Housing application form

Strictly private and confidential

You can fill in this form on the computer or print it out and fill it in by hand. Please use capital letters if you are completing the form by hand.

BCOP operates supported housing and independent housing for people aged over 55. Please do not apply if you are younger than 55 – unless you are approaching that age and are applying for a space that you hope to take up once you are 55.

**Independent accommodation** is a flat or bungalow in a small scheme with no staff on site. There are not usually any communal facilities, just several housing units. BCOP staff will check on your accommodation at certain intervals to ensure that all safety elements are compliant with legal requirements, but there are no staff available to assist with any type of personal support. You can still contact BCOP housing staff for any issues about your tenancy.

**Supported accommodation** is often in larger schemes, with communal facilities for you to mix with other people. There will be staff available at regular times, to support you with things that help you maintain your tenancy and wellbeing. They will create a support plan with you and meet with you monthly to see how you are. They will help you access specialist support from other agencies if you have particular needs that we can’t help with. The support we offer is fairly low level and we are not health care or benefit professionals. It is like having a concerned neighbour who keeps an eye on you, and many people find this reassuring.

**Please tick the schemes you wish to be considered for, and number them in order of preference (1 being your most preferred). If you do not tell us which schemes you require, we cannot process your application.**

**Independent accommodation Supported accommodation**

|  |  |  |  |
| --- | --- | --- | --- |
| Emma Ball Homes – Handsworth Wood – B20 2HN |  | Anita Stone Court – Mosely – B13 8ND  |  |
| Frew Lodge – Selly Park – B29 7HW |  | Edgcumbe Court – Bartley Green – B32 4DP |  |
| Newman Homes – Handsworth – B21 9PB |  | Harvey Court – Tile Cross – B33 0HB |  |
| Walford Turner Homes – Bournville – B30 2AN |  | Whitley Court – Handsworth wood – B20 1AD |  |
| Wiggin Cottage Homes – Harbourne – B17 0EX |  |
| Yeoman Hopkins Homes – Kings Heath – B14 7DT  |  |

**How did you hear about us?** (please tick all that apply)

□ Birmingham City Council Housing Department

□ Choice Based Lettings Service – “Birmingham Choice”

□ Word of Mouth

□ current tenant

□ social worker

□ GP

□ other, please specify…………………………………………………………………………..

□ Housingcare.org.uk

□ Flyer/poster – please specify where you saw it…………………………………………

□ Social Media

 □Facebook

□Instagram

□Twitter / X

□Linked In

□YouTube

□ Other charity/housing advice centre – please specify…………………………………

□ Google search (what words did you search for?)……………………………………….

□ Social Services or Mental Health Services

□ Other – please be as detailed as possible so we can tell which of our advertising is most effective……………………………………………………………………………………………………………………..

SECTION 1: Personal details

Mr/Mrs/Miss/Ms

Applicant’s Full Name

Date of Birth (dd/mm/yy)

National Insurance Number

Marital Status

Current Address
incl. postcode

Email address

Phone number

How long have you lived at this address? years months

If this is a joint application, please provide details of the second applicant:

 Mr/ Mrs/ Miss/ Ms

 MsMr/Mrs/Miss/Ms

Full Name

Date of Birth (dd/mm/yy)

Relationship to you

 SECTION 2: Your health

2.1 Are you in hospital/nursing/care home now? YES/NO

2.2 Do you suffer from a heart condition, asthma, breathing difficulties or any other medical conditions?
 If yes, please specify below. YES/NO

2.3 Are you receiving treatment for anxiety, depression, stress or another condition of this type? YES/NO

Please give further details below if you think this is caused by your current accommodation:

2.4 Do you have any mobility problems, for example, arthritis, which makes it difficult for you to move around your current accommodation? YES/NO
If yes, please give further details below:

2.5 Do you use a commode? YES/NO

2.6 Please provide details of your general health, below:

SECTION 3: Your current home

3.1 Do you have any financial difficulties because of your accommodation? YES/NO
 3.2 Are you currently homeless or living in a hostel? YES/NO

If yes, please state why and then GO TO SECTION 4:

3.3 Please tick to indicate if you are:

 □a lodger (GO TO QUESTION 3.4) □ a tenant (GO TO QUESTION 3.5)

 □ an owner/occupier (GO TO QUESTION 3.8) □ other (GO TO QUESTION 3.10)

 Please state\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.4 If you are a lodger, do you have your own bedroom? YES/NO

If no, where do you sleep? (THEN GO TO QUESTION 3.10)

3.5 If you are a tenant, please give the name and address of your landlord:

3.6 Do you have an assured shorthold tenancy agreement? YES/NO

If yes, will this agreement be renewed YES/NO

 If no, when will the agreement be terminated, and why?

3.7 Do you have rent arrears? YES/NO

If yes, please give further details: (THEN GO TO QUESTION 3.10)

3.8 If you are an owner occupier, do you have a mortgage on your property? YES/NO

If yes, please give approximate amount of mortgage: £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and approximate value of your property: £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.9 Do you own any other property? YES/NO

3.10 Do you live in:

□ a house □ a flat □ a maisonette □ a bungalow

□ a mobile home □ other e.g. a hostel (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.11 How many bedrooms does your accommodation have?

3.12 How many people live in your accommodation?

3.13 Does your accommodation have stairs? YES/NO

 If yes, do you have difficulty climbing the stairs? YES/NO

 If yes, how many flights of stairs do you find a problem?

3.14 If you live in a flat, which floor is your flat on?

 3.15 Does your accommodation have…

□ a downstairs toilet □ an inside toilet □ hot and cold water □ cooking facilities

3.16 In your current accommodation, to heat your home, do you have…

□ gas fire only □central heating (full or partial) □electric storage heating □electric fire only

□ other type of heating (Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_

3.17 Do you find your property difficult to keep warm? YES/NO

 If yes, please give further details:

3.18 Is your current property in a good state of repair? YES/NO

 If no, please give further details, e.g. is it damp, etc.

3.19 Are you having difficulty maintaining your home and garden? YES/NO

3.20 Has your current property been declared unfit to live in by the council? YES/NO

3.21 If you have a disability, is your accommodation adapted for this? YES/NO

If no, please give further details – eg what you need & why your current accommodation isn’t suitable:

3.22 Please tell us the main reason you wish to move:

SECTION 4: Alternative housing prospects

4.1 Are you registered with the Birmingham City Council housing team? YES/NO

 If yes, please provide registration number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.2 Are you registered with a housing association? YES/NO

4.3 Have you been offered alternative accommodation? YES/NO

If yes, please state why you have refused these offers or what you are currently considering:

SECTION 5: Your social needs

5.1 Are you isolated from local amenities? e.g. shops, post office, doctor YES/NO

5.2 Do you need to move closer to family for support? YES/NO

 If yes, please give their name and address:

5.3 Do you need accommodation within one of our Supported Living Schemes where staff will visit at set times to provide additional support? YES/NO

5.4 Has your home been burgled or vandalized? YES/NO

 If yes, how many times?

5.5 Have you experienced racial or other harassment? YES/NO

 If yes, please provide further details:

5.6 Do you have any neighbour disputes? YES/NO

If yes, please provide further details:

Please tell us more about any support needs you may have. This will help us to advise you about agencies who can help you remain independent if you are applying for independent accommodation, or help us to create with you an appropriate support plan if you are applying for accommodation within a supported housing scheme.

We may not be able to help with all your support needs, but our team will help you find organisations to provide specialist support. There are some things that we can never do – such as deal with your money, provide personal care, or act as an appointee or power of attorney. But if you have no Next of Kin or person to help with this kind of thing, we can put you in touch with advocates and Social Services who can help if you lose the capacity to deal with finances yourself or if you have personal care needs.

Your support need details

On a scale of 1 to 10 (1 being no concern, and 10 being totally dependent on support) please rate your need for assistance, or your concern about:

**Issue Score Issue Score**

|  |  |  |  |
| --- | --- | --- | --- |
| Loneliness/isolation |  | Managing prescribed medication |  |
| Looking after your home |  | Poor Mental Health |  |
| Poor Physical Health |  | Maintaining contact with family/friends |  |
| Keeping busy/hobbies |  | Claiming benefits |  |
| Shopping |  | Cooking |  |
| Experience of domestic abuse |  | Alcohol Intake |  |
| Contact with criminal justice system |  | Taking controlled/street drugs |  |

What agencies do you currently have involved in supporting you/helping you – even if it doesn’t feel as though they are very helpful:

SECTION 6: General information

6.1 Do you have any pets? If yes, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YES/NO

6.2 Have you retired from full-time employment? YES/NO

6.3 Are you related to any BCOP employee, former employee or YES/NO
 committee member? If yes, please give details:

6.4 Have you previously worked for BCOP? YES/NO

If yes please give details:

If you would like to provide us with additional information about your housing needs, please use a separate sheet.

General Data Protection regulation statement

All information given by you on this application form is confidential to BCOP. It will be held on computer and is subject to the provisions of the General data Protection Regulation. Further details are available from the BCOP Support Office on request.

Disclosure Statement

I confirm the information I have disclosed in this application is accurate to the best of my knowledge. I understand that non-disclosure of information could affect any future allocation of a BCOP tenancy and could jeopardise my security of tenure.

Signed (typed is fine)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email your completed form to: kay.workman@bcop.org.uk or post it to: Kay Workman, Housing & Charitable Services Manager, 7-8 Imperial Court, 12 Sovereign Rd, Kings Norton, Birmingham, B30 3FH.

Thank you for your application. One of our team will be in touch with you soon.

*For office use only*

Received:
Action Taken: Date:
Signed:

Equality monitoring form

BCOP aims to treat everyone fairly, regardless of their ethnic origin. For equality monitoring purposes, please fill in in the information below.

How would you describe your ethnic origin?

White British

White Irish

White Other
Please state\_\_\_\_\_\_\_\_\_\_\_\_\_

Black Afro Caribbean

Black African

Black Other
Please state \_\_\_\_\_\_\_\_\_\_\_\_\_

Other ethnic origin
Please state \_\_\_\_\_\_\_\_\_\_\_\_\_

Indian

Pakistani

Bangladeshi

Chinese

Kashmiri

Vietnamese

You

Partner

You

Partner

