Southside Letting

Mid-Market Rent Application

|  |  |
| --- | --- |
| Application Date (For Official Use Only): |  |

All information provided within this application will be treated in confidence and comply with the Data Protection Act 1998.

All the information you provide on this form will be held in secure files, and will be used for the purposes of assessing your housing need as defined in the Allocation Policy.

You can see your application held on request.

|  |
| --- |
|  |

How did you hear about Southside Letting?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Website |  | Southside Shop |  | Southside HA |  |
| Social Media |  | Other (Please Specify): | | | |

|  |
| --- |
|  |

Please tell us by ticking the box below if you require an interpreter to be present at any interview, visit, or other contact.

Interpreter Required

Please advise which language

Application Forms must be returned to either:

|  |  |  |
| --- | --- | --- |
| **Southside Housing Association**  **Southside House**  **135 Fifty Pitches Road**  **GLASGOW**  **G51 4EB** |  |  |
| **Email to:** [**csd@southside-ha.co.uk**](mailto:csd@southside-ha.co.uk) | |  |

**Section 1 - Main Applicant Details**

|  |  |  |
| --- | --- | --- |
| **Title** | **Forename** | **Surname** |
| Title | Enter Forename | Enter Surname |

Personal Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sex: | Click Here to Choose | | NI Number: | Click to Enter NI Number | |
| Date of Birth: | Click to Enter DOB | | Nationality: | Click Here and Choose | |
| Marital Status: | Click Here and Choose | | Religion: | Click Here and Choose | |
| Main Language: | | Click Here and Choose |  | |  |
| Preferred Language: | | Click Here and Choose |  | |  |
| Ethnic Group: | | Click Here and Choose | Sexual Orientation: | | Click Here and Choose |
| Economic Status: | | Click Here and Choose | Transgender Details: | | Click Here and Choose |

Correspondence

|  |  |  |  |
| --- | --- | --- | --- |
| Corres. Method Preferred: | Click Here | Corres. Requirement: | Click Here |

Contact Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Daytime Tel Number | Click to Enter No | | Home Tel Number | Click to Enter No |
| Mobile Tel Number 1 | Click to Enter No | | Mobile Tel Number 2 | Click to Enter No |
| Email: | Click Here and Enter your Email Address | | | |
| Email Contact Preference | | Email Acceptable  Email Preferred󠅏  Do Not Use Email | | |

Emergency Contact (Optional)

|  |  |
| --- | --- |
| Name | Enter Name of Emergency Contact |
| Address | Emergency Contact Address |
| Relationship | Emergency Contact Relationship with you |
| Telephone | Enter Emergency Contact Phone No |

**Section 2 – Reason for Application**

|  |  |
| --- | --- |
| From the drop down list, please choose the main reason that you are looking to be rehoused. | Click Here and Choose |
| **Reason for Applying for Housing** (Please give a description of why you are looking to be rehoused with us) | |
| Click here enter reasons you are looking to be rehoused in more detail here | |

**Section 3 – Current Housing Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current Address** | Please enter your current address below | | | |
| Address Line 1 | Click Here to Enter Address Line 1 | | | |
| Address Line 2 | Click Here to Enter Address Line 2 | | | |
| Address Line 3 | Click Here to Enter Address Line 3 | | | |
| Address Line 4 | Click Here to Enter Address Line 4 | | | |
| Address Line 5 | Click Here to Enter Address Line 5 | | | |
| Postcode | Click Here to Enter Postcode | | | |
| When did you move in to this property: | | Enter Date of Entry to Property | | |
| In the above address, please advise the number of bedrooms that you and your household (people who will be moving with you) have exclusive use. | | | | Click Here to Answer |
| Current Tenure (Please select from below the closest description to your current tenure) | | | Click Here and Choose from List | |

|  |  |
| --- | --- |
| Name and Address of Landlord, Letting Agent, or person who you live care of. | Enter Name and Address of current landlord, or person you are staying care of. |
| Landlord Telephone Number | Enter Landlord Telephone Number |

**Section 4 – Household Details**

|  |  |  |
| --- | --- | --- |
| **Household Details - Please tick one box which best describes your household details**  **Please note, this is for the entire household, not individual people**. | | |
| Household Group:  Choose from the List what best describes your household group: | | Click Here to Choose from List |
| Household Religious Affiliation | Click Here to Choose from List | |
| Household Ethnic Origin | Click Here to Choose from List | |
| Household Nationality | Click Here to Choose from List | |

**Section 5 – People in Household**

**For each additional person who is part of the household who would be moving with you to a new home, please complete the following details. Continue on a separate sheet if necessary.**

**Person 2**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Click Here | | Forename | | Person 3 Forename | | Surname | Person 3 Surname |
| Date of Birth | | Person 3 Date of Birth | | | | NI Number | | Person 3 NI Number |
| Relationship to Main Applicant | | | | Click Here | | Part of couple | | Click Here |

**Person 3**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Click Here | | Forename | | Person 4 Forename | | Surname | Person 4 Surname |
| Date of Birth | | Person 4 Date of Birth | | | | NI Number | | Person 4 NI Number |
| Relationship to Main Applicant | | | | Click Here | | Part of couple | | Click Here |

**Person 4**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Click Here | | Forename | | Person 5 Forename | | Surname | Person 5 Surname |
| Date of Birth | | Person 5 Date of Birth | | | | NI Number | | Person 5 NI Number |
| Relationship to Main Applicant | | | | Click Here | | Part of couple | | Click Here |

**Person 5**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Click Here | | Forename | | Person 6 Forename | | Surname | Person 6 Surname |
| Date of Birth | | Person 6 Date of Birth | | | | NI Number | | Person 6 NI Number |
| Relationship to Main Applicant | | | | Click Here | | Part of couple | | Click Here |

**Section 6 – Accommodation Requirements**

Please indicate below how many bedrooms you require. Southside Letting will allow under-occupying up to one bedroom, but will now allow overcrowding.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Preference** |  |  | **Second Preference** |  |  |
| Bedsit |  |  | Bedsit |  |  |
| 1 Bedroom |  |  | 1 Bedroom |  |  |
| 2 Bedrooms |  |  | 2 Bedrooms |  |  |
| 3 Bedrooms |  |  | 3 Bedrooms |  |  |
| 4 Bedrooms |  |  | 4 Bedrooms |  |  |

**Section 7 - Areas of Choice**

Southside Letting has Mid-Market Rent stock throughout many areas of the Southside of Glasgow. Please indicate below which areas you are interested in renting from us in:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cardonald/Hillington** |  |  | **Shawlands/Pollokshaws** |  |
| **Eglinton Toll Area** |  |  | **Pollokshields** |  |
| **Ibrox / Kinning Park** |  |  | **Strathbungo** |  |

**Section 8 – Employment and Income Details**

|  |  |  |
| --- | --- | --- |
|  | **Applicant** | **Partner** |
| **Employer Details (name and address)** | Enter Employer name and address. | Enter Employer name and address. |
| **Email Address** | Employer email address. | Employer email address. |

|  |  |  |
| --- | --- | --- |
| **Income** | **Applicant** | **Partner** |
| **Annual Salary** | **£**Enter annual salary (gross). | **£**Enter annual salary (gross). |
| **Savings** | **£**Enter savings. | **£**Enter savings. |

|  |  |  |
| --- | --- | --- |
| **Expenditure (Monthly)** | **Applicant** | **Partner** |
| **Rent/Mortgage** | **£**Enter monthly rent/mortgage. | **£**Enter monthly rent/mortgage. |
| **Loans (total)** | **£**Enter current loans paid (monthly). | **£**Enter current loans paid monthly. |
| **Other** | **£**Other outgoings. | **£**Other outgoings. |

**Section 9 - General Housing Questions**

Please answer the following questions. These will help us to ensure that any accommodation offered is suitable for your needs:

|  |  |  |  |
| --- | --- | --- | --- |
| Are any members of your household on the Sex Offenders Register. This will not preclude you from being offered housing. | No | If Yes. Which one: | |
| Enter Name Here | | |
| Have you or any of your household been subject to legal action taken by a landlord for antisocial behaviour in the last three years? | No | | |
| Have you or any person in your household been subject to an Antisocial Behaviour Order (ASBO) in the last three years? | No | | |
| Please indicate here if you will ONLY accept a property which has the option for gas cooking facilities. Otherwise leave blank. | No Preference | | |
| Please indicate here if you will ONLY accept a property which has gas central heating. Otherwise leave blank | No preference | | |
| Please indicate if you require any of the following adaptations?  Choose more than one if necessary. | Level Access Entrance  Walk In Shower  Wet Room  Must have bath  Wheelchair Adapted | | |
| If you are a single person, would you be interested in a 1apt studio flat | Yes | | No |
| Please indicate the highest floor you would accept in a tenement block with no lift access. | Ground  1st  2nd  3rd | | |
| Please indicate the highest floor you would accept in a multi storey or high rise flat with lift access. | 0-3  4-10  11 and higher | | |
| Are you currently a foster carer | No | | |

**Section 10 – Housing History**

**Please provide details of your housing history for the last five years (for reference purposes)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Address** | Address Line 1 | | **Date From** | Enter Date | **Date To** | Enter Date |
| Address Line 2 | | **Reason for Leaving:** | Click here | | |
| Address Line 3 | |
| Address Line 4 | | **Landlord Details:** | Enter landlord details here | | |
| Address Line 5 | |
| **Postcode** | Postcode | **Tenure Type:** | | Click Here | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Address** | Address Line 1 | | **Date From** | Enter Date | **Date To** | Enter Date |
| Address Line 2 | | **Reason for Leaving:** | Click here | | |
| Address Line 3 | |
| Address Line 4 | | **Landlord Details:** | Enter landlord details here | | |
| Address Line 5 | |
| **Postcode** | Postcode | **Tenure Type:** | | Click Here | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Address** | Address Line 1 | | **Date From** | Enter Date | **Date To** | Enter Date |
| Address Line 2 | | **Reason for Leaving:** | Click here | | |
| Address Line 3 | |
| Address Line 4 | | **Landlord Details:** | Enter landlord details here | | |
| Address Line 5 | |
| **Postcode** | Postcode | **Tenure Type:** | | Click Here | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Address** | Address Line 1 | | **Date From** | Enter Date | **Date To** | Enter Date |
| Address Line 2 | | **Reason for Leaving:** | Click here | | |
| Address Line 3 | |
| Address Line 4 | | **Landlord Details:** | Enter landlord details here | | |
| Address Line 5 | |
| **Postcode** | Postcode | **Tenure Type:** | | Click Here | | |

**Section 11 - Declared Interests**

|  |  |  |
| --- | --- | --- |
| Are you an employee of the Southside Letting or Southside Housing Association? | | Yes No |
| Are you related to an employee of Southdside Letting or the Association? | | Yes No |
| If YES, please state: | Name: | Staff Member’s Name |
| Position: | Staff Member’s Position |
| Relationship: | Relationship to you |
| Are you a Management Committee Member? | | Yes No |
| Are you related to a Management Committee Member? | | Yes No |
| If YES, please state: | Name: | Committee Member’s Name |
| Position: | Committee Member’s Position |
| Relationship: | Relationship to you |

**Declaration – To be signed by the applicant(s) on completion of the form**

I hereby declare that the information given on this form is, to the best of my knowledge and belief, accurate and truthful.

In addition, I understand that my application may be suspended, and any offers of housing may be withdrawn if I, any joint applicants, or any third parties acting on my behalf, subject any member of Southside Letting staff or committee members to physical or verbal abuse.

I authorise Southside Housing Association and my former landlords to share information on any tenancies I have held in the past by way of references considered necessary and relevant to this application. I also authorise my employers to provide necessary information that is required by Southside Letting in support of my application.

I understand that providing false or misleading information, and withholding information that is material to the application now and at any time, may result in my application being cancelled or suspended and that any tenancies offered can be withdrawn. I also understand that tenancies granted on the basis of false or misleading information may lead to court action for repossession by the Southside Letting.

I understand that the completion of this form does not bind Southside Letting to any agreement or obligation to make an offer of housing accommodation available to the applicant(s).

I understand that if I should receive an offer of accommodation from Southside Letting then I would be required to ensure that the I was in a position to pay the necessary deposit and understand that one month’s rent is payable in advance as per the Private Residential Tenancy Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Signature |  | Date |  |
| Joint Applicant Signature |  | Date |  |