



hebridean housing
partnership

Reference number:

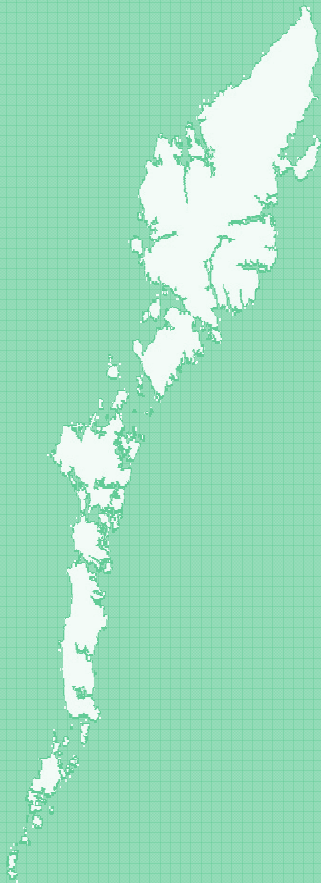
Date received:

Type:

Permitted
Persons:

Bedrooms:

Hebridean Housing Partnership housing transfer application form



Please read the information booklet for people applying for housing before you fill in this application form.

Please write clearly in **BLOCK CAPITALS** using ink and put a tick in the appropriate boxes.

When you have filled in the form, please return it to your nearest Hebridean Housing Partnership office, for example, Stornoway or Balivanich - see the back of the form for details.



Important - For homeless people or people at risk of becoming homeless

If you are homeless or threatened with homelessness within the next two months, you should contact us so we can fully assess your housing circumstances. Contact phone numbers are on the back of this form.

Section A

Personal details

If you are applying jointly with another person, please fill in the other person's details too.

1 Identity

	You	Joint applicant
Title (Mr, Mrs, Miss, Ms)	<input type="text"/>	<input type="text"/>
Marital Status (single, married, widowed, separated, divorced, engaged)	<input type="text"/>	<input type="text"/>
First name or names	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Current address and postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Date you moved to this address	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Address and postcode where we should send correspondence (if different from above)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Phone numbers:		
Home	<input type="text"/>	<input type="text"/>
Work	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>
E-mail address	<input type="text"/>	<input type="text"/>

2 Members of your household

Please list below all those people who currently live with you as part of your household.

First name	Surname	Date of birth	Relationship to you
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	

Is any member of the household expecting a baby? Yes No

If 'Yes', which household member? Name

The date the baby is due

Do you or the joint applicant (or both) have access or visiting rights to one or more of your children aged under 16 who do not live with you at the moment? Yes No

If 'Yes', please give details. (We will ask you for proof of this.)

First name	Surname	Date of birth	Relationship to you
		/ /	
		/ /	
		/ /	
		/ /	

3 Missed payments

Has formal action ever been taken against you for rent arrears? Yes No

If 'Yes', please give details.

4 Antisocial behaviour

Has anyone ever taken formal action against you, or anyone on your application, for antisocial behaviour?

Yes No

If 'Yes', please give details below.

Names of the people formal action was taken against

What date did this happen?

Was court action taken?

Yes No

Did you lose your tenancy as a result of the court action?

Yes No

Was an antisocial behaviour order granted against you or anyone in this application form?

Yes No

5 Harassment and abuse

Are you or a member of your household experiencing disturbance, harassment or abuse in or near your home?

Yes No

If 'Yes', please give details.

6 Sex Offenders Act 1997

Do you, or anyone on your application, have to register with the police under the Sex Offenders Act 1997?

Yes No

If 'Yes', please give their full names.

7 Pets

Do you, or any member of your household, plan to keep pets?

Yes No

If 'Yes', please give details (include the number of pets).

8 Special needs (Continued)

You

Joint applicant

Please give the name and address of the family member or carer you need to be near to.

Name

Address

Postcode

Relationship to you

Do you need to be nearer to your work? Yes No

Yes No

If you need to be nearer your work, please give the name and full address of your employer.

Employer's name

Employer's address and postcode

9 Trust Housing Association

Do you wish to be nominated for Sheltered Housing owned by Trust Housing Association which was formally known as Kirkcare?

Yes No

Please note that being nominated does not mean you are on Trust's housing list, you need to apply direct to them. Their contact details are:

Trust Housing Association Ltd
 12 New Mart Road
 Edinburgh
 EH14 1RL
 Tel: 0131 444 1200

12 Housing area

Lewis

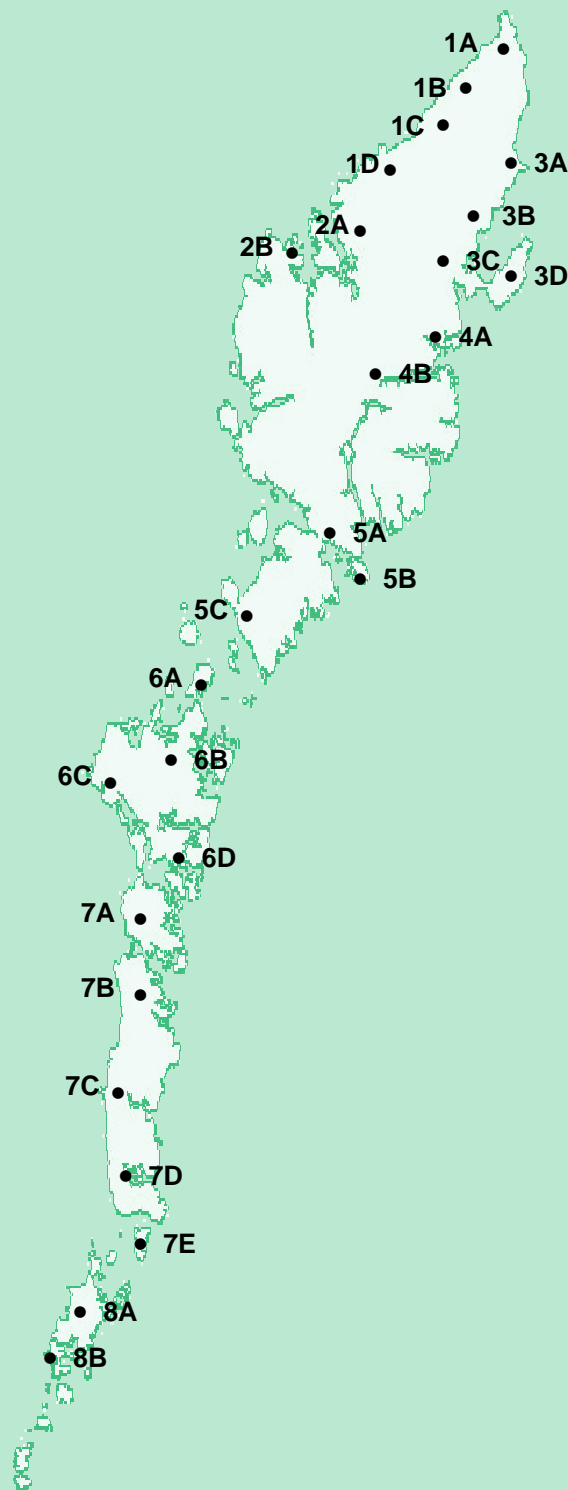
- 1 A Ness
- 1 B Dell, Borve
- 1 C Shader, Barvas
- 1 D Arnol, Bragar, Shawbost
- 2 A Carloway, Breascleite, Callanish
- 2 B Heath Park, Dun Innes, Crowlista
- 3 A North Tolsta
- 3 B Back, Coll, Tong
- 3 C Newmarket, Marybank/Bennadrove, Napier Hill, Cearns
Stile Park, Manor Park, Goathill, Town Centre
Seaforth Road/Seaview Terrace, Parkend, Plasterfield
- 3 D Knock, Garrabost, Upper Bayble, Shader, Aird
- 4 A Leurbost, Ranish
- 4 B Keose, Laxay, Balallan, Gravir, Lemreway

Harris

- 5 A Tarbert
- 5 B Scalpay, Bays
- 5 C Northton, Leverburgh

Uist & Barra

- 6 A Berneray Island
- 6 B Lochmaddy, Sollas
- 6 C Bayhead
- 6 D Carinish, Grimsay, Clachan
- 7 A Greagorry, Liniclate, Griminish, Balivanich
Torlum, Kileravagh
- 7 B Eochar, Carnan, West Gerinish
- 7 C Howmore, Ormiclate, Borinish, Askernish
- 7 D Lochboisdale, Daliburgh, South Boisdale,
Garrynamonie, Pollachar
- 7 E Eriskay
- 8 A Eoligarry, Northbay, Brevig, Borve, Castlebay, Scallery
- 8 B Vatersay



The housing information booklet shows the different types of housing and where they are. Not all types of housing are available in all areas. Please say below where you would prefer to live.

First choice

Second choice

Section E

Declaration

Please check that the answers and information which you have given on this form are correct to the best of your knowledge. You should tell us if you move or if any of your circumstances change as this may affect your priority for housing and your chance of receiving an offer.

- A** I confirm that all the information which I have given here is true, as far as I know. I understand that if I am offered a tenancy because I have given false information, you have the right to take legal action to repossess the property.
- B** I understand that any information I have given here will be placed on Hebridean Housing Partnership's housing register.
- C** I authorise Hebridean Housing Partnership to get information relevant to any current tenancy which I hold or any previous tenancy which I held with another landlord, where this information is relevant to my application for a tenancy with Hebridean Housing Partnership.

Your signature

Date

Joint applicant's signature

Date

Data Protection Act 1998: *The information you have provided is classed as personal Information and we will process it in line with the Data Protection Act 1998.*

- The information will be:*
- *held by Hebridean Housing Partnership, Creed Court, Gleann Seileach Business Park, Stornoway, Isle of Lewis,*
 - *used only for the purpose of your application for housing.*

You can get more details of your rights under the Act by writing to:

*Director of Operations
Hebridean Housing Partnership
Gleann Seileach Business Park
Willowglen Road, Stornoway
Isle of Lewis, HS1 2EP*

Where to return the form

Stornoway

Hebridean Housing Partnership
Gleann Seileach Business Park
Willowglen Road
Stornoway
Isle of Lewis
HS1 2EP

Balivanich

Hebridean Housing Partnership
C/o Comhairle nan Eilean Siar Offices
Balivanich
Isle of Benbecula
HS7 5LA

Contact details

If you have any questions about this form, you can call at your local Hebridean Housing Partnership office or contact us on one of the phone numbers shown below.

	<i>Phone number</i>
Gleann Seileach Business Park, Stornoway	0845 603 9180
Tarbert, Harris	01859 502367
Balivanich	01870 602425
Castlebay, Barra	01871 810431

Other information

Suggestions and complaints

If you would like to make a suggestion or complaint about the way your housing application has been handled, please contact:

Chief Executive
Hebridean Housing Partnership
Gleann Seileach Business Park
Willowglen Road
Stornoway
Isle of Lewis
HS1 2EP
Phone: 01851 707900

If you have gone through our complaints process and you are still not happy, you have the right to take your complaint to:

Scottish Public Services Ombudsman
23 Walker Street
Edinburgh
EH3 7HX
Phone: 0870 011 5378