice was served:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Are you on your Local Council Waiting List?** | **YES** |  | **NO** |  |
| **Banding:** | **11** | **22** | **3** | **4** | **NEWARK AND SHERWOOD (EASYLET)** |

**Do you or any member of your household have any unspent Criminal Convictions, as defined by the Rehabilitation of Offenders Act 1974? NO ❑ YES ❑****If yes please give details below (including dates):**

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The information that I have given is true and complete. I understand that Nottingham Community Housing Association may seek to evict me if I deliberately give false or misleading information. In addition, I authorise enquiries to be made and information obtained from the previous landlord named on this form and other agencies should they be considered necessary to my application in accordance with Data Protection Act 1988.

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| Signed (App1) |  | Date |  |
| Signed (App2) |  | Date |  |

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| **Ethnic Origin** | **App 1** | **App 2** |  | **App 1** | **App 2** |
| White: British |  |  | Black/Black British: African |  |  |
| White: Irish |  |  | Asian/Asian British: Indian |  |  |
| White: Other |  |  | Asian/Asian British: Other |  |  |
| Mixed: Other |  |  | Asian/Asian British: Bangladeshi |  |  |
| Mixed: White & Black African |  |  | Asian/Asian British: Pakistani |  |  |
| Mixed: White & Asian |  |  | Chinese/Other: Chinese |  |  |
| Mixed: White & Black Caribbean |  |  | Chinese/Other: Other |  |  |
| Black/Black British: Other |  |  | Arab |  |  |
| Black/Black British: Caribbean |  |  | Gypsy. Irish Traveler |  |  |
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| **Nationality** | **App 1** | **App 2** |  | **App1** | **App 2** |
| UK national returning from overseas |  |  | Bulgaria |  |  |
| UK National resident in UK |  |  | Hungary |  |  |
| Czech Republic |  |  | Poland |  |  |
| Latvia |  |  | Estonia |  |  |
| Slovakia |  |  | Lithuania |  |  |
| Romania |  |  | Refused |  |  |
| Slovenia |  |  |  |
| Any Other country |  |  | Please state |  |
|  |  |  |  |  |
|  | **App1** | **App 2** |
| Are you a European Union migrant worker? | **NO ❑ YES ❑** | **NO ❑ YES ❑** |
| If yes what is your country of origin? |  |
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| **Religion or Belief** | **App 1** | **App 2** |  | **App 1** | **App 2** |
| Christian |  |  | Buddhist |  |  |
| Hindu |  |  | Jewish |  |  |
| Muslim |  |  | Sikh |  |  |
| No Religion |  |  | Prefer not to say |  |  |
| Other (please state) |  |
| **Sexual Orientation** | **App 1** | **App 2** |  |  |  |
| Heterosexual / Straight |  |  |  | Are you the same gender as assigned to you at birth? YES NO |
| Bisexual |  |  |  |
| Lesbian |  |  |  |
| Gay Man |  |  |  |
| Prefer not to say |  |  |  |

Please return to:

NCHA

Clifton Place, 9 Fairham Brook Drive, Clifton, Nottingham, NG11 8LU

OR

To Receive an electronic copy please email to request one from lettingsadmin@ncha.org.uk



Privacy Notice: Housing Service

**Nottingham Community Housing Association,** Clifton Place, 9 Fairham Brook Drive, Clifton, Nottingham, NG11 8LU

What Information do we collect and why do we collect it ?

We collect personal and identifying data including date of birth, National Insurance numbers for you and members of your Household, including children.

We will use this information to manage your tenancy and comply with our legal obligations.

We will collect contact details for you, including next of kin information. We will use this information to manage your tenancy and to contact you in an emergency.

We will collect financial information such as details of your income, savings and any welfare benefits that you claim. We will also check your credit reference before offering you a tenancy. We will use this information to manage your tenancy, meet our legal obligations and confirm that you are eligible for our housing.

We will collect special category data, such as health, disability, ethnicity, religion and sexuality to ensure that the services we provide, best meet your needs. We will also use this information to ensure that we are meeting our legal obligations and providing our services fairly and in a non-discriminatory way that meets the requirements of the Equality Act 2010. We may also use this data to check eligibility for housing and for dealing with anti-social behaviour.

We will collect information about unspent criminal convictions which we will have to use to confirm eligibility for a tenancy and for tenancy management. We may also collect information about up to date unspent convictions for current tenants as part of our investigations into ASB and breaches of tenancy.

How will we collect this information?

We collect information at various points in the process of applying for an NCHA property and as a tenant. This includes:

Application: When you make an application directly to us, or successfully bid for one of our properties through a Choice Based Lettings scheme (CBL). It is also possible that we may receive referrals containing your information from public and voluntary bodies such as Local Authorities, Housing Benefit, Department of Work and Pensions, MP’s and Councillors, Welfare Rights Centers and the CAB. This should be done with your constant knowledge of why they are making the referral to our services.

Before your tenancy starts: We will collect further information including confirmation of income and benefits and updated details of household members, which may include health, and special category data, from you as part of the pre-tenancy application process.

During your tenancy: When you contact us, we will confirm your name, address and contact details and update your information if it is incorrect. We will also collect further information at the one month and nine month tenancy visits to check for any changes in circumstances.

We will collect further information every time we speak to you about your rent account or tenancy issues to ensure that we are able to manage your tenancy, pay your rent and provide any necessary advice and support.

We will also collect information when you voluntarily complete customer surveys, provide feedback and contribute to tenant involvement initiatives.

Who will we share your information with?

The information you provide is treated as confidential unless NCHA is required to share the information as part of a contract, such as your tenancy agreement or by law.

Where there is no contractual or legal requirement, data will only be shared with your consent.

Marketing

From time to time we would like to send you information about NCHA events and services that may be of interest to you. If you have consented to receive marketing, you may opt out at any time you wish to contact us.

Access to your information and correction

You have the right to view any information the organisation holds about you. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Who and how to contact us

Please contact us if you have any questions in relation with this notice or the information we hold about you:

Phone: 0800 561 0074

Post: Data Protection Officer

 Clifton Place,

9 Fairham Brook Drive,

Clifton, Nottingham,

NG11 8LU

**DO NOT RETURN FORMS TO THIS ADDRESS – see the return address on the APPLICATION FORM. Thank you**

Please retain this Privacy Notice