

# Application Housing Transfer Form



Please complete all sections of the form

## Section 1 You and Your Household

Please give your details and those who will be rehoused with you

	Applicant	Partner/Joint Applicant
Title		
First Name		
Last Name		
National Insurance Number		
Date of Birth		
Address  Postcode		
Contact Telephone Number		
Address we should write to (if different from above)  Postcode		
Relationship to applicant		
Known by any previous surnames		

Please give details of everyone who will be rehoused with you

Title	First Name	Last Name	Male or Female	Date of Birth	Relationship to you	Are they living with you
Is any member of your household expecting a baby?				If Yes, date baby due		

Please provide one form of formal proof of identity for each member listed above as part of your household. For adults, this can include one of the following: birth certificate, passport, driver's licence, medical card, benefit entitlement letter. For dependent children, this should be your confirmation of receipt of child benefit. Please do not send originals through the post. At this stage, photocopies will be accepted. In event of an offer of housing being made, you will have to provide original documents.

Office Use Only	Application Date	No. of Beds	Application Ref No	Notes:
	Accomm Points	Medical Points	Total Points	

## Section 2 Income and Employment

Please show the main source of income for you and your partner.

All from state benefits or pensions  Partly from state benefits or pensions   
 No state benefits or pensions

If you, or your partner are in full-time or part-time employment, please give details below.

	Employers Name & Address	Do you work full-time or part-time?
<b>You</b>		
<b>Your Partner</b>		

Please give details of your current level of income every week (fill in the section that applies to you).

Total Take-Home Pay	£	Disability Allowance	£
Child Benefit	£	State Pension	£
Working Tax Credit	£	Occupational Pension	£
Child Tax Credit	£	Income Support/Job Seeker's Allowance	£

Please state which other benefits you receive

Please give details of any savings or investments you and your partner have.

Total amount	£	Annual income (from investments)	£
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Do you owe any money to any of the following? Yes  No

Doorstep lenders (eg Provident, Shopacheque etc)	£
Loan Companies	£
Catalogue Companies	£
Credit Cards	£
Utility Companies (eg Electric, Gas, Oil)	£

Please note - this information will not stop your transfer application being processed.

## Section 3 Previous Addresses

Please list below all your previous addresses for the last five years.

	Address	Dates From - To	Reason for Leaving	Were you a tenant, lodger or owner?
1				
2				
3				
4				
5				
6				

### Previous Social Housing Tenancies

Have you, or any member of your household, ever been a tenant of a local housing authority or housing association, apart from the one you currently occupy? Yes  No

If yes, please give details

	Address	Name of Landlord	The reason why tenancy ended
1			
2			
3			

## Section 4 Current Accommodation

Please tick **one** box below to show your current housing situation.

Type of property you currently live in

House  Flat  Bungalow   
Bedsit

How many bedrooms does your current accommodation have?

If you live in a flat, on what floor is your accommodation?

Please describe why you can no longer remain in your present home.

Are you currently in arrears with your rent? Yes  No

Do you have a payment plan in place? Yes  No

Have you been served with a Notice to Quit or a Notice of Seeking Possession? Yes  No

Have you been served with a Possession Order by the Court? Yes  No

## Section 5 Your Current Housing Situation

There are different reasons why people ask to be rehoused. Please tick the boxes that best describe why you are applying to be rehoused.

Need a larger property	<input type="checkbox"/>	Asked to leave by friends/family	<input type="checkbox"/>	To give/receive family support	<input type="checkbox"/>
House in poor condition	<input type="checkbox"/>	Need a smaller property	<input type="checkbox"/>	Domestic violence	<input type="checkbox"/>
Difficulty with rent/mortgage	<input type="checkbox"/>	Relationship breakdown	<input type="checkbox"/>	Health/disability reasons	<input type="checkbox"/>
Need sheltered accommodation	<input type="checkbox"/>	Need independence	<input type="checkbox"/>	Move near family/work	<input type="checkbox"/>
Other harassment	<input type="checkbox"/>	Racial harassment	<input type="checkbox"/>	Other	<input type="checkbox"/>
Please specify	<input type="checkbox"/>		<input type="checkbox"/>		

## Section 6 Accommodation Required

Type of property you require

House  Flat  Bungalow   
Bedsit  Wheelchair adapted  Any

If you would consider being rehoused in a flat, which floor would you consider?

Ground Floor  First Floor  Second Floor  Any

Would you consider any floor if there was a lift?

Yes  No

What type of heating would you consider?

Gas  Electric  Solid Fuel  Any

Do you require a sheltered housing service?

Yes  No

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### Which areas would you like to live in?

Ashton/Breage  Budock  Camborne  Carharrack

Carleen  Carnmenellis  Constantine  Coverack

Cury  Four Lanes  Germoe  Godolphin

Gunwalloe  Gweek  Helston  Illogan

Lanner  Leedstown  Lizard  Lowertown

Mabe  Manaccan  Mawgan  Mawnan Smith

Mullion  Nancegollan  Ponsanooth  Pool

Porkellis  Porthleven  Port Navas  Praze

Redruth  Ruan Minor  St Day  St Keverne

St. Martin  Sithney  Stithians  Treverva

Troon  Wendron  Trewennack  Any district

Have you or a member of your household ever been convicted of a serious offence? Yes  No

If yes, please give details

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Please use this space to give any additional information you feel is appropriate to your application.

## Section 7 Ethnic Origin

Please provide us with information about yourself using the relevant boxes below to enable the Trust to monitor its Equal Opportunities Policy. Monitoring is recommended by the Code of Practice for the Elimination of Racial Discrimination on the grounds of sexual orientation or religious beliefs.

### Ethnic group of person 1 as defined by applicant

✓ one only

**a. White**

British  Irish  Other

**b. Mixed**

White & Black Caribbean  
White & Asian  White & Black African  
Other

**c. Asian or Asian British**

Indian  Pakistani  Bangladeshi  
 Other

**d. Black or Black British**

Caribbean  African  Other

**e. Chinese or other ethnic group**

Chinese  Other

**f. Refused**

### How would you describe your sexuality?

✓ one only

Heterosexual  Bisexual  Gay

Question Refused

## Section 8 Medical Information

Have you got any medical reasons for wanting to move?

Yes  No

Is anyone in your household registered disabled?

Yes  No

Does anyone in your household use a wheelchair?

Yes  No

It may help your application if you tell us if any of the following medical or any other special circumstances apply to you or member of your household.

Mental health needs  Learning disability  Chronic illness

Frail or elderly  Under 18  Physical disability

Drug abuse problems  Ex-offender  Alcoholic/Alcohol problems

It will help us if we are aware of any of the following:

Do you have difficulty with reading? Yes  No

Do you have difficulty with writing? Yes  No

Do you have difficulty with your sight? Yes  No

Do you have any contact with Social Services or any other support services, for example Social Workers, Support Workers, Community Psychiatric Nurse, SureStart or a Family Aid worker? Yes  No

If no, would you like more support in helping you maintain aspects of you tenancy? Yes  No

Do you need to move to more suitable accommodation because of a physical illness or disability? Yes  No

If yes, please provide further details (e.g. do you have difficulty managing the stairs?)

**You do not need to send letters from your GP.**

If we need more information, we will ask you to complete a medical questionnaire.

Has your property been adapted because of your disability, for example handrails or level-access shower? Yes  No

If yes, please give details

## Section 9 Other Information

**Family or business connections with Coastline Housing Ltd**

Are you or any member of your household a close relative of a current or former employee (during the last 12 months) or Non-Executive Director (NED) of Coastline Housing Ltd? Yes  No

If yes, please give details

Please list any pets you have

Do you have your own transport? Yes  No

## Declaration

- We/I
- 1 Agree to Coastline Housing Ltd passing this application form to a housing association should they consider offering me a tenancy.
  - 2 Agree to Coastline Housing Ltd seeking information relevant to my transfer application from any relevant individual or organisation.
  - 3 Agree to inform Coastline of my transfer application.

Applicant's signature

Date

Partner's signature

Date

**Have you remembered to include all the relevant documents? See check list below:**

Copy of identification for all members of the household

Letters of support from professional workers

## Office use only

Points Breakdown:

Assessed by

Date



**Please return completed form to:**

**Coastline Housing Ltd**  
Ferris House  
Dolcoath Avenue  
Camborne  
Cornwall  
TR14 8SD

Tel: 0808 202 7728  
Txt: 07800 140 997  
Fax: 01209 722 472

Email: [customer.service@coastlinehousing.co.uk](mailto:customer.service@coastlinehousing.co.uk)  
Website: [www.coastlinehousing.co.uk](http://www.coastlinehousing.co.uk)

## Do you, or someone you know, need information in a different format?

Large  
Print

abc

In  
Braille



On  
Tape



Face to  
Face



**Cantonese**

本文件可以應要求，製作成中文(繁體字)版本。

**Thai**

เอกสารนี้มีให้เป็นภาษาไทยตามความต้องการ

**Filipino**

Ang dokumentong ito ay may interpretasyon sa wikang Tagalong kung kailangan ninyo.

**French**

Ce document est disponible en français sur simple demande.

**Lithuanian**

Pagal pageidavimą šį dokumentą galite gauti lietuvių kalba.

**Polish**

Dokument ten jest na życzenie udostępniany w języku polskim.

**Portuguese**

Este documento encontra-se disponível em Português, a pedido.

**Russian**

По отдельному запросу настоящий документ предоставляется также на русском языке.

**Spanish**

Este documento puede solicitarse en español.

**Turkish**

Isterseniz bu belgenin Türkçe'sini size gonderebiliriz.

**Vietnamese**

Tài liệu này có sẵn bằng tiếng Việt khi được yêu cầu.

**Other**

If someone you know needs information in another language, please state which language they require here: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_