



# Under-occupancy Pass Application

**elha.com**  
east lothian housing association

Please ensure you give us your registration number, as we may not be able to find your registration without it. Remember to read the declaration at the end and sign the form, or you can apply online at **[www.homehunt.info](http://www.homehunt.info)**

**Homehunt Registration Number:**

Only tenants of East Lothian Housing Association or Homes for Life Housing Partnership can qualify for this Pass. It gives you priority to move if your current home is bigger than you need.

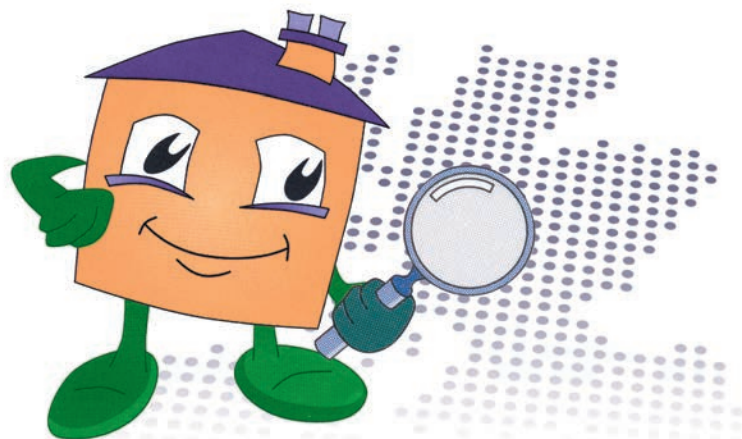
When assessing if the property is too big, we use the following basic rules:

- Children of the same sex under 16 can share a bedroom
- Children under 8 of different sexes can share a bedroom
- All single people over 16 should have a room of their own

**A Silver Pass would be awarded where you have one bedroom too many**

**A Gold Pass would be awarded where you have two or more bedrooms more than you need**

**Please complete the following questions to apply for an Under-occupancy Pass:**



**Phone 01620 828415 or visit us at [www.homehunt.info](http://www.homehunt.info)**

## 1 About You

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

Name:

Address:

Telephone Number:

Email Address:

## 2 About Your Household

Please complete the table below indicating how many people share each room for sleeping-start with yourself.

Room	Is it a single or double room?	How many people sleep in the room?	Male or female?	Ages	Relationship to you (e.g. Parent, sister, landlord, friend))
1st bedroom					
2nd bedroom					
3rd bedroom					
4th bedroom					
5th bedroom					
Living room	n/a				
Dining room	n/a				

Are there any other rooms that could be used for sleeping? If yes please give details



## About the home you need

Please tell us where you would like to live and if you need a particular property type by ticking the boxes. For example, if you cannot manage stairs you should tick the box indicating you need Ground Floor only. **Remember** the more limits you place on your Pass the fewer properties you will receive priority for but you must exclude areas or property types that you wouldn't accept if offered to avoid the penalties that we impose (as explained in the Homehunt Guide) for not applying for suitable properties or refusing an offer of a property.

### Property Types

- Amenity Housing
- Bungalow
- First floor flat (can manage one flight of stairs)
- Ground floor flat
- House
- Second floor flat or higher
- Sheltered Housing

### Special Requirements

- Ground floor
- Sheltered housing
- Walk in shower
- Wet floor shower
- Wheelchair access
- Wheelchair adapted property

### Areas

- |  |   |
|--|---|
| <input type="checkbox"/> Aberlady*                     | <input type="checkbox"/> Longniddry*                    |
| <input type="checkbox"/> Athelstaneford*               | <input type="checkbox"/> Macmerry                       |
| <input type="checkbox"/> Bolton*                       | <input type="checkbox"/> Musselburgh (town centre only) |
| <input type="checkbox"/> Cockenzie                     | <input type="checkbox"/> Musselburgh (whole town)       |
| <input type="checkbox"/> Dirleton*                     | <input type="checkbox"/> North Berwick                  |
| <input type="checkbox"/> Dunbar (town centre only)     | <input type="checkbox"/> Ormiston*                      |
| <input type="checkbox"/> Dunbar (whole town)           | <input type="checkbox"/> Pencaitland*                   |
| <input type="checkbox"/> East Linton*                  | <input type="checkbox"/> Port Seton                     |
| <input type="checkbox"/> East Saltoun*                 | <input type="checkbox"/> Prestonpans                    |
| <input type="checkbox"/> Elphinstone*                  | <input type="checkbox"/> Stenton*                       |
| <input type="checkbox"/> Garvald*                      | <input type="checkbox"/> Tranent (town centre only)     |
| <input type="checkbox"/> Gifford*                      | <input type="checkbox"/> Tranent (whole town)           |
| <input type="checkbox"/> Gladsmuir*                    | <input type="checkbox"/> Wallyford                      |
| <input type="checkbox"/> Gullane                       | <input type="checkbox"/> West Barns                     |
| <input type="checkbox"/> Haddington (town centre only) | <input type="checkbox"/> Whitecraig                     |
| <input type="checkbox"/> Haddington (whole town)       | <input type="checkbox"/> Whittingehame*                 |
| <input type="checkbox"/> Innerwick*                    |   |

\* = *rural village*

## Declaration

I confirm that all of the information I have given to support my application for housing and/or priority is correct and if there are any changes I will notify ELHA immediately. I have read and understood ELHA's policy in relation to providing false or misleading information (see section 12 of the Homehunt Guide). I agree to the use of this information in accordance with the data protection statement and privacy policy stated on the Homehunt Registration Form and website.

First Applicant Signature:

Date:

Joint Applicant Signature:

Date:

ELHA will produce this information on request in Audio Tape, Large Print and Community Languages.

**Please send the completed form to:**

East Lothian Housing Association, 18-20 Market Street, Haddington, East Lothian, EH41 3JL.



**elha.com**  
east lothian housing association

18–20 Market Street, Haddington, East Lothian EH41 3JL  
Scottish Charity No SC028900 Registered under the Industrial and Provident Societies Act 1965, Registered No 2266R(S)

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)