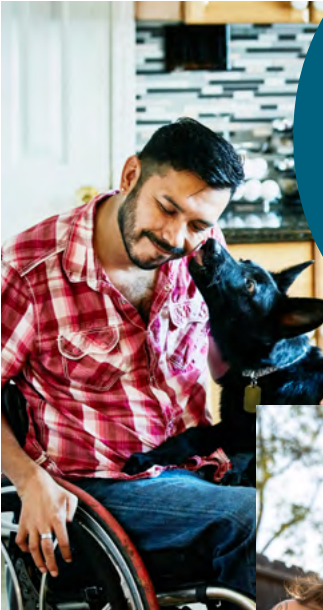


Sanctuary Scotland



Application for Housing

› About us

Sanctuary is one of the UK's leading providers of housing and associated services, managing around 100,000 units of accommodation across England and Scotland. This includes general rented, housing for older people and homeownership accommodation. We reinvest our surplus income into developing services, providing new housing, improving our homes, and investing in your neighbourhoods.

› Who can apply for housing?

Anyone over the age of 16 can apply to join our waiting lists.

You may need to provide evidence to support your application. The length of time you have to wait for a home will depend on availability and your individual circumstances.

What size of home can I apply for?

The number of bedrooms will depend on where you wish to live and your individual circumstances. We try to provide:

- › **One bedroom** for every adult couple
- › **One bedroom** for any other person aged 16 or over
- › Children aged under eight are normally expected to share a room
- › A boy and girl aged 8 or over will normally **get their own room**
- › Children of the same sex aged 8 or over but under 16 are normally **expected to share**
- › Children of the same sex with 8 or more years between them will normally **get their own room**

We may suspend or cancel applications in the following cases:

- › you have broken any of your tenancy obligations
- › you or any member of your household is the subject of an antisocial behaviour order or an injunction on grounds of antisocial behaviour
- › you have a previous or current debt with a landlord and have made no plans to repay the debt
- › you have previously abandoned a property
- › you have given false or misleading information on your application
- › if you refuse reasonable offers of accommodation.

› Reviewing applications

We review applications regularly and we will contact you to confirm your current housing needs.

We do this to make sure the information we hold about you is up to date – your circumstances could have changed since you applied or updated your registration.

You can also contact us yourself to let us know about any changes to your situation and housing needs.

➤ Welcome

Welcome from the Sanctuary team, you have been provided with an application for housing which will enable you to provide us with the information we need to add you to one of our waiting lists.

We allocate properties throughout Scotland based on your information and in some cases, we will require supporting evidence to help us make the right decision. These may include:

- **Proof of identity** – Passport, photo driving license or birth certificate
- **Proof of National Insurance number** – national insurance number card, payslips, letters from the department of work and pensions, letters from the tax office
- **Current address** – Tenancy agreement, utility bill (gas, electric, water, home telephone). All must be dated within the last 3 months.
- **Dependants** – Copy of child benefit book/ confirmation letter, or copy of birth certificate
- **Access to children** – copy of documentation from the court or your solicitor, letter from parent or guardian with whom the child is living addressed to Sanctuary
- **Pregnancy** – Copy of the certificate of confinement (MATB1) or letter from GP, or health visitor
- **Medical condition / disability** – A letter from GP or other professional which details the condition or disability and how it effects your requirement for housing
- **Notice to quit** – A copy of this notice served by your current landlord
- **Harassment** – A copy of the police report or letters from supporting agencies
- **Environmental report** – A copy of the letter from environmental health detailing poor condition of your current property

When considering you for the property, we will also request supporting documents to verify that your circumstances have not changed.

The application needs to be completed and returned to us within 1 week (7 days) otherwise the process will be cancelled. If you need more time to complete this process, please contact us and we will be able to help and support by extending the time for you.

➤ Guidance for completing the application

Section 1 – About you

You will need to complete this with all the information required for you and joint applicant.

Section 2 – Diversity information

This section is optional but if you choose to complete the information it will enable us to provide support and help based on your needs.

Section 3 – Your household

We need information about people that will be living with you and in some cases, we may need evidence to help us understand more about the relationships within your household. Please ensure that you add all household members who wish to be relocated with you.

Section 4 – Support details

You may want to provide contact details for someone to deal with your application on your behalf or if you want us to speak to them about the information you have provided to make sure we have interpreted your requirements in the right way.

Section 5 – Your current circumstances and property details

You need to provide information about your current circumstances and property. We need information about your current landlord (if applicable) and details of where you have lived during the previous 3 years. If you have lived at more than 3 different addresses you will need to provide more details at a later stage.

Section 6 – Reasons for your application

We need to know why you are applying for a Sanctuary home because this will help us to prioritise your application. You may need to provide supporting evidence if your reasons for requesting a new home are supported by a medical or other professional opinion.

Section 7 – Medical details

We may need more information if you or a member of your household have a medical condition which affects the type of accommodation you require. This section does require you to provide sensitive information and we use this information to make sure that your new property will meet your needs and be suitable for members of your household.

Section 8 – Housing type and location

This section is used to record what type of housing you require and the locations which you would like to consider when properties become available.

Section 9 – Housing requirements

You will need to tell us about your housing requirements so we can match you to a suitable property. You may need to provide supporting evidence if your reasons for requesting an extra bedroom are supported by a medical or other professional opinion.

Section 10 – Other information

If you can think of any other supplemental information that might be relevant to your housing requirements, please complete this section.

Section 11 – Conflict of interest

Please complete if applicable and you or any member of your household is connected through employment or relationship to Sanctuary Housing.

Section 12 – Declaration and personal data

This section contains information about how we will collect, process, and manage your data whilst you are living with a Sanctuary property. It will provide us with authority to contact other agencies and landlords (where applicable).

Please take time to read and understand each of the items within this section. All applicants will need to sign this section.



Waiting list application

Office use only

Application number

Application received

Size required

Reason for banding

Binding date

Band award

Areas required

Please complete all sections. Your application will not be processed if any section is incomplete.

> Section 1 - About you

Main applicant

Title

Surname

First name

 Please attach proof of identification.

Gender Male Female Non-binary
 Trans woman Trans man Other

If other, please specify:

Is the gender you identify with the same as your sex registered at birth?

Yes No Prefer not to say

Date of birth

National Insurance number

Joint applicant

Title

Surname

First name

 Please attach proof of identification.

Gender Male Female Non-binary
 Trans woman Trans man Other

If other, please specify:

Is the gender you identify with the same as your sex registered at birth?

Yes No Prefer not to say

Date of birth

National Insurance number

Current address

Relationship to main applicant

Main applicant

Current address

Postcode

Date moved in to current address

Do you have permission to permanently live in
the UK? Yes No

Telephone number

Mobile number

Email address

Contact address (if different from above)

Postcode

Joint applicant

Current address

Postcode

Date moved in to current address

Do you have permission to permanently live in
the UK? Yes No

Telephone number

Mobile number

Email address

Contact address (if different from above)

Postcode



Main applicant

Do you have a disability, impairment or sensory loss that means you require communications to be sent to you in an alternative format?

Yes No

If yes, please specify your communication need (please select all that apply):

Braille Easy Read
Large Print Advocate
British Sign Language interpreter
Hearing aid/Communication or communication tool
Support with lip reading
Other

If other, please specify:

What is your preferred method of contact?

Email Digital Communication
Text Message Mobile Phone Call
Letter Landline

What is your main language?

How well can you speak English?

Very well Not well Prefer not to say
Well Not at all

Are you a member of or related to the Armed Forces Community?

Yes - serving member in regular armed forces
Yes - serving member in reserve armed forces
Yes - formerly served in regular armed forces
Yes - closely related to a serving member or veteran
No
Prefer not to say

Joint applicant

Do you have a disability, impairment or sensory loss that means you require communications to be sent to you in an alternative format?

Yes No

If yes, please specify your communication need (please select all that apply):

Braille Easy Read
Large Print Advocate
British Sign Language interpreter
Hearing aid/Communication or communication tool
Support with lip reading
Other

If other, please specify:

What is your preferred method of contact?

Email Digital Communication
Text Message Mobile Phone Call
Letter Landline

What is your main language?

How well can you speak English?

Very well Not well Prefer not to say
Well Not at all

Are you a member of or related to the Armed Forces Community?

Yes - serving member in regular armed forces
Yes - serving member in reserve armed forces
Yes - formerly served in regular armed forces
Yes - closely related to a serving member or veteran
No
Prefer not to say

Main applicant

In the last seven days, were you doing any of the following? Include casual or temporary work, even if only for one hour:

Employee	Away from work ill, holiday/temporary laid off
Unemployed	
Retired	Long-term sick or disabled
Student	
Self-employed or freelance	Looking after family or home
Maternity/paternity leave	Other unpaid work
Prefer not to say	None of the above

Marital status

- Never married and never registered a civil partnership
- Married: Opposite sex
- Married: Same sex
- Registered civil partnership: Opposite sex
- Registered civil partnership: Same sex
- Separated but still married
- Separated but still in a registered civil partnership
- Divorced
- Formerly in a civil partnership now legally dissolved
- Widowed
- Surviving partner from civil partnership
- Other
- Prefer not to say

If other, please specify your marital status:

Joint applicant

In the last seven days, were you doing any of the following? Include casual or temporary work, even if only for one hour:

Employee	Away from work ill, holiday/temporary laid off
Unemployed	
Retired	Long-term sick or disabled
Student	
Self-employed or freelance	Looking after family or home
Maternity/paternity leave	Other unpaid work
Prefer not to say	None of the above

Marital status

- Never married and never registered a civil partnership
- Married: Opposite sex
- Married: Same sex
- Registered civil partnership: Opposite sex
- Registered civil partnership: Same sex
- Separated but still married
- Separated but still in a registered civil partnership
- Divorced
- Formerly in a civil partnership now legally dissolved
- Widowed
- Surviving partner from civil partnership
- Other
- Prefer not to say

If other, please specify your marital status:

➤ Section 2 - Diversity information

Main applicant

How would you describe your national identity?

British Scottish
English Northern Irish
Welsh

If other, please specify your national identity:

Ethnicity

White

English, Welsh, Scottish, Northern Irish /British
Irish
Gypsy or Irish traveller
Roma
Any other white background

If other, please specify your ethnicity:

Mixed / multiple ethnic groups

White & Black Caribbean
White & Black African
White & Asian
Any other mixed / multiple ethnic group

If other, please specify your ethnicity:

Asian / Asian British

Pakistani
Indian
Bangladeshi
Chinese
Any other Asian background

If other, please specify your ethnicity:

Joint applicant

How would you describe your national identity?

British Scottish
English Northern Irish
Welsh

If other, please specify your national identity:

Ethnicity

White

English, Welsh, Scottish, Northern Irish /British
Irish
Gypsy or Irish traveller
Roma
Any other white background

If other, please specify your ethnicity:

Mixed / multiple ethnic groups

White & Black Caribbean
White & Black African
White & Asian
Any other mixed / multiple ethnic group

If other, please specify your ethnicity:

Asian / Asian British

Pakistani
Indian
Bangladeshi
Chinese
Any other Asian background

If other, please specify your ethnicity:

Main applicant

Black / African / Caribbean / Black British

African

Caribbean

Any other Black / African / Caribbean

If other, please specify your ethnicity:

Other ethnic group

Arab Any other ethnic group

If other, please specify your ethnicity:

Sexuality

Gay or lesbian

Queer

Bisexual

Straight/heterosexual

Asexual

Other

Prefer not to say

If other, please specify your sexuality:

Religion

Buddhist

Christian

Hindu

Jewish

Muslim

No religion

Sikh

Other

Prefer not to say

If other, please specify your religion:

Joint applicant

Black / African / Caribbean / Black British

African

Caribbean

Any other Black / African / Caribbean

If other, please specify your ethnicity:

Other ethnic group

Arab Any other ethnic group

If other, please specify your ethnicity:

Sexuality

Gay or lesbian

Queer

Bisexual

Straight/heterosexual

Asexual

Other

Prefer not to say

If other, please specify your sexuality:

Religion

Buddhist

Christian

Hindu

Jewish

Muslim

No religion

Sikh

Other

Prefer not to say

If other, please specify your religion:



▶ Section 3 - Your household

Will anyone else be living with you (other than any joint applicant named above)?

Yes No

! Please attach proof of identity for everybody who is aged sixteen or over. This can be photocopy of their birth certificate, medical card, driving licence or passport.

Name	Date of birth	Gender	Relationship	Do they live with you now?

Are you, or any member of your household who is moving with you, pregnant?

Yes No

If yes, please provide the due date:

! Please attach certificate of confinement (MATB1) if issued, or a letter from your GP or health visitor.

▶ Section 4 - Support details

Do you or any member of your household have a social worker, key worker or support worker?

Yes No

If yes, please provide their details below:

Would like someone to deal with your application on your behalf?

Yes No

If yes, please provide their details below:

Name

Address

Postcode

Telephone number

Relationship to you

Their email address

➤ Section 5 - Your current circumstances and property details

Main applicant

Present home

- Council rented accommodation
- Owner occupier/shared owner
- Temporary accommodation
- Housing association rented accommodation
- Private landlord
- Sleeping rough/roofless
- Other

If other, please provide details:

Joint applicant

Present home

- Council rented accommodation
- Owner occupier/shared owner
- Temporary accommodation
- Housing association rented accommodation
- Private landlord
- Sleeping rough/roofless
- Other

If other, please provide details:

! Please attach proof of address.

! Please attach proof of address.

Are you currently living with a Sanctuary resident?

Yes No

If yes, please state your relationship and the date you moved in:

Relationship

Date

Do you share your current home with anyone who will not be moving with you?

Yes No

How many single and double bedrooms do you (and anyone who is moving with you) use?

Single

Double

Do you rent your current home?

Yes No

If yes, please provide your landlord's details:

Name

Address

Postcode

Telephone number

Email address



Applicant

Have you had any previous addresses or landlords within the last three years?

Yes No

If yes, please provide the addresses, landlord details, and reasons for leaving each address. Please include all addresses where you have ever held a tenancy with Sanctuary.

Property address	Name and address and contact number of landlord	From	To	Reasons for leaving

Joint Applicant

Have you had any previous addresses or landlords within the last three years?

Yes No

If yes, please provide the addresses, landlord details, and reasons for leaving each address. Please include all addresses where you have ever held a tenancy with Sanctuary.

Property address	Name and address and contact number of landlord	From	To	Reasons for leaving



Are you, or is anyone in your household, experiencing anti-social behaviour, harassment or domestic abuse?

Yes No

If yes, please provide details, including how often, who is responsible and the name of any other organisation you have reported this to, e.g. police.

Are you moving from short-term supported housing?

Yes No

If yes, please provide details:

Do you need to move so that you can be closer to relatives/friends/facilities to give or receive support?

Yes No

If yes, please provide details:

Does your home have (tick all that apply):

A kitchen sink with hot and cold water supply

A fixed bath or shower

An inside toilet

Full central heating

Has an architect, engineer or environmental health officer tested the following and found (tick all that apply):

Water supply unsafe

Rising or penetrating damp

Other serious disrepair

Drainage inadequate

Structural instability

Do you consider yourself to be homeless or threatened with homelessness?

Yes No

If yes, do you have a decision letter from your local authority which confirms that you are unintentionally homeless or threatened with homelessness?

Yes No

 Please attach a decision letter from local authority.

➤ Section 6 - Reasons for your application

Why you want to move

In the space below, please give the reasons why you want to move. This is an important part of the application and through this section your banding is allocated. Please see our website for an explanation of our banding system and use this when responding to this question.

➤ Section 7 - Medical details

Medical/disability details

Do you or any member of your household have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

Yes No

If yes, please complete the boxes below. We may also ask you for more information or supporting evidence from a health care professional.

Name of person affected by the condition	Details of medical condition or disability and how it reduces your ability to carry out day-to-day activities	How does your current home affect the medical condition or disability?	How will rehousing improve the medical condition or disability?	Name and address of doctor or health specialist (we may contact them for further details)



Do you or any member of your household have difficulty with any of the following (tick all that apply):

No difficulty

Some difficulty

Great difficulty

Assistance
required

Housework

Shopping

Preparing meals

Eating

Getting in and out of bath

Getting on/off toilet

Getting dressed and undressed



➤ Section 8 - Housing type and location

Housing requirements

In which areas would you like to be considered for housing (see attached a list of the areas where we have housing)?

Dundee

Ardler (CBKE)
Beechwood (CBKF)

Glasgow (Priesthill)

Abercorn Street, Paisley (CBKG)
Anderston (CBKI)
Anniesland (CBKU)
Gallowhill, Paisley (CBKK)
Glenburn, Renfrewshire (CBQI)
Holmbank Avenue (Shawlands) (CBOY)
Hugo Street (CBOW)
Linwood (CBKL)
Linwood, Renfrewshire (CBKL)
Lymburn Street (CBKM)
Muirshiel (CBKN)
Newton Mearns, East Renfrewshire (CBQH)
Paisley West End (CBPW)
Pollok Bellway (CBKO)
Pollok Foamslags (CBKP)
Priesthill Foamslags (CBKQ)
Priesthill New Build (CBKR)
Renfrew, Renfrewshire (CBKJ)
Rosshall (CBKS)
Shortroods, Paisley (CBKT)
South Street (CBOZ)
Woodilee (Lenzie), East Dunbartonshire (CBOX)
Yoker (CBPM)

Glasgow (Toryglen)

East Kilbride (CBQM)
Battlefield (CBQN)
Toryglen (CBQG)

What types of home would you like to be considered for?

House Flat/Maisonette Bungalow

Do you want to be considered for:

Housing for older people General needs housing

➤ Section 9 - Housing requirements

You have the choice of being considered for a property with a spare bedroom. The size of property you may be offered will depend on the number of people in your household and the ages of any children you have. The size you are eligible for can be found on our website. Please note that if you accept a property with a spare bedroom, and are of working age and receive Housing Benefit, you would be responsible for paying the difference between your benefits and your rent.

Do you need a spare bedroom?

Yes No

If yes, please select the reason:

Medical

Permanent carer

Foster carer

Access to children

! *Please attach proof of permanent carer/foster carer status, or proof of your childcare arrangements, and any medical documentation if applicable.*

Do you need a lift?

Yes No

If yes, please provide details:

What is the maximum floor level you would accept without a lift? Please specify:

Do you need a property with adaptations?

Yes No

If yes, please provide details:

Do you require wheelchair housing?

Yes No

Do you need a property which is all on one level (i.e. no stairs)?

Yes No

If yes, please provide details:

Do you have any pets/animals that you wish to be housed with you?

Yes No

If yes, please provide details:

➤ Section 10 - Other information

Before being offered housing, tenancy checks will be carried out for all applicants and members of the household aged 16 and over.

Has anyone listed on this application ever had any court proceedings against any tenancy they have held, such as eviction action or an anti-social behaviour order (ASBO)?

Yes No

If yes, please provide details below, including when this occurred, what the reasons were, and any time limits which apply.

Is anyone listed on this application currently in rent arrears or has any other tenancy-related debt with a private landlord, housing association or local authority?

Yes No

If yes, please provide details:

Landlord's name

Current/former tenant

Amount owed

Do you or anyone on your application need to register with the police under the Sexual Offences Act 2003?

Yes No

If yes, we will contact you for more information.

➤ Section 11 - Conflict of interest

Sanctuary Housing and all its subsidiaries have a policy which prevents non-contractual benefits to its employees, committee members or their close relatives.

Do you work for Sanctuary, or have you worked for Sanctuary in the last 12 months?

Yes No

If yes, please provide details:

Are you, or your joint applicant, related to anyone who is, or has been in the last 12 months, a member of Sanctuary's committees/forums or staff?

Yes No

If yes, please provide details:

➤ Section 12 - Declaration and personal data

In signing this form I agree to the following:

- I will notify Sanctuary Scotland of any changes to the details provided on this form.
- I understand that in the event of my details being found to be untrue or inaccurate or if I have neglected to notify Sanctuary Scotland about any changes in my circumstances, my application will be suspended or I may lose any tenancy offered to me. If the tenancy has started, Sanctuary Scotland reserves the right to take action to terminate this tenancy.

- I understand that my details will be held electronically, and I give permission for information regarding my application to be shared with and verified by credit reference agencies, statutory and voluntary bodies, including the police, in order to check the details of this application and to provide assistance with rehousing and sustaining any tenancy that may be offered to me. If my application is successful, I also give permission for my information to be shared with contractors who assist with the services Sanctuary Scotland provides and with private organisations, such as utility companies, so they can provide services and contact me in respect of utility charges.
- I consent to references being obtained from my previous landlords during the last five years.
- I consent to Sanctuary Scotland contacting the health professionals listed above to obtain information relating to any medical condition or disability in support of rehousing.
- I understand that the completion of this form does not mean I will be offered accommodation.
- I understand that the details of this application will be used for confidential statistical purposes.

Signed (Applicant)

Print Name

Date

Signed (Joint applicant)

Print Name

Date

Under the Data Protection Regulation of 2018, we are required to explain to you why we are asking for this information about you, how we intend to use the information you provide and whether we will share this with anyone else. Please visit www.sanctuary-scotland.co.uk to read our privacy statements.

If you require any further details or assistance, please contact your local office:

Dundee - 185 Turnberry Avenue, Dundee, DD2 3WN

Priesthill - Sanctuary House, 7 Freeland Drive, Glasgow, G53 6PG

Toryglen - 26 Glenmore Avenue, Glasgow, G42 0EH

Tel: 0808 168 3475

For more information, you can also visit our website www.sanctuary-scotland.co.uk.

Sanctuary Scotland Housing Association Limited, a charity registered in Scotland No. SC024549, is a subsidiary of Sanctuary Housing Association, an exempt charity.