

Housing/Transfer Application Form

for Housing Executive and Housing Association Accommodation

If you require a form in large print, please contact any
Housing Executive or housing association office.

If you need an interpreter or translation to help to complete this housing application form, please contact any Housing Executive or Housing Association office.

Polish

Jeżeli potrzebujesz polskiego tłumacza lub pomoc w wypełnieniu tego wniosku mieszkaniowego to skontaktuj się z jakimkolwiek biurem Housing Executive lub Housing Association.

Lithuanian

Jei Jums reikalingas vertėjas raštu ar žodžiu, kuris padėtų Jums užpildyti gyvenamojo ploto pareiškimo formą, kreipkitės į bet kurią Gyvenamojo Ploto Valdybos (Housing Executive) arba Gyventojų Asociacijos (Housing Association) biurą.

Portuguese

Se precisar de um intérprete ou de uma tradução para o ajudar a preencher este impresso de candidatura a habitação, deve contactar um Representante Habitacional ou um departamento de uma Associação de Habitação.

Russian

Обратитесь в любой исполнительный комитет по жилищным вопросам или в жилищно-строительную ассоциацию, если для того, чтобы заполнить эту заявку на предоставление жилья, вам нужен ее письменный перевод или помощь устного переводчика.

French

Si vous avez besoin d'un interprète ou d'une traduction pour vous aider à remplir le formulaire de demande, veuillez contacter n'importe quel bureau Housing Executive ou Housing Association.

Cantonese

如果你需要傳譯員的協助或需要我們提供表格的中文（廣東話）翻譯本才能填妥本房屋申請表格，請聯絡房屋行政處 (Housing Executive) 或房屋協會辦事處。

Mandarin

如果你需要口译员的协助，或者需要我们提供表格的中文（普通话）翻译本才能填好本房屋申请表格，请联络房屋行政处 (Housing Executive) 或房屋协会办事处。

Please read the following notes before completing this application

1. You should use this form if you are applying for social housing in Northern Ireland and either a) or b) below applies to you; a) You are an applicant or Housing Executive tenant.
b) You are a tenant of a housing association applying for a transfer. Please refer to Note 5 to see which office the completed form should be returned to.
2. Social housing (with the exception of accommodation let on a non-permanent basis) may be provided in the form of an introductory or secure tenancy by either the Housing Executive or one of the registered housing associations.
3. The Housing Executive and housing associations have agreed that all housing applications should be assessed in the same way. The completion of this single application means that your application can be considered by many of the social landlords (the Housing Executive and housing associations) in your preferred areas (see note 8).
4. Some social landlords provide specialised accommodation, such as supported housing for those with special needs. All social landlords use this application form.
5. If you are an applicant or a Housing Executive tenant the completed application should be returned to your local Housing Executive District Office. If you are a tenant of a housing association applying for a transfer you should return this form to your landlord. Returned applications will be acknowledged by the appropriate office.
6. You will be visited by staff from the appropriate office and who will assess your housing need. If you wish to be housed by a particular landlord this will not affect the assessment.
7. If you are not a Housing Executive or housing association tenant, in order to process this housing application, you must supply proof of identity. This may consist of one of the following documents: UK Driving Licence with a photograph (current and valid), current passport or National Identity Card, Translink Senior Smartpass or an Electoral Identity Card. If none of the above is available, two or more of the following should be produced: Benefit Payment Book, Birth Certificate, Credit Cards, Utility Bill (previous quarter), Medical Cards, recent Bank Statement/Wage slip, Marriage Certificate etc. Only photocopied evidence should be posted. If you are unable to get the documents copied, please have them available for a Designated Officer who will be able to verify them during the visit.
8. Information you provide will be placed on a computerised Waiting List and may be seen by any social landlord who participates either now or in the future. This does not affect your rights under the General Data Protection Regulations or any UK Data Protection legislation. In order to comply with the principles of data protection, the Housing Executive has prepared an information leaflet which is available at your local office/housing association.
9. The Housing Executive and housing associations strive to ensure complete fairness in the treatment of all households and individuals in the provision of housing for those in need regardless of political affiliation, religious belief or racial group. It is important therefore that we collect basic information on the racial and religious compositions of households for monitoring purposes. When completing the sections on Racial Group and Religion please indicate which best describes you.
10. In addition to this application you should receive a booklet giving general information about the Housing Executive and each housing association. You may also request any of the following:
 - A list of general rented housing provided by the Housing Executive and participating housing associations in your locality.
 - "The Housing Selection Scheme" booklet which explains how your needs are assessed.
 - A booklet called "Homelessness: Your Rights Explained".If you need any of the above, these may be obtained from your local Housing Executive District Office or housing association office. Addresses and telephone numbers can be found in the phone book. The Housing Executive website is at www.nihe.gov.uk

Housing /Transfer Application

Current Status (Mark "Y" against one category)

Housing Executive Tenant Housing Association Tenant Applicant

If an Association Tenant state Association name

| YOUR DETAILS | ADDRESS include Number/Street/Town/County |
|---|--|
| Surname | |
| First Name | |
| Title | |
| Sex | Post Code |
| Date of Birth | Telephone Number |
| National Insurance Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Mobile Number |
| Reason for Applying | Email |
| How long can you remain in your current address? | |

Marital Status (Tick one category)

Single S Married M Co-habiting C

Separated U Divorced D Widower W

Religion (Tick one category)

Catholic C Protestant P

Other O

Racial Group (Tick one category)

Black African A Bangladeshi B Black Caribbean C Chinese D Indian E

Irish Traveller F Pakistani G White H Mixed Ethnic Group I Other Ethnic Group O

Other Household Members (to be housed with you)

Only complete the Racial Group / Religion (using the relevant code) if different to the applicant

| Title | 1st Name | Surname | Date of Birth | Sex M/F | Relationship to applicant | Racial Group | Religion |
|-------|----------|---------|---------------|------------|------------------------------|-----------------|----------|
| | | | | | | | |
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| | | | | | | | |

Details of additional household members should be attached on a separate sheet

OFFICE USE ONLY

Appointment Date / Time

Telephonist Name Date Call Received

Date Registered by L O Registered By Reference Number

Housing /Transfer Application

Please answer the following questions:

Has anyone ever made any complaints against you, or a member of your household, in relation to anti-social behaviour committed in, or in the locality of, any home occupied by you at that time? **Y / N**

Have you or any member of your household any unspent convictions, of a serious offence committed in, or in the locality of, any home occupied by you at that time? **Y / N**

Are you subject to immigration control? **Y / N**

Are there any conditions or limits to your leave to enter or remain in the UK? **Y / N**

Declarations

Please read carefully the declarations below and sign and date this application:

I/we understand that giving false information may lead to prosecution and that withholding or giving incorrect information may lead to the withdrawal of an offer for housing or the loss of any tenancy allocated as a result of this application.

I/we know that I/we must advise at once of any changes in my/our circumstances:

| | |
|--------|----------|
| Signed | Date / / |
| Signed | Date / / |

YOUR INFORMATION

What we do with your information

You have applied for social housing or for a transfer within social housing in Northern Ireland. The Housing Executive and/or registered housing associations (participating in the Common Selection Scheme) are providing these services to you as part of statutory functions. Processing your personal information is necessary for the performance of public tasks based on those statutory functions.

More details are available on the Housing Executive website: www.nihe.gov.uk/privacy_notice or by contacting your Housing Association landlord directly.

The information you have provided is required for the following specified purposes:

- Provide services for you, such as assessing your application for housing and/or your application for homelessness (Housing Executive only) and

assisting you in resolving any problems in order to prevent you from risk of homelessness or from becoming homeless.

- Purposes connected with the assessment of your transfer application.
- Purposes connected with any tenancy which results from this application.
- Purposes connected with the effective operation of the Participating Landlords Disqualification Register.

In order to meet any of the purposes outlined above, information you have provided may be shared with other Housing Executive departments and/or Housing Association departments.

Sharing your information with others

The processing of your application for social housing or a transfer of tenancy may involve providing information for the purposes above to other individuals, agencies/bodies (statutory and non-statutory) and local councils.

Consent for the Housing Executive/Registered Housing Associations in NI to receive information

Under the lawful basis of consent the Housing Executive and/or registered housing associations in Northern Ireland may receive information from others with whom it has shared your information to assist them to meet any of the purposes outlined above.

I/we agree to the Housing Executive and/or registered housing associations in Northern Ireland receiving this information:

| | |
|--------|----------|
| Signed | Date / / |
| Signed | Date / / |

NOTES

You can withdraw your consent, to the Housing Executive receiving information from others, at anytime by emailing dataprotection@nihe.gov.uk or write to:

**Data Protection Officer
Northern Ireland Housing Executive
4th Floor, 2 Adelaide Street, Belfast BT2 8PB**

You can withdraw your consent, to registered housing associations in NI receiving information from others, at anytime by contacting your Housing Association landlord directly.

If consent is not given, or is subsequently withdrawn, then the Housing Executive and/or registered housing associations in NI may not be able to access information from other parties to assist in any of the purposes outlined above.