



Registration Form

elha.com
east lothian housing association

Please complete all of this form before sending it back to the landlord you want to be responsible for administering your registration - called your Lead Landlord. 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 Lead landlord has confirmed that your application has been accepted, you can start bidding for properties, and can apply for priority passes if you feel you may be eligible.

Landlords

East Lothian Housing Association & Homes for Life:

18-20 Market Street, Haddington, East Lothian, EH41 3JL
T: 01620 825032
E: homehunt@elha.com

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Borders Choice Homes:

The Weaving Shed, Ettrick Mill, Dunsdale Road, Selkirk, TD7 5EB
T: 0845 604 3733
E: BCH@eildon.org.uk



Castle Rock Edinvar:

1 Hay Avenue, Edinburgh, EH16 4RW
T: 0131 657 0600
E: Homefinder@castlerockedinvar.co.uk



Link Housing Association:

Watling House, Callendar Business Park, Falkirk, FK1 1XR
T: 08451 400 100 or 0330 303 0013
E: homehunt@linkhalthd.co.uk



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

4 Carden Place, Aberdeen, AB10 1UT
T: 01224 628101
E: info@castlehillha.co.uk



Ochilview Housing Association:

Marshall, Alloa, FK10 1AB
T: 01259 727498
E: enquiries@ochilviewha.co.uk



Phone 01620 828415 or visit us at www.homehunt.info

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Your details

Please tell us your personal details. **If you are filling in this form for someone else, tell us about them, not yourself.**

First Applicant

Your title

Your first name:

Your middle name(s):

Other names:

Your date of birth:

Your email address:

Your Mother's maiden name:

Joint Applicant

Joint applicant's title

Joint applicant's first name:

Joint applicant's middle name(s):

Joint applicant's other names:

Relationship to first applicant:

Joint applicant's date of birth:

Joint applicant's email address:

Joint applicant's Mother's maiden name:

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Other Household Members

Please give details of everyone who will be moving with you, **excluding the first and joint applicants**. If you have access to children, please add their details and tell us how many nights per week (N/P/W) they stay with you.

| First name | Surname | Relationship to you | Date of birth | Access or Full Time? | N/P/W |
|------------|---------|---------------------|---------------|----------------------|-------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Is anyone in your household pregnant? Yes No

If yes, please tell us who is pregnant and their Estimated Due Date (EDD):

Name:

EDD:

3**Your Current Tenure**

Please tell us about where you live just now.

Are you currently:

- An owner occupier
 a tenant
 living with friends or family
 other (*please give details below*)

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

Landlords name:

Landlords address:

Landlords telephone Number:

4**Your Contact Details**

If you have a different correspondence address where you would like your mail to be sent, please enter it below:

Correspondence address:

First Applicant

Your address:

Your postcode:

Your mobile phone no.:

Your home phone no.:

Your work phone no.:

Joint Applicant

Joint applicant's address:

Joint applicant's postcode:

Joint applicant's mobile phone no.:

Joint applicant's home phone no.:

Joint applicant's work phone no.:

5 Your Contact Preferences

You can choose how we contact you about your application. The quickest and easiest way is by email. Please indicate how you would like to receive correspondence (please only tick one box):

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

6 Do you want to register with other landlords?

We will be your lead landlord and administer your registration but you can register with any of the other landlords if they have homes in the areas you would like to live in. Please choose any of the areas below and we will register you with all of the landlords who have homes in these areas.

- | | |
|--|--|
| <input type="checkbox"/> AC Aberdeen City | <input type="checkbox"/> IV Inverclyde |
| <input type="checkbox"/> AB Aberdeenshire | <input type="checkbox"/> MI Midlothian |
| <input type="checkbox"/> AN Angus | <input type="checkbox"/> MY Moray |
| <input type="checkbox"/> AY Argyll & Bute | <input type="checkbox"/> NL North Lanarkshire |
| <input type="checkbox"/> CL Clackmannanshire | <input type="checkbox"/> PK Perth & Kinross |
| <input type="checkbox"/> DU Dundee City | <input type="checkbox"/> RF Renfrewshire |
| <input type="checkbox"/> EA East Ayrshire | <input type="checkbox"/> SB Scottish Borders |
| <input type="checkbox"/> EA East Dunbartonshire | <input type="checkbox"/> SA South Ayrshire |
| <input type="checkbox"/> EL East Lothian | <input type="checkbox"/> SL South Lanarkshire |
| <input type="checkbox"/> ER East Renfrewshire | <input type="checkbox"/> ST Stirling |
| <input type="checkbox"/> FA Falkirk | <input type="checkbox"/> WD West Dunbartonshire |
| <input type="checkbox"/> FI Fife | <input type="checkbox"/> WD West Lothian |
| <input type="checkbox"/> GC Glasgow City | |

We will process your registration form, administer any changes to your registration and review your registration every year. If you want to change your lead landlord please let us know.

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Statutory Needs

Please tick the box if you or anyone who will move with you requires housing for one of the following reasons:

- MEDICAL-if your health is affected by your current accommodation
- HOMELESSNESS – if you have been assessed by a local authority as being homeless, if you are roofless, sleeping rough or have no fixed abode or are threatened with homelessness
- OVERCROWDING – if you do not have enough bedrooms for your family
- DISREPAIR OF PROPERTY – if you live in a property that is in poor condition or that lacks basic amenities
- UNDEROCCUPANCY – if you have too many bedrooms for your household
- ANY OTHER REASON – please explain in the space below:

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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
- Sheltered housing
- Wheelchair access
- Fully wheelchair adapted
- Wet floor shower room
- Level access shower

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Disabilities

Please indicate if you or anyone to be housed with you has one of the following disabilities or health conditions:

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

Pre-Tenancy Questions

Please answer all the following questions by ticking either yes or no and providing further information where we ask for it.

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 (ASBO)?

Yes No

If yes, please tell us who, when it happened and why:

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

Yes No

If yes, please tell us who, when it happened and why:

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

Yes No

If yes, please state the name and address of the landlord, how much you owe and the address where the debt occurred:

4a Have you made an arrangement to repay the money and maintained regular payments for three months?

Yes No

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

If yes, please state who this information relates to:

6 Apart from Housing Benefit, do you require support to maintain a tenancy?

Yes No

If yes, please tell us what support you need 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 the address and tenancy dates 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 state which landlord and when you worked there:

PRIVACY STATEMENT

We are committed to respecting and protecting your privacy. This privacy statement sets out how we process any personal data about you that we collect. Please read this carefully to understand our views and practices relating to your personal data and how we will treat it.

1. Who are we, and how will we use your personal data?

Homehunt Partners consisting of Berwickshire Housing Association, Eildon Group, Waverley Housing, Castlehill Housing Association, Tenants First Housing Co-operative, East Lothian Housing Association (including Homes for Life), Castle Rock Edinvar Housing Association, Ochilview Housing Association and Link Housing Association, hereafter known as Homehunt Partners, are all individually registered data controllers within the terms of the Data Protection Act 1998. Homehunt is the operating name for our choice based lettings system that is provided by Housing Partners and we operate Information Technology systems which process personal data for customers of the Homehunt Partners. In this privacy statement, the Homehunt Partners are referred to together as “we” or “us”. Please note that references in this privacy statement to personal data also includes any sensitive personal data, as detailed in paragraph [2]. The information given in your Registration form, Priority Pass applications, and any additional information that you provide, together with any information that your lead landlord obtains about you from a third party will be held and used in accordance with the Terms of Use of the Homehunt website. We will not disclose any information about you without your consent unless we are required by law to do so. We may share information about you with other landlords who are not Homehunt Partners.

We will:

- 1.1 collect only as much personal data as we need to *manage your registration*, and meet our obligations to provide information to other authorities and agencies;
- 1.2 only keep your personal data for as long as we need it to provide you with services and to supply statistical reports;
- 1.3 keep your personal data secure at all times and destroy it when we no longer need it.

2. What personal data will we hold about you?

By completing this form you are giving your consent to processing your data, including sensitive personal data. Sensitive personal data includes information about your racial or ethnic origin, your health, religious belief, sexual life, committed or alleged offences including court proceedings and sentencing. Only sensitive personal data that is relevant to your housing application will be processed. You have the right to see and obtain a copy of any personal information that is stored about you on the website and to have inaccuracies corrected.

- 2.1 When you become a tenant or occupant we shall keep personal data about you which was collected when you registered for housing and when you were being considered for a vacant property. Information about you and your household will be kept for as long as you are a tenant with one of the Homehunt Partners, and may be kept for some time after.
- 2.2 We may also receive personal data about you from other people or organisations. This may come from someone you asked or authorised to provide personal data and in some cases it will be provided to us in confidence.

- 2.3 Some of the information we ask you for is defined as sensitive personal data¹. Two types of sensitive personal data, if applicable to you, would be processed by us for the following purposes:
- 2.3.1 Information about your racial or ethnic origin is processed for equalities monitoring. Any statistical or research reports will not personally identify you.
 - 2.3.2 Information about your physical or mental health is processed to help us to provide you with the most suitable services throughout your relationship with us.
 - 2.3.3 Information about alleged or proven offences by you or members of your household, or related court cases, may be processed by us if it appears relevant to the management or sustainment of your tenancy.
- 2.4 Other categories of sensitive personal data are unlikely to be relevant to your relationship with us. We would not expect to process these without seeking further consent from you.
- 2.5 If you ask us not to process some or all sensitive personal data, or any other categories of information, the services which we are able to provide may be restricted.
- 2.6 You will not personally be identified in any reports making use of statistical information.

3 Your Rights

Where practicable we try to make it clear what personal data we are receiving and processing about you. Any personal data you give us on paper forms or on line will be incorporated into your records. You have a right to ask us for copies of the personal data we hold, excluding certain statutory restrictions for example where a third party can be identified from that information. If you find factual errors in our records of your personal data you can ask us to correct them².

4 Complaints and appeals

If you are dissatisfied with any aspect of our handling of your personal data you may raise a formal complaint with us, and you may also seek assistance from the Information Commissioners Office.

5 Updates

If we change the way in which we use your personal data, we will update you. We will also highlight any updates on our website.

Declaration

I have read this notice and/or its contents have been fully explained to me. I understand that by signing this form I am consenting to the use of my personal data by all of the Homehunt Partners as described in this form. I also confirm that the information I have given on this form is correct. I understand that if I have given any false or misleading information on this form, that I am liable to have my 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 authorise and request all relevant bodies to supply information reasonably required by Homehunt Partners to administer my registration.

First Applicant

Signature:

Name:

Date:

Joint Applicant

Signature:

Name:

Date:

1 Sensitive personal data is any of the following personal information, as listed in the Data Protection Act 1998:

- (a) your racial or ethnic origin,
- (b) your political opinions,
- (c) your religious beliefs or other beliefs of a similar nature,
- (d) whether you are a member of a trade union,
- (e) your physical or mental health or condition,
- (f) your sexual life,
- (g) the commission or alleged commission by you of any offence, or
- (h) any proceedings for any offence committed or alleged to have been committed by you, the disposal of such proceedings or the sentence of any court in such proceedings.

2 See Information Commissioners Office (ICO) guidance about "subject access requests" under the Data Protection Act 1998

Equality and Diversity Questions (Optional)

You do not need to complete this section if you do not want to. We use this information for statistical purposes, and to ensure our Equality & Diversity Policy is followed.

Main 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 or 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 or Arab British
- Any other group (please specify):

Disabilities (Optional)

You do not need to complete this section if you do not want to. We use this information for statistical purposes, and to ensure our Disability Policy is followed.

Please indicate if you or anyone to be housed with you has one of the following disabilities or health conditions:

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

Please send the completed form to: East Lothian Housing Association,
18-20 Market Street, Haddington, East Lothian, EH41 3JL.

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W: elha.com E: enquiries@elha.com T: 01620 825032 F: 01620 826596
Text: elha then your message to 88222 (message charged at standard rates)

