

Leeds Homes

MEMBERSHIP FORM



**If you require this form in large print please contact
Leeds Homes on 0113 222 4413**

**Translations – if you need help filling in this form, please
contact your local housing office or One Stop Centre.**

**Once completed please return this form with your
identification documents to your local housing office
or One Stop Centre.**

HOUSING OPTIONS

There is a big demand for council and housing association homes in Leeds.

In general the more urgent your need to move, the better your chance is of being offered a home with us. You may still have to wait for an offer, so we've included information about some other housing options you can consider. You may be able to get help to stay in your current home with support or move to alternative accommodation.

Some useful contacts:

Leeds Housing Options

0113 222 4412 or housing.options@leeds.gov.uk

Housing Leeds (Council housing)

0800 188 4000

Private Rented Sector Housing Team

0113 247 7594 or prs.housing@leeds.gov.uk

Leeds Homes

0113 222 4413 or leedshomes.org.uk

Mutual Exchange Scheme

0113 222 4413 or to register on line go to

www.leedshomes.houseexchange.org.uk

Homeownership

0113 825 6888 or www.helptobuyneyh.co.uk

Leeds City Council

www.leeds.gov.uk

Leeds Benefit Service

0113 222 4404

Step Change Debt Charity

0800 138 1111

Mortgage Rescue Team

0113 222 4412 or email: MATAT@leeds.gov.uk

Adult Social Care

0113 222 4401

Children's Services

0113 222 4403

Police Safeguarding Unit

0113 385 9590 or email: leeds.safeguarding@westyorkshire.pnn.police.uk

24hr National Domestic Violence Helpline

0808 2000 247

Leeds Anti Social Behaviour Team

0113 222 4402

LASBT@leeds.gov.uk

EQUALITY MONITORING

This information will not affect your registration

We want to make sure that all our services are fair and accessible to all. We are asking you the following questions so that we can make sure that our services meet everyone's needs.

The information you provide will be kept confidential.

We will use your answers to produce statistical information that the council will use to check the fairness of any services you receive. This information will only be used by Leeds City Council or shared with the Belle Isle Tenant Management Organisation. They will only use this information for the same purposes as the council. You do not have to answer these questions, and if you choose not to this will not affect your registration or the service you receive.

EQUALITY MONITORING



Please fill in this section to help us monitor how different customers access our services. The information in this section will not affect your application for housing.

What group below do you feel best describes your ethnic background?		
	✓ Main Applicant	✓ Joint Applicant
A. White		
English		
Welsh		
Scottish		
Northern Irish		
British		
Irish		
Any other White background please write		
B. Mixed Race		
White and Black Caribbean	✓	✓
White and Black African		
White and Asian		
Any other Mixed/Multiple ethnic group background		
C. Asian or Asian British		
Indian	✓	✓
Chinese		
Pakistani		
Bangladeshi		
Kashmiri		
Any other Asian background please write		
D. Black or Black British		
Caribbean	✓	✓
African		
Any other Black background please write		
E. Other ethnic groups		
Arab	✓	✓
Gypsy or Traveller		
Any other background please write		
F. Prefer not to say		

What is your sexuality?	✓ Main Applicant	✓ Joint Applicant
Straight/Heterosexual		
Lesbian/Gay Woman		
Gay Man		
Bisexual		
Prefer not to say		

Do you consider yourself to be disabled?	✓ Main Applicant	✓ Joint Applicant
Yes		
No		
Prefer not to say		
If you have said yes, you consider yourself to be disabled, what is the nature of your impairment?		
<input type="checkbox"/> Physical impairment, (such as using a wheelchair to get around and / or difficulty using your arms)		
<input type="checkbox"/> Visual impairment, (such as being blind or partially sighted)		
<input type="checkbox"/> Hearing impairment, (such as being deaf or hard of hearing)		
<input type="checkbox"/> Mental health condition, (such as depression or schizophrenia)		
<input type="checkbox"/> Learning disability, (such as Downs syndrome or dyslexia) or cognitive impairment (such as autism or head-injury)		
I prefer not to say		

What is your Religion / Belief?	✓ Main Applicant	✓ Joint Applicant
Buddhist		
Hindu		
Muslim		
Christian		
Jewish		
Sikh		
No Religion		
No Belief		
Other (please specify)		
Prefer not to say		
Do you practice your religion or belief?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Prefer not to say		

Carers

The council considers that a 'Carer' is someone who looks after, or gives unpaid help or support to family members, friends, neighbours or others on an unpaid basis because of either:

- long-term physical or mental ill health/disability
- problems related to old age
- substance misuse/dependency

	✓ Main Applicant	✓ Joint Applicant
Do you consider yourself to be a carer?		
Prefer not to say		

1. IDENTIFICATION CHECKLIST



As a customer of Leeds City Council, you will be asked to provide identity and address evidence of everyone to be rehoused. This is a check that we are required to make for all customers in order to prevent fraud. **PROOFS ARE REQUIRED FOR ALL CHILDREN UNDER 16.**

You, your partner or joint applicant should take original identification documents to your local housing office or One Stop Centre, where they will be photocopied and returned. For children under 16 we will only accept a birth certificate and a current Child Benefit award letter or Child Tax Credit award letter.

DO NOT SEND ORIGINAL DOCUMENTS THROUGH THE POST.

If you are unable to come into the office because you live outside Leeds or because of mobility problems we can accept photocopies which can be sent through the post.

There are 3 Options for providing your identity documents;

Option 1: 2 proofs from Section A.

OR

Option 2: 1 proof from Section A and 1 proof from Section B.

OR

Option 3: 3 proofs from Section B

Section A - Photographic ID

If you are able to provide 2 photographic proofs of ID, one must confirm your current address.

A. Photographic ID

Proof of ID	Main Applicant ✓	Partner or Joint Applicant ✓	Other Adult(s) (please specify) ✓
Passport – any nationality (including visa document)			
UK Photocard Driving Licence			
EU Identity Cards (EU countries only)			
HM Forces ID Card			
UK Firearms Licence			
Blue Badge			

Section B - Non photographic ID

In compliance with Options 2 or 3 one proof must confirm your current address. For children under 16 we will only accept a current Child Benefit award letter or Child Tax Credit award letter.

B. Non Photographic ID

Proof of ID	Main Applicant ✓	Partner or Joint Applicant ✓	Other Adult(s) (please specify) ✓
Birth Certificate			
Marriage Certificate/Civil Partnership Certificate			
Mail Order Catalogue Statement			
Utility Bill			
Credit Card Statement			
Mortgage Statement			
Insurance Certificate			

B. (Continued) Non Photographic ID

Proof of ID	Main Applicant ✓	Partner or Joint Applicant ✓	Other Adult(s) (please specify) ✓
UK Council Tax Statement			
UK Connexions Card			
Letter from Support worker/Head teacher			
Bank/Building Society Statement (less than three months old)			
UK NHS card			
Benefit book statement/proof of benefits			
CRB Disclosure certificate			
Vehicle Registration Document			
TV Licence			
UK Adoption Certificate			
UK Paper Driving Licence - Non Photocard			
Leeds Social Landlord Tenancy Agreement and a Recent Rent Statement			

Please remember that one of your proofs must confirm your current address.

2. INFORMATION ABOUT YOU



It is essential that you and any joint applicant answer all the questions in the following sections otherwise we will not be able to register your application.

Section A:

Please give the address at which you and, if appropriate, the joint applicant currently live. If you have no permanent address, please give a correspondence address where you can be contacted. If you are applying with a joint applicant and you are successful in being re-housed your tenancy will be in joint names. You and any joint applicant must provide documentation to prove your identity and current address as listed in section 1.

A. Your household	You	Joint Applicant
Title (Mr, Mrs, Miss, Ms and so on)		
First name		
Middle name (if you have one)		
Last name		
Previous name (if this applies)		
Sex (Male or Female)		
Date of birth	/ /	/ /
Relationship to you (for example, wife, husband, partner, civil partner, friend)		
Current address and postcode (if you have no permanent address or you are homeless please put a correspondence address so we can write to you)		
Date moved in		
National Insurance Number		

Section B:

If we are in a position to make you an offer we will first try to contact you by telephone. Please ensure that you give us all your telephone contact numbers and, if you have one, an e-mail address. Please advise us straight away if you change any of your telephone numbers.

B. Contact details	You	Joint Applicant
Mobile phone number		
Daytime phone number		
E-mail address		
Please state your preferred contact method		

3. WHO ELSE WILL BE LIVING WITH YOU?



It is important that you list everybody who will be living with you as it helps us assess how many bedrooms you will need and may contribute to a priority assessment. If you have children living with you for whom you receive child benefit you will need to provide birth certificates and your child benefit letter or child tax credit award letter which gives details of the child/ children.

If you declare children/others living with you, you must advise us of any changes to where the children or anyone else are living, either temporarily or permanently. This should be notified to housing as a change of circumstance in all cases, even if the change is temporary e.g. on-going care proceedings.

A. Please list everyone who **will** be re-housed with you. (Continue on an extra sheet if necessary)

Title	Sex		First Name	Last Name	Date of Birth	Relationship to you	Are they living with you?
	<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> Female					
					/ /		
					/ /		
					/ /		
					/ /		
					/ /		
					/ /		
					/ /		
					/ /		
					/ /		

B. If you are living with people who **won't** be re-housed with you, please give their details below. (Continue on an extra sheet if necessary)

Title	Sex		First Name	Last Name	Date of Birth	Relationship to you
	<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> Female				
					/ /	
					/ /	
					/ /	
					/ /	
					/ /	
					/ /	
					/ /	
					/ /	
					/ /	

4. PREGNANCY AND ACCESS TO CHILDREN

Section A:

You must send a copy of your MATB1 letter from the midwife, personal maternity record or pregnancy scan which must include your name, date of birth and estimated date of childbirth.

A. If you or any member of your household is pregnant please give their names and due dates.

Name	Due Date

You must provide proof of identification for your child within two months of the due date that you have provided. Failure to do so could affect your bedroom entitlement on your application.

Section B:

It is important that you tell us if you have legal access to any children who are not living with you all of the time. If you have children who do not live with you all of the time but stay with you for at least two nights a week then you may be entitled to one extra bedroom. Please be aware that if you are in receipt of housing benefit/universal credit then this extra bedroom may not be covered by your benefits and you will be required to pay the shortfall. We may do a financial assessment prior to offering you the property in these circumstances to ensure it is affordable for you.

If you tick yes to the following question then we will send you a form to confirm that you have access to children, you must complete and return this form. We will then write to you to confirm whether you have been given an additional bedroom.

We will try and assist with your bedroom requirements but will normally only offer houses to families who have dependent children living with them on a permanent basis. If you are given an extra bedroom for access to a child you will have a much greater chance of being rehoused in a flat.

B. Do you have any legal access to children who won't be re-housed with you?


Yes



No



5. NATIONALITY AND ELIGIBILITY

 The council can only rehouse people who are assessed as being eligible for council housing. Please answer the following questions to help us assess your eligibility for council housing.

Section A:

We ask for customer's nationality to help us in deciding who is legally entitled to council housing. This information also helps us to ensure that all customers are treated fairly in letting council properties.

A. What is your and the joint applicant's nationality?

Your Nationality	
Joint Applicant's Nationality	

Section B:

Immigration Status: Please provide proof of the immigration status of everyone on your application who has come to the UK in the last 2 years.

You, your partner/joint applicant or other adult should take original identification documents to your local housing office or One Stop Centre, where they will be photocopied and returned.

DO NOT SEND ORIGINAL DOCUMENTS THROUGH THE POST.

If you are unable to come into the office because you live outside Leeds or because of mobility problems we can accept photocopies which can be sent through the post.

B. Have you arrived in or returned to the UK within the last 2 years?

Main Applicant

Joint Applicant

If 'Yes', please give date:

If you are a UK National please move to section 6.

C. Immigration Status

Proof of Immigration Status	Main Applicant <input checked="" type="checkbox"/>	Partner or Joint Applicant <input checked="" type="checkbox"/>	Other Adult(s) (please specify) <input checked="" type="checkbox"/>
Leave to remain letter			
Passport (including visa document)			
EU Identity Card			
Proof of work e.g. wage slips (for three most recent months)			
Refugee documentation			
Sponsorship documentation			
Residency Permit			


D. Are you an EEA national?				Yes	✓	No	✓
If yes, please provide proof of work (last 3 months wages slips) and details below							
Employer	Dates from & to	Hours per week	Gross earnings per week	Reason for leaving			

	Yes	✓	No	✓
If you have worked in the UK, do you have a child in full time education?				

E. Are you the family member of an EEA national?	Yes	✓	No	✓
If yes, please provide passport / identity card and marriage / birth certificate or EEA family permit.				

F. Please use the box provided below to give us any other information that will help us assess your eligibility.

6. WHERE YOU LIVE NOW

 This section asks about your current home. It will help us assess your current housing circumstances and the type of property that you require. The information you supply will also assist in assessing your housing need.

Section A:

Please tick one box that best describes your current home. For information, tied accommodation means housing which is provided with your job. NASS accommodation is National Asylum Support Seekers' temporary accommodation.

A. Please tick one box that best describes the type of home you live in now

Leeds City Council tenancy		Hospital	
Housing Association tenancy		Hostel	
Other local authority tenancy		Prison/Youth Offending Institute	
Private rented tenancy		Lodger	
Owner occupier with a mortgage		Mobile home	
Owner occupier without a mortgage		No fixed address	
Living with friends		Sleeping rough	
Living with parents/relatives		Supported housing	
Bed and breakfast		Tied accommodation	
Care home		NASS accommodation	
H.M. Armed Forces		Other, please specify:	

Section B:

This section is for Council tenants and tenants of Housing Associations. If you are one of these tenants, you have the right to apply for an exchange with another tenant either in Leeds or any other part of the country. If you want to exchange your home with another tenant, we can provide free advertising and a computer matching service to put you in touch with each other.

To find out more or to register for a mutual exchange go to www.leedshomes.houseexchange.org.uk, telephone 0113 222 4413 or visit your local housing office.

B. Would you consider a mutual exchange?

Yes

No

Section C:

Please tick one box that best describes your current home. For information, a bedsit is a property where there is no separate kitchen, living room or bedroom.

C. What type of building is your current home?

Ground Floor

Upper Floor

House		Bungalow	
Maisonette		Bedsit	
Flat		Sheltered accommodation	
High rise flat		Other, please specify:	

Yes

No

if your property is on an upper floor, is there a lift?

Section D:

If your property is rented, please provide details of the current landlord even if it is a housing association or local authority. We may contact the landlord for a reference.

D. If you have a landlord please provide details here

Name:

Address:

Telephone No:

Email:

Section E:

Please tell us the number of bedrooms you have in your current home as we need this information to assess any overcrowding or under-occupation in your household.

E. How many bedrooms are there?

F. What is the main reason / reasons you would like to be re-housed?**Do you want to be re-housed for any of the following reasons:**

Yes ✓

No ✓

G. Have you been asked to leave accommodation provided as part of your job?

If 'Yes', by what date do you need to leave?

Is this armed forces accommodation?

H. Are you a young person leaving the care of Leeds City Council?

If 'Yes', who is your social worker?

I. Are you leaving prison?

If 'yes' what is your release date?

Are you leaving armed forces accommodation?

J. Are you currently an inpatient in hospital?

If 'yes' please state which hospital and ward?

K. Do you need sheltered accommodation?

L. Are you or other household member's medical or health conditions making it difficult for you to stay in your home?

If 'yes' please explain why?

M. What support do you need in your housing and why?

N. If you or other household member is currently living outside of Leeds, why do you need to move to the city?

O. Do you have any offending history (Main Applicant)?				Yes ✓	No ✓
If yes, please provide details (continue on a separate sheet if needed)					
Offence Details	Dates	Sentence	Conditions		
Details of any licence/bail conditions:					

Do you have any offending history (Joint Applicant)?				Yes ✓	No ✓
If yes, please provide details (continue on a separate sheet if needed)					
Offence Details	Dates	Sentence	Conditions		
Details of any licence/bail conditions:					

P. Are you currently receiving support?		Yes ✓	No ✓
If 'Yes', what is the name and contact details of the person who gives you support?			
Name			
Relationship to you			
Phone Number			
Address			
Email			
		Yes ✓	No ✓
Do you feel you will need help to manage your new home around issues such as mental health, physical disability etc.			
If 'Yes', please state.			
Please tick yes if you would like them to be your advocate			

Q. Do you feel unsafe in your current home e.g. incidents of violence or harassment?	Yes ✓	No ✓
If yes, please provide details including what assistance you need.		
Please provide safe contact details		
Telephone no. & safe time to call		
Email		
Address		
R. Are there any areas you are not able to reside in?	Yes ✓	No ✓

7. WHERE YOU USED TO LIVE



This section asks about where you have lived for the last 5 years. If you do not tell us we cannot register your application. Please also ensure that dates are filled in correctly. **If you are not sure of exact dates please put the month and year.**

If you, your partner or joint applicant have not been living in your current home for the last 5 years you must tell us the addresses of where you have lived, when you moved in and when you moved out.

You must include any time you spent living with your parents or family, in hospital, in prison or in another country and so on.

Start with the most recent address first and continue on another sheet if necessary.


For each address please tell us who the owner or landlord was for example, council, housing association, private landlord, parents or friends. If it was a landlord and you were the tenant, please tell us the name and address of the landlord as we may contact them for a reference.

	You	Joint Applicant
Address		
When did you move in?	/ /	/ /
When did you move out?	/ /	/ /
Who owned this accommodation?		
If you rented this property, what was your landlord's name and address?		

	You	Joint Applicant
Address		
When did you move in?	/ /	/ /
When did you move out?	/ /	/ /
Who owned this accommodation?		
If you rented this property, what was your landlord's name and address?		

	You	Joint Applicant
Address		
When did you move in?	/ /	/ /
When did you move out?	/ /	/ /
Who owned this accommodation?		
If you rented this property, what was your landlord's name and address?		

8. INFORMATION ABOUT YOUR ASSETS AND FINANCES

 This section asks about your finances as it will assist us in assessing alternative housing options such as part home ownership and any housing benefit entitlement.

Section A:

Please tell us if you, your partner or joint applicant are employed and what your combined income is before you pay tax.

A. If you are employed what is you, your partner or the joint applicants combined yearly income (before tax)?

Up to £15,000		
£15,000 - £24,999		
£25,000 - £34,999		
£35,000 - £59,999		
Over £60,000		

Section B:

You must tell us if you or any other person who will be moving with you own any other property either in the UK or abroad. You must tell us who owns it, either yourself or someone else who is moving with you, what the address is and what the estimated value of the property is.

B. Do you, or any other person who will be re-housed with you, own any other property either in the UK or abroad?

Yes ✓

No ✓

If 'Yes', please give details below. Continue on a separate sheet if necessary.

Who owns this property?

What is the address?

What is the estimated value of the property?

Are you holding this property in trust for another person or any other similar arrangement?

Yes ✓

No ✓

If 'Yes' please provide details of the arrangements as failure to disclose this may be considered tenancy fraud. Continue on a separate sheet if necessary.

9. INFORMATION ABOUT OTHER SOCIAL HOUSING TENANCIES



You must tell us if you or any other person who will be moving with you hold any tenancy in the UK whether or not you are currently living there. We need to know who is on the tenancy, what the address and who the landlord is. This is to ascertain if successfully re-housed in social housing you are not committing any type of tenancy fraud.

Do you, or any other person who will be re-housed with you have a social housing tenancy anywhere in the UK?

Yes ✓

No ✓

If 'Yes', please give details below.

Who has the tenancy?

What is the address?

Who is the landlord?

10. WHERE WOULD YOU LIKE TO LIVE?



Section A:

This section asks about where you would like to move to. Please choose up to 3 areas where you would like to live and number by order of preference. Even though you have chosen an area you can bid for a property anywhere in Leeds but please remember to only bid for properties that you would accept if they were offered to you.

A. Please write 1 in the box next to your first area of choice, 2 in the second choice and 3 in the third choice. Do not select more than 3

You will still be able to bid for any of the homes we advertise.

List of Locations:

Aberford		Colton		Hunslet		Rothwell	
Adel		Cookridge		Hyde Park		Roundhay	
Allerton Bywater		Cottingley		Ireland Wood		Scarcroft	
Alwoodley & Moor Allerton		Cross Gates		Kippax		Scholes	
Armley		Drighlington		Kirkstall		Scott Hall	
Arthington		East Ardsley		Ledston		Seacroft North	
Bardsey		East End Park		Little London & Sheepscar		Seacroft South	
Barwick in Elmet		East Keswick		Lofthouse		Shadwell	
Beeston		Ebor Gardens		Meanwood		Stanningley	
Belle Isle		Farnley		Methley		Swarcliffe	
Boston Spa		Farsley		Micklefield		Swillington	
Boggart Hill		Fearnville & Hollin Park		Middleton		Swinnow	
Bramham		Garforth		Moortown		Thorner	
Bramhope		Gildersome		Morley		Thorp Arch & Walton	
Bramley		Gipton		New Farnley		Thorpe	
Burley		Great Preston		Oakwood		Tingley & West Ardsley	
Burmantofts & Lincoln Green		Guiseley		Osmondthorpe		Tinshill	
Calverley		Halton		Otley		Weetwood	
Carlton		Halton Moor		Oulton		West Park	
Chapel Allerton		Harehills		Pool-in-Wharfedale		Wetherby	
Chapelton		Harewood		Pudsey		Whinmoor	
Churwell		Headingley		Rawdon		Woodhouse	
City Centre		Holbeck		Richmond Hill		Woodlesford	
Clifford		Holt Park		Robin Hood		Wortley	
Collingham		Horsforth		Rodley		Yeadon	

Section B:

This section asks about any local connection that you may have with the 3 areas of choice. For example you may already live in the area, work in the area, have close family in the area and you need to move there to give or receive support.

B. What is your local connection with these three areas?

Work		Family		Children in school		Currently living in the area	
Other (please specify)							

11. FOR SOMEONE TO ACT ON YOUR BEHALF



If you would like to give permission for someone else, such as a relative or a support agency, to bid for homes on your behalf, complete the 'Advocate details' below. You will be giving us your consent to share the information we hold on your housing application with the person or organisation you specify.

Advocate details

Name:

Phone number:

Address:

Agency (if this applies):

Relationship to you:

You may withdraw this consent at anytime by contacting your nearest housing office or One Stop Centre

12. RELATIONSHIPS

You must tell us if you, your partner or joint applicant are employed by or related to anyone who is employed by any of the organisations listed.

Organisation	Employee Name	Relationship to employee
Leeds City Council		
Belle Isle Tenant Management Organisation		
A Housing Association that is part of the Leeds Homes Register		
A councillor of Leeds City Council		
A member of a Leeds Homes Register housing association / BITMO committee or board		

13. DECLARATION



The council may exclude you from the register if you are guilty of on-going serious unacceptable behaviour. Please advise us of any legal action taken against you for this reason including details of any previous evictions. We have a legal responsibility to protect public funds and may use the information provided on this form to prevent and detect fraud. We will take legal action against customers who give false information or withhold information regarding their application. If you are given a tenancy based on false information we may take legal action to re-possess your tenancy.

A. If any legal action has been taken against you or anyone who will be re-housed with you for anti-social behaviour, harassment, nuisance or rent arrears, please give details below.

Please read this declaration very carefully. All the information you give us will be held in accordance with the Data Protection Act 1998. However in signing this declaration you are giving your permission for us to share this information with other Departments and Agencies.

DECLARATION

I/We declare that the information provided on this form is correct. If false or incomplete information has been given in connection with this application or if I/we fail to notify you of any relevant changes in circumstance, I/we may be guilty of an offence and I/we understand that my/our name(s) will be withdrawn from the housing register.

I/We hereby declare that to the best of my/our knowledge and belief that the above is correct in all material particulars. I understand that if I/we knowingly or recklessly make a false statement, or another person acting on my/or behalf, which induces the Council to grant a tenancy to me/us, the Council may recover possession of that property. All information supplied in connection with this application, both now and in the future, will be processed in confidence by Leeds City Council. The information is processed for the purpose of including you on our Housing Register, and if your application is successful, for the purpose of setting up your Council tenancy. In order to assess your application and to ensure the accuracy of the information you have supplied, we may request information from and pass information to other bodies, such as: other departments within the Council: housing associations: the police and other emergency services: the probation and prison services: local health professionals and GPs: Social security agencies: the Benefits Agency: the Driver & Vehicle Licensing Agency: your former landlord(s): your solicitor(s): your mortgage provider: utility providers: the Land Registry: voluntary sector support agencies and contractors. In addition we may disclose information to any other person or body the Council feels is reasonably necessary for the processing of this application, detecting tenancy fraud, the protection of any person, the prevention or detection of any crime or the carrying out by the Council of any of its statutory functions.

We have a legal responsibility to protect public funds. We may use the information you have provided to prevent and detect fraud. We may also request information from, and pass information to, other organisations that handle public funds.

Your Signature:

X

Date:

Joint Applicant's Signature:

X

Date:

If you have filled out this form on behalf of the applicant, please state:

Your Name:

Relationship to Applicant:

For Official Use Only To be completed by Leeds Homes

For our use	
Customer's name:	
Address:	
Verified by:	
Status:	
Name and Office:	
LHR number:	

Outreach Referral	
From	Date
Mental Health	
Army Leaver	
Anti-Social Behaviour	
Domestic Violence	
Disrepair	
YP (16 & 17 yr old) or Care Leavers	
Supported Accomodation	
Single (homeless)	
Prison Leaver	
MATAT	
Medical	
Overcrowding	
Comments:	
Area of Choice	

LHR Verification Form	YES	NO	N/A
Signed by main applicant:			
Signed by joint applicant:			
Full 5 year housing history supplied:			
One area of choice selected:			
Eligibility issues (Nationality)			
All proofs provided:			
Live application:			
Cancelled application:			
Reinstated:			

DATE RECEIVED (Housing Register Team)
DATE RETURNED (Missing Information)
DATE RECEIVED (Housing Register Team)

To be completed by Housing / One Stop Centre / Housing Options

LHR Verification Form	YES	NO	N/A
Signed by main applicant:			
Signed by joint applicant:			
Full 5 year housing history supplied:			
One area of choice selected:			
Eligibility issues (Nationality)			
All proofs provided:			
Live application:			
Cancelled application:			
Reinstated:			

DATE RECEIVED (Housing Office, OSC or Housing Options)
Received by: (Print Name)

Return to Housing Options	YES	NO
Name:		