



www.Homehunt.info

Registration Form

Berwickshire Housing Association:

55 Newtown Street, Duns TD11 3AU

Tel: 01361 884000, lettings@berwickshirehousing.org.uk

Eildon Housing Association:

The Weaving Shed, Ettrick Mill, Dunsdale Road, Selkirk, TD7 5EB

Tel: 03000 200 217, allocations@eildon.org.uk

Castle Rock Edinvar: 1 Hay Avenue, Edinburgh, EH16 4RW.

Tel: 0131 657 079, Homefinder@castlerockedinvar.co.uk

East Lothian Housing Association & Homes for Life: 18-20 Market Street, Haddington, East Lothian, EH41 3JL

Tel: 01620 825032, enquiries@elha.com

Link Housing Association: Watling House, Callendar Business Park, Falkirk, FK1 1XR

Tel: 08451 400 100 or 0330 303 0013, homehunt@linkhaltd.co.uk

Castlehill Housing Association & Tenant's First (North East Scotland):

4 Carden Place, Aberdeen, AB10 1UT

Tel: 01224 628101, info@castlehillha.co.uk

Ochilview Housing Association: Marshill, Alloa, FK10 1AB

Tel: 01259 727498, enquiries@ochilviewha.co.uk

Please complete all sections of this registration form before sending back to your chosen Lead Landlord, who will be responsible for administering your registration. Please ensure you read the Privacy Statement and declarations at the end of the form and sign to confirm you have read and agree to them. Once your form has been processed and your application is live, you can start bidding for properties, and can apply for a priority pass if you feel you may be eligible.



Creating thriving rural communities
www.berwickshirehousing.org.uk

Berwickshire Housing Association is a Registered Society. Registration No.: SP2482RS
Scottish Charity No.: SC042342 Registered Office: 55 Newtown Street, Duns, TD11 3AU

YOUR DETAILS

Lead Applicant

Joint Applicant

Title: _____

Title: _____

First Name: _____

First Name: _____

Middle Name(s): _____

Middle Name(s): _____

Last Name: _____

Last Name: _____

Other names: _____

Other names: _____

Date of Birth: _____

Date of Birth: _____

Gender: _____

Gender: _____

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Mobile phone no: _____

Mobile phone no: _____

Home phone no: _____

Home phone no: _____

Work phone no: _____

Work phone no: _____

Email address: _____

Email address: _____

Relationship to 1st Applicant:
(eg. husband, partner etc) _____

If you have a different Correspondence Address where you would like your mail to go to, please enter it below:

Address: _____

Postcode: _____

OTHER HOUSEHOLD MEMBERS

Please give details of everyone who will be moving with you, excluding the lead and joint applicants. If you have access to children, please add their details and tell us how many nights per week they stay with you.

First Name	Surname	Relationship to you	Date of Birth	Access or Full-time	If Access, how many nights per week?

Is anyone in your household pregnant? Yes No

If Yes, who is pregnant and when is their Estimated Due Date (EDD)?

Name: _____ EDD: _____

YOUR CURRENT TENURE

Are you currently:

An owner/occupier A tenant living with friends/family Other

If you are a tenant, please tell us the name, address and telephone number of your landlord:

Postcode: _____ Tel. No.: _____

YOUR CONTACT PREFERENCES

You can choose how we contact you about your application. Please indicate how you would like to receive correspondence (please tick **one** box):

- By post to Lead Applicant's home address
- By post to Joint Applicant's home address
- By post to correspondence address
- Email to Lead Applicant's email address
- Email to Joint Applicant's email address

WHERE WOULD YOU LIKE TO LIVE?

Please tick the boxes beside the area(s) in which you would like to live. Your Lead Landlord will automatically register you with all of the HomeHunt Landlords who have properties in your chosen areas.

- | | | | |
|--------------------------|---------------------|--------------------------|---------------------|
| <input type="checkbox"/> | Aberdeen City | <input type="checkbox"/> | Inverclyde |
| <input type="checkbox"/> | Aberdeenshire | <input type="checkbox"/> | Midlothian |
| <input type="checkbox"/> | Angus | <input type="checkbox"/> | Moray |
| <input type="checkbox"/> | Argyll & Bute | <input type="checkbox"/> | North Lanarkshire |
| <input type="checkbox"/> | Clackmannanshire | <input type="checkbox"/> | Perth & Kinross |
| <input type="checkbox"/> | Dundee City | <input type="checkbox"/> | Renfrewshire |
| <input type="checkbox"/> | East Ayrshire | <input type="checkbox"/> | Scottish Borders * |
| <input type="checkbox"/> | East Dunbartonshire | <input type="checkbox"/> | South Ayrshire |
| <input type="checkbox"/> | East Lothian | <input type="checkbox"/> | South Lanarkshire |
| <input type="checkbox"/> | East Renfrewshire | <input type="checkbox"/> | Stirling |
| <input type="checkbox"/> | Falkirk | <input type="checkbox"/> | West Dunbartonshire |
| <input type="checkbox"/> | Fife | <input type="checkbox"/> | West Lothian |
| <input type="checkbox"/> | Glasgow City | | |

* Please choose your Lead Landlord: BHA Eildon HA Link HA

Your Lead Landlord will process your registration form, administer any changes to your registration and review your registration every year. Your Lead Landlord will automatically be chosen as the organisation to which you return this registration form. A full list of HomeHunt Landlords is on the front page of this form.

HOUSING REQUIREMENTS

Please indicate if you or anyone to be housed with you requires a property with any of the following features:

- GROUND FLOOR PROPERTY
- NO MORE THAN ONE FLIGHT OF STAIRS
- WALK-IN SHOWER
- WET FLOOR SHOWER ROOM
- WHEELCHAIR ACCESS
- FULLY-WHEELCHAIR ADAPTED
- SHELTERED HOUSING

STATUTORY NEEDS

Please indicate if you or anyone who will move with you requires housing due to one of the following reasons:

- DOMESTIC ABUSE – you are identified as high risk via a Multi-Agency Risk Assessment Committee (MARAC)
- HARASSMENT (inc. Anti-social Behaviour (ASB)) – you are assessed as experiencing harassment which includes serious ASB, with documented evidence to support your declaration which will normally be provided by a Local Authority, Registered Social Landlord, Health, Social Work or Police
- HOMELESSNESS/RELATIONSHIP BREAKDOWN (BHA Tenant) – if you have been assessed as statutorily homeless by SBC or are a tenant of BHA and have had a relationship breakdown
- MEDICAL – if your health is affected by your current accommodation
- SUSTAINABLE HOUSING ON RELEASE FOR EVERYONE (SHORE) – if you are referred to us via Criminal Justice and SBC prior to your release
- ARMED FORCES & VETERANS – you can apply one year before and after date of discharge
- THROUGH CARE AFTER CARE – if you are leaving care or has a care background and referred to us via SBC
- PREVENTION OF HOMELESSNESS – if you are threatened with homelessness within 2-6 months eg. insecure accommodation, financial difficulties making rent or mortgage payments, living in a mobile home etc.
- OVERCROWDING – if you do not have enough bedroom space
- UNDEROCCUPANCY – if you have too many bedrooms for your household
- UNSUITABLE HOUSING – where SBC deem your residence to be in poor condition; spending more than 20% of your income on fuel; any other reason you feel your home is not suitable for your needs (a discretionary pass)
- KINSHIP CARERS, FOSTER CARERS & THOSE ADOPTING – where an application has been approved for kinship care, fostering care or adopting
- FIRST AFFORDABLE HOME/SEPARATED HOUSEHOLDS – looking to set up your first home or you and a partner are living in separate homes but would normally reside together
- FLAT TO HOUSE – if you have lived in flatted accommodation with children under the age of 10 or have lived in flatted accommodation with a communal entrance for over 5 years and would like your own front door
- SPECIFIC NEED TO BE IN A COMMUNITY – if you need to move to provide or receive care or support, or access essential services

DISABILITIES

Please indicate if you, or anyone to be housed with you, has any of the following disabilities or health conditions (please tick all that apply):

- Visual impairment
 - Mobility impairment
 - Hearing impairment
 - Mental health condition
 - Learning disability
 - Any other disability or condition – please specify: _____
-

PRE-TENANCY QUESTIONS

Please answer all of the following questions by ticking either yes or no or providing further information, where necessary.

1. Do you and everyone to be housed with you have the right to reside in the UK?

Yes No

2. Have you, or anyone to be housed with you, been evicted for anti-social behaviour, or been the subject of an Anti-Social Behaviour Order?

Yes No

If yes, please provide further information:

3. Have you, or anyone to be housed with you, been evicted for anti-social behaviour, or been the subject of a Criminal Anti-Social Behaviour Order?

Yes No

If yes, please provide further information:

4. Do you, or anyone to be housed with you, have outstanding arrears, or any tenancy-related debt, eg. rechargeable repairs which amounts to more than one month's rent and is related to a current or previous tenancy?

Yes No

If yes, please provide the address where the arrears occurred, and the name and address of the landlord with whom the debt is with:

5. Have you, or anyone on your application, ever been convicted of a sexual or violent offence? (This information will be kept strictly confidential.)

Yes No

6. Do you require support to maintain a tenancy?

Yes No

If yes, please indicate what support you require and why:

7. Are you, or anyone on your application, related to any HomeHunt landlord's employee or Committee/Board member?

Yes No

If yes, please tell us who you are related to:

8. Have you, or anyone on your application, ever held a tenancy with one of the HomeHunt participating landlords (not including your current tenancy)?

Yes No

If yes, please give details here:

9. Do you, or anyone on your application, work for a HomeHunt landlord in either a paid or voluntary capacity, or have you done so in the last 12 months?

Yes No

If yes, please give details here:

Privacy and Data Protection

Berwickshire Housing Association Limited (“the Association”, “we”, “us”, “our”) is the Data Controller and has its registered office at 55 Newtown Street, Duns TD11 3AU.

The information provided on this form and other additional related information, together with any that is obtained from a third party, will be held in our digital and manual filing systems and processed by us or our contracted data processors to deliver our services to you under the agreement between us. We will not use this information for any other purpose other than that specified and will not store the information for longer than we require to hold it.

The Association will process this information as detailed in our Privacy Policy and Fair Processing Notices, which can be viewed on our website at www.berwickshirehousing.org.uk/gdpr or by writing to our Data Protection Officer at the address above. They can also be contacted by emailing data@berwickshirehousing.org.uk.

Please inform us of any changes to your personal information. We will update these changes to keep your records up to date and accurate.

You have the right to see and receive a copy of any personal information that is held by the Association and to have any inaccuracies corrected. You can request this by contacting our Data Protection Officer.



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Declaration

I/we have read this notice and/or its contents have been fully explained to me/us. I/we understand that by signing this form I/we consent to the use of my/our personal data by partnering landlords using HomeHunt choice-based letting as is described in this form. I/we also confirm that if I/we have given any false or misleading information on this form, that I/we are liable to have my/our registration suspended for a time specified by my Lead landlord, or if I have secured a tenancy, that my Landlord will have the right to take eviction action. Finally, by signing this form I/we authorise and request all relevant bodies, including my current or previous Landlord, to supply information reasonably required by HomeHunt Partners to administer my/our registration, or confirm an allocation of housing.

Lead Applicant

Signature: _____

Name: _____

Date: _____

Joint Applicant

Signature: _____

Name: _____

Date: _____

EQUALITY AND DIVERSITY QUESTIONS (OPTIONAL)

Lead Applicant

Please describe your ethnic origin:

White

- Scottish
- English
- Irish
- Northern Irish
- Welsh
- Other British
- Polish
- Gypsy/Traveller
- Other _____

Mixed or Multiple Ethnic Background

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background _____

Asian, Asian Scottish, Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background _____

Black, Black Scottish, Black British

- Caribbean
- African
- Any other Black background _____

Other Ethnic Background

- Arab, Arab Scottish, Arab British
- Any other group (please specify) _____

Joint Applicant

Please describe your ethnic origin:

White

- Scottish
- English
- Irish
- Northern Irish
- Welsh
- Other British
- Polish
- Gypsy/Traveller
- Other _____

Mixed or Multiple Ethnic Background

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background _____

Asian, Asian Scottish, Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background _____

Black, Black Scottish, Black British

- Caribbean
- African
- Any other Black background _____

Other Ethnic Background

- Arab, Arab Scottish, Arab British
- Any other group (please specify) _____



**Berwickshire Housing
Association**

**55 Newtown Street,
Duns TD11 3AU
Tel. 01361 884000**

**38 Church Street,
Eyemouth TD14 5DH
Tel. 01890 750888**

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Berwickshire Housing Association will produce this information, on request, in
Large Print and Community Languages.
To find out more, please telephone 01361 884000

Berwickshire Housing Association is a Scottish Charity SC042342