



Contact Number: 01928 796000

Dear Applicant,

Thank you for your interest in applying to Liverpool Housing Trust for re-housing.

Please find enclosed the following documents:

- LHT Housing Application Form
- Translation Sheet
- "Documentation Required" information sheet
- Area Profiles on accommodation type and location
- Housing Association Contact Details
- Property Pool Application Form (Liverpool Choice Based Lettings)

Please complete the enclosed LHT application form, referring to the Area Profile for details of our open and closed waiting lists. Your completed application form and documents should be returned to your local district office for processing. Address details for our offices can be found on the back page of the application form.

Once we receive your completed form we will register the details on our systems and within 5 working days of receipt of your application, send you an appointment letter to attend an office interview at your local district office. The office interview date will be no longer than 20 working days after we receive your application form and all your documents. You will receive a written decision within 5 working days from the date of your interview, or you will be advised if further information to support your application is required.

All current LHT applicants will be contacted on a 6 month basis, to confirm any change of circumstances and whether they still

wish to remain on LHT's waiting list. Applicants will have 28 days to respond to the waiting list review.

If you wish LHT to register an application on Liverpool's Choice Based Lettings Scheme please complete the Property Pool application form in addition or instead of LHT's application form and return to either LHT South Neighbourhood Management Team 12 Hanover Street Liverpool L1 4AA or LHT North Neighbourhood Management Team, 211 Walton Road Liverpool L4 4AJ.

Further information on Property Pool can be obtained from the website, www.propertypool.org.uk

If you require any help in completing your application form or require any further information on any of the Lettings schemes we participate in please do not hesitate to contact our Customer Service Centre on 01928 796 000.

Yours sincerely

Liverpool Housing Trust



Application No: [redacted]

You must complete all sections of this form and return it to your Local LHT Office or contact our Customer Service Centre on **01928 796000**
PLEASE USE BLOCK CAPITALS TO COMPLETE THIS FORM

1 Your details

Main

Title	Surname	First name	Male or Female	Date of Birth
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Present address				
[redacted]				
[redacted]				
[redacted]			Postcode	[redacted]
Home Telephone Number		Mobile telephone Number		
[redacted]		[redacted]		
Email Address (if applicable)				
[redacted]				
National Insurance No:				
[redacted]				

Joint

Title	Surname	First name	Male or Female	Date of Birth
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Present address				
[redacted]				
[redacted]				
[redacted]			Postcode	[redacted]
Home Telephone Number		Mobile telephone Number		
[redacted]		[redacted]		
Email Address (if applicable)				
[redacted]				
National Insurance No:				
[redacted]				

Have you or the other joint applicant ever held any other LHT tenancy? Yes No

If **Yes**, give details of address

[redacted]

[redacted]

[redacted] Postcode [redacted]

2 What is your present situation

Are you one of the following – please tick one box Owner occupier Council tenant Housing Association tenant

Tenant of a private landlord Live with relatives/friends Lodger The home goes with your job

Other - Please describe

[redacted]

[redacted]

housing application

3 Reasons why you want to become an LHT Tenant

Tick the boxes that best describe why you need re-housing

<input type="checkbox"/> LHT's Reputation	<input type="checkbox"/> To be nearer friends of family	<input type="checkbox"/> To leave home		
<input type="checkbox"/> Want to move to a better area	<input type="checkbox"/> To get children into a better school	<input type="checkbox"/> Need a smaller property	<input type="checkbox"/> Nearer current employment	
<input type="checkbox"/> Landlord selling property	<input type="checkbox"/> Living apart from family	<input type="checkbox"/> Asked to leave by friends or relatives	<input type="checkbox"/> Split up from partner	
<input type="checkbox"/> Neighbourhood problems	<input type="checkbox"/> Overcrowding	<input type="checkbox"/> Building Society repossession	<input type="checkbox"/> Losing home with Job	<input type="checkbox"/> To receive support
<input type="checkbox"/> Cannot afford present housing	<input type="checkbox"/> Eviction Order	<input type="checkbox"/> Victim of crime or fear of crime		
<input type="checkbox"/> You or someone you live with suffer a chronic illness or permanent disability				

Health reasons - Please give details

Other - Please give details

Please provide any other relevant information in support of your application

4 Your present home

Do you live in a:

<input type="checkbox"/> House	<input type="checkbox"/> Bungalow	<input type="checkbox"/> Maisonette	<input type="checkbox"/> Flat	<input type="checkbox"/> Bedsit	<input type="checkbox"/> Other	<input type="text" value="Number of bedrooms"/>
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If you live in a flat/bedsit, please tell us what floor you live on

How many bedrooms do you have exclusive use of?

5 Your household

Please give details of who will be rehoused with you

Surname	First name	Male or Female	Date of Birth	Relationship to you
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Does everyone above currently live with you? If not please provide their current address details

_____ Postcode

Are you, or any person who will be housed/re-housed with you, pregnant? – If yes, proof will be required.

Yes No If yes – please give due date

6 Where do you want to live?

Please read the information sheet with this form and then choose the area you would prefer to live in. Remember, the more choices you make, the faster we should be able to help you.

First

Second

Third

Fourth

Fifth

Sixth

How many bedrooms do you require in your home?

One

Two

Three

Four

Five

Six

What type of accommodation do you require?

Flat

House

Maisonette

Bungalow

Bedsit

Wheelchair access

7 Your housing history

Please give details of all the addresses you have lived at during the past five years

Address

Date from

Date to

Type of Tenancy

Landlord Details

Address	Date from	Date to	Type of Tenancy	Landlord Details
<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"/>	<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"/>	<input type="text"/>

Please explain your reasons for leaving

8 Your Current Circumstances

Do you own a property with equity in excess of £50,000?

Yes

No

Have you ever been convicted of a criminal offence?

Has any legal action ever been taken against you in relation to Antisocial behaviour?

Do you have any outstanding debts with the Landlord?

Are you or your partner under 18 years of age?

Are you an asylum seeker and subject to UK immigration restrictions?

Are you and your partner included on any local Authority exclusion register?

Are you or your partner a victim of Racial Harassment?

Are you or your partner a victim of any other forms of harassment or nuisance?

Are you related to an LHT staff or committee member?

Can you be contacted at your current address?

If not please give an address where we can contact you

If you have ticked Yes to any of the above please give details

9 Equal opportunities

We have a policy of equal opportunities in all aspects of our work. We welcome applications from all people, regardless of religion, sex, race, colour, HIV status, disability or sexual orientation. To allow us to check that all applicants are treated fairly, please describe the ethnic origin of your household.

10 Your Household

Ethnic origin of household as defined by applicant
please tick one box only

a. White British Irish Other

b. Mixed White & Black Caribbean
 White & Black African
 White & Asian 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

11 How did you hear about LHT?

From a Friend/Family

LHT Website (WWW.lhtgroup.co.uk)

LHT Newsletter

Newspaper Advert/Article (please give details)

Referred by another agency

Billboards at building Sites

Other - Please describe

12 Declaration

LHT is registered under the DATA Protection Act 1998. The Data Protection Act 1998 regulates the use of information about an individual and requires that we obtain your consent before using any information you have provided. LHT will hold and use the information you give us in this form to assess your eligibility for housing, provided you have first given your consent. We may share the information you have given with other agencies, for statutory purposes and for the purposes of processing your application for housing. We may also contact other agencies to verify that the information you have provided, is an accurate reflection of your current circumstances.

Please read and sign the declaration below.

I consent to the processing of the information I have given, for the purposes outlined above. As far as I/we are aware, the answers given within this application for housing are true and accurate. I/we understand that I/we may lose any offer of housing or tenancy provided by LHT, if it is found that false information has been provided.

Signed (Main Applicant)

Signed (Joint Applicant)

13 To be signed by you

As far as I know, the answers I have written on this form are true. I/we know I/we may lose any housing LHT may offer if I/we have given any false answers. I/we understand my/our form will be checked to confirm my/our circumstances. If this application is in joint names, both applicants need to sign below.

Signed (Main Applicant)

Date

Signed (Joint Applicant)

Date

The Housing Act 1985 – It is your right to check this or any information you have given.

Return this form to your local LHT office or contact our Customer Service Centre on 01928 796000

Local offices:

LHT
South Office
12 Hanover Street
Liverpool
L1 4AA

LHT
North Office
211 Walton Road
Liverpool
L4 4AJ

LHT
Runcom Office
Priory House
Northway
Runcom
Cheshire
WA7 2FS

Documentation Required

When your application has been received at LHT you will be contacted in writing with a date for appointment.

The following documentation will need to be provided when you attend your office interview. Failure to provide all relevant documents will result in your application not being processed.

- Character Reference**
(Must be someone in authority such as GP/Current or Ex Employer/ Priest/Health Visitor/Teacher.) It must be on letter-headed paper.
- Tenancy Agreement /Reference**
(If you have current tenancy) **if you have never held any tenancy before, you will need to provide, an extra character reference.**
- Proof of Income**
 If in receipt of wages – wage slips (in the last three months.)
 If in receipt of benefits – benefit book or benefit award letter
- Confirmation of National Insurance Number**
- Proof of current residency**
Recent Gas/Electric /Telephone/Mobile Bill or Bank Statement.
- Proof of Identity**
Passports or Birth Certificates
- Proof of Identity of all members of household who are to be re-housed with you (including yourself).**
Passports/Birth Certificates

DEPENDING ON YOUR CIRCUMSTANCES YOU MAY REQUIRE THE FOLLOWING: -

- Proof of access for any children not living with you on a permanent basis**
- Are you, or any person who will be housed/re-housed with you, pregnant.? – If yes, proof will be required.**
- Home Office Confirmation – confirming that you have been given leave to remain in the UK.**

Please do not send original documents, as we cannot be held responsible for any losses.