

# Housing/Transfer Application Form

## for Housing Executive and Housing Association Accommodation

If you require a form in large print, please contact any  
Housing Executive or housing association office.

If you need an interpreter or translation to help to complete this housing application form, please contact any Housing Executive or Housing Association office.

### Polish

Jeżeli potrzebujesz polskiego tłumacza lub pomoc w wypełnieniu tego wniosku mieszkaniowego to skontaktuj się z jakimkolwiek biurem Housing Executive lub Housing Association.

### Lithuanian

Jei Jums reikalingas vertėjas raštu ar žodžiu, kuris padėtų Jums užpildyti gyvenamojo ploto pareiškimo formą, kreipkitės į bet kurią Gyvenamojo Ploto Valdybos (Housing Executive) arba Gyventojų Asociacijos (Housing Association) biurą.

### Portuguese

Se precisar de um intérprete ou de uma tradução para o ajudar a preencher este impresso de candidatura a habitação, deve contactar um Representante Habitacional ou um departamento de uma Associação de Habitação.

### Russian

Обратитесь в любой исполнительный комитет по жилищным вопросам или в жилищно-строительную ассоциацию, если для того, чтобы заполнить эту заявку на предоставление жилья, вам нужен ее письменный перевод или помощь устного переводчика.

### French

Si vous avez besoin d'un interprète ou d'une traduction pour vous aider à remplir le formulaire de demande, veuillez contacter n'importe quel bureau Housing Executive ou Housing Association.

### Cantonese

如果你需要傳譯員的協助或需要我們提供表格的中文（廣東話）翻譯本才能填妥本房屋申請表格，請聯絡房屋行政處 (Housing Executive) 或房屋協會辦事處。

### Mandarin

如果你需要口译员的协助，或者需要我们提供表格的中文（普通话）翻译本才能填好本房屋申请表格，请联络房屋行政处 (Housing Executive) 或房屋协会办事处。

**Housing  
Executive**

[www.nihe.gov.uk](http://www.nihe.gov.uk)

Registered  
Housing  
Associations

## Please read the following notes before completing this application

1. You should use this form if you are applying for social housing in Northern Ireland and either a) or b) below applies to you; a) You are an applicant or Housing Executive tenant.  
b) You are a tenant of a housing association applying for a transfer. Please refer to Note 5 to see which office the completed form should be returned to.
2. Social housing (with the exception of accommodation let on a non-permanent basis) may be provided in the form of an introductory or secure tenancy by either the Housing Executive or one of the registered housing associations.
3. The Housing Executive and housing associations have agreed that all housing applications should be assessed in the same way. The completion of this single application means that your application can be considered by many of the social landlords (the Housing Executive and housing associations) in your preferred areas (see note 8).
4. Some social landlords provide specialised accommodation, such as supported housing for those with special needs. All social landlords use this application form.
5. If you are an applicant or a Housing Executive tenant the completed application should be returned to your local Housing Executive District Office. If you are a tenant of a housing association applying for a transfer you should return this form to your landlord. Returned applications will be acknowledged by the appropriate office.
6. You will be visited by staff from the appropriate office and who will assess your housing need. If you wish to be housed by a particular landlord this will not affect the assessment.
7. If you are not a Housing Executive or housing association tenant, in order to process this housing application, you must supply proof of identity. This may consist of one of the following documents: UK Driving Licence with a photograph (current and valid), current passport or National Identity Card, Translink Senior Smartpass or an Electoral Identity Card. If none of the above is available, two or more of the following should be produced: Benefit Payment Book, Birth Certificate, Credit Cards, Utility Bill (previous quarter), Medical Cards, recent Bank Statement/Wage slip, Marriage Certificate etc. Only photocopied evidence should be posted. If you are unable to get the documents copied, please have them available for a Designated Officer who will be able to verify them during the visit.
8. Information you provide will be placed on a computerised Waiting List and may be seen by any social landlord who participates either now or in the future. This does not affect your rights under the Data Protection Act (1998). In order to comply with the requirements of the 'Fair Processing Code' and other obligations under the Data Protection Act 1998, the Housing Executive has prepared an information leaflet which is available at your local district office / housing association.
9. The Housing Executive and housing associations strive to ensure complete fairness in the treatment of all households and individuals in the provision of housing for those in need regardless of political affiliation, religious belief or racial group. It is important therefore that we collect basic information on the racial and religious compositions of households for monitoring purposes. When completing the sections on Racial Group and Religion please indicate which best describes you.
10. In addition to this application you should receive a booklet giving general information about the Housing Executive and each housing association. You may also request any of the following:
  - A list of general rented housing provided by the Housing Executive and participating housing associations in your locality.
  - "The Housing Selection Scheme" booklet which explains how your needs are assessed.
  - A booklet called "Homelessness: Your Rights Explained".If you need any of the above, these may be obtained from your local Housing Executive District Office or housing association office. Addresses and telephone numbers can be found in the phone book. The Housing Executive website is at [www.nihe.gov.uk](http://www.nihe.gov.uk)

## Housing /Transfer Application

Current Status (Mark "Y" against one category)

Housing Executive Tenant       Housing Association Tenant       Applicant

If an Association Tenant state Association name

<b>YOUR DETAILS</b>	<b>ADDRESS</b> include Number/Street/Town/County
Surname	
First Name	
Title	
Sex	Post Code
Date of Birth	Telephone Number
National Insurance Number: <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"/>	Mobile Number
Reason for Applying	Email
How long can you remain in your current address?	

**Marital Status** (Tick one category)

Single  S      Married  M      Co-habiting  C

Separated  U      Divorced  D      Widower  W

**Religion** (Tick one category)

Catholic  C      Protestant  P

Other  O

**Racial Group** (Tick one category)

Black African  A      Bangladeshi  B      Black Caribbean  C      Chinese  D      Indian  E

Irish Traveller  F      Pakistani  G      White  H      Mixed Ethnic Group  I      Other Ethnic Group  O

**Other Household Members (to be housed with you)**

Only complete the Racial Group / Religion (using the relevant code) if different to the applicant

Title	1st Name	Surname	Date of Birth	Sex M/F	Relationship to applicant	Racial Group	Religion

**Details of additional household members should be attached on a separate sheet**

**OFFICE USE ONLY**

Appointment Date / Time

Telephonist Name       Date Call Received

Date Registered by L O      Registered By      Reference Number

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
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## Housing /Transfer Application

### Please answer the following questions:

Has anyone ever made any complaints against you, or a member of your household, in relation to anti-social behaviour committed in, or in the locality of, any home occupied by you at that time? **Yes / No**

Have you or any member of your household any unspent convictions, of a serious offence committed in, or in the locality of, any home occupied by you at that time? **Yes / No**

Are you subject to immigration control? **Yes / No**

Are there any conditions or limits to your leave to enter or remain in the U.K? **Yes / No**

### DECLARATIONS

#### Please read carefully the declarations below and sign and date this application:

I / We understand that giving false information may lead to prosecution and that withholding or giving incorrect information may lead to the loss of any tenancy as a result of this application.

I / We know that I / we must advise at once of any changes in my / our circumstances.

#### Enquiries Declaration

I / We permit any one or more of the Participating Landlords, (or any person duly authorised by any of them), to make such enquiries, and obtain such information, as they consider necessary, for the "Specified Purposes" (which are listed below), from such persons as they deem appropriate.

#### Data Protection Declaration

I / We have give/n consent to the processing, for the "Specified Purposes", of all personal information provided to any Participating Landlord in connection with this housing application; and /or any tenancy granted to me/us by any Participating Landlord.

I / We understand and agree that the information referred to in the last paragraph may be disclosed to any public authority, but only to the extent that such disclosure is lawful under Part IV of the Data Protection Act 1998.

In this context:

"Participating Landlord" means the Housing Executive and / or any registered housing association which is participating in the Common Selection Scheme arrangements. (A list of the Participating Landlords is available at any Housing Executive or housing association office).

The "Specified Purposes" are as follows:

- Purposes connected with this application;
- Purposes connected with any tenancy which results from this application;
- Purposes connected with the effective operation of the Participating Landlords' Disqualification Register.

(I / We have been informed about the nature and functions of that Register).

Signed:

Date:

Signed:

Date: