

Brandrams Housing Co-op

Application for Housing

Please write clearly. Read the whole form before completing your application. Submit to address or email above.

1) Personal details	
Title:	
Name:	
Address:	
Postcode:	
Telephone:	
Email:	
Date of birth:	
Preferred / first language:	
2) Your housing situation	
<p>Please describe your current housing situation.</p> <p>Give detail if possible, for example physical conditions (e.g. damp, overcrowding, lack of heating etc).</p>	<p>Please specify:</p> <ul style="list-style-type: none"><input type="checkbox"/> private tenant<input type="checkbox"/> council tenant<input type="checkbox"/> housing association/co-op tenant<input type="checkbox"/> living with family<input type="checkbox"/> sofa surfing/staying with friends<input type="checkbox"/> squatting<input type="checkbox"/> homeless <p>Please give any additional details regarding your current living conditions which may give additional weight to your application:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<p>Why are you looking for housing?</p>	<p>Please specify:</p> <p><input type="checkbox"/> Homelessness (please say how long you've been homeless)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Threatened with homelessness</p> <p><input type="checkbox"/> Where I live now is overcrowded</p> <p><input type="checkbox"/> Where I live now is in a poor state of repair</p> <p><input type="checkbox"/> I cannot afford the rent on my present accommodation</p> <p><input type="checkbox"/> I am staying with friends</p> <p><input type="checkbox"/> Other reason. Please give details below</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Please see the end of the form for a list of supporting evidence that may help us assess your housing need.</p>	
<p>Are you registered on the Council's housing waiting list?</p>	<p><input type="checkbox"/> Yes – (please provide name of the Council you are registered with and your personal reference number if available)</p> <p><input type="checkbox"/> No</p>	
<p>Do you own or let/sublet a property to others?</p>		
<p>3) Your housing history</p>		
<p>Please give details of your recent housing history over the past three years.</p> <p>Start with your present accommodation (continue on a separate sheet if necessary).</p>	<p>Address:</p> <p>Start date:</p> <p>Leave date:</p> <p>Reason for leaving:</p> <p>Landlord details (if applicable):</p> <p>Address:</p> <p>Start date:</p> <p>Leave date:</p> <p>Reason for leaving:</p> <p>Landlord details (if applicable):</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Other than this co-op, where else have you tried to find housing? Please give details.	
Have you lived at this co-op or another Co-op before? Please give details.	
Have you applied unsuccessfully to this co-op before? If yes, approximately when was this.	
Do you know anyone currently living at this co-op? If yes, please give their names and addresses so we can ensure an impartial interview panel.	
How did you hear about the Co-op?	
Have you ever had to leave previous accommodation because you were behind with the rent? If yes, please provide details	
4) Please tell us a little bit about yourself	
Please give some history about your yourself e.g. your hobbies and interests	

5) About living with other people

Applicants need a positive attitude to sharing and interacting with other people, from a range of backgrounds and cultures. Responsibility for the running and managing of the co-op is shared equally by all members. To help us assess your suitability for housing please give details of your experience of living with other people:

6) About living in a housing co-operative

Please give details of any experience you have of work in the voluntary sector (e.g. in a co-operative, collective or charitable/community organisation).

Please say if this was in a paid or voluntary capacity.

Give approximate dates for each activity and contact details for somebody who can verify this if necessary.

What is your understanding of how a co-op works and what do you think you could contribute?

Why do you want to live in a housing co-operative rather than other types of accommodation and what appeals to you about it?

The day-to-day running and long-term survival of the Co-op relies on members being actively involved. We want members to contribute in ways that fit their particular skills or interests. Please tick any of the areas of work that you feel would suit you:

Practical:

- ☐ General building maintenance
- ☐ Gardening and related tasks
- ☐ Checking the condition of rooms and furniture
- ☐ Helping clear empty rooms
- ☐ Helping maintain wi-fi
- ☐ Being a house rep
- ☐ Distributing information and publicity material
- ☐ Babysitting/child minding to allow others to attend meetings etc

Administrative

- ☐ Recruiting and interviewing new members
- ☐ Finance and book-keeping

	<input type="checkbox"/> Creating information materials and advertising the Co-op <input type="checkbox"/> Taking minutes <input type="checkbox"/> Helping members sort out differences <input type="checkbox"/> Chairing and managing meetings <input type="checkbox"/> Facilitating and organising training
What skills, experience and personal qualities have you got which you feel could be helpful in the running of the co-op?	
If your application is successful, would you be willing to have your skills entered on a database to help the co-op in recruiting suitable volunteers for co-op work?	
7) About the rent	
Where will the money come from to pay your rent?	
Would you be willing to set up a Standing Order or Direct Debit for the rent, or have Housing Benefit paid directly to us? If not, please specify why	
8) Declaration	
Please sign and date the declaration:	<input type="checkbox"/> I declare that to the best of my knowledge the information provided in this application is true and accurate. <input type="checkbox"/> I agree that I have permanent residence in the UK (British/EU passport or indefinite leave to remain) <input type="checkbox"/> I confirm I am aged 18 or over at the time of this application. <input type="checkbox"/> I confirm I have read and accept the Data Protection Statement below. <input type="checkbox"/> I understand that should any of the information above be found to be incorrect or falsified in any way, that my application or any subsequent tenancy will be terminated.
Signed:	
Date:	

Thank you for your interest in our co-op!

Once your application is received, you will be contacted, and your eligibility confirmed. You will then be placed on a list for interview as vacancies are available.

Supporting Documents

Please email customer.services@coophomes.coop at any time with questions about the application and interview process. State that you are applying for our co-op.

If your application deems you eligible for an interview, you will be invited to an interview and asked to provide the following supporting documentation. You may only have 7 days' notice of interview, so we encourage you to organise these documents soon.

- You must provide the interview panel with 2-3 Reference Letters written in the past 3 months. They should be a variety of former landlords, people who know you through recent/current employment, recent/current education, or recent/current voluntary/ community work. You must bring letters, not just names of contacts. Bring a copy of each letter for the panel to keep.
- 1 piece of government-issued photo ID (Passport/ leave to remain/permanent residence, Driving Licence, etc) or 1 piece of non-government photo ID and 1 piece of non-photo government ID (birth certificate). Bring originals to show the panel and photocopies for them to keep.
- Proof of Income (Must be wage slips from the most recent 3 months, proof of Housing Benefit/Universal Credit, etc). Bring originals to show the panel and photocopies for them to keep.
- Proof of current/recent address (bank statement, utilities bill, etc). If no fixed address, bring letter from someone who can confirm this. Bring originals to show the panel and photocopies for them to keep

Data protection

Brandrams Co-op will process personal information, including where relevant, sensitive personal data, about you and those living with you, to perform the legitimate business interest function of our assessment of your application for housing and the provision of general housing and support needs.

Processing will be undertaken in accordance with the provisions of the relevant data protection legislation (including the General Data Protection Regulation and the Data Protection Act 2018) and our policies and procedures. This includes information we obtain from you, and those which we obtain from and share with third parties. This is set out further in our Group Privacy Policy which is available at www.coophomes.coop/privacy-policy-and-cookies/

If your application for housing is successful, the information you have provided will be stored on your tenancy file and may be used for other purposes related to the management of your tenancy. You have the right to obtain a copy of the information we hold about you. There is no fee for this.

If your application for housing is unsuccessful this application form will be securely destroyed unless you ask us to retain it for future vacancies