

# Registration Form



**Borders Choice Homes:** The Weaving Shed, Etrick Mill, Dunsdale Road, Selkirk, TD7 5EB.  
08456043733, BCH@eildon.org.uk

**Castle Rock Edinvar:** 1 Hay Avenue, Edinburgh, EH16 4RW. 0131 657 079,  
Homefinder@castlerockedinvar.co.uk

**East Lothian Housing Association & Homes for Life:** 18-20 Market Street, Haddington,  
East Lothian, EH41 3JL. 01620 825032, enquiries@elha.com

**Link Housing Association & Horizon Housing Association:** Watling House, Callendar Business  
Park, Falkirk, FK1 1XR. 03451 400 100, homehunt@linkhaltd.co.uk

**Castlehill Housing Association & Tenant's First (North East Scotland):**  
4 Carden Place, Aberdeen, AB10 1UT. 01224 628101, info@castlehillha.co.uk

**Ochilview Housing Association:** Marshill, Alloa, FK10 1AB. 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 made Live, you can start bidding for properties, and can apply for a priority pass if you feel you may be eligible.

## YOUR DETAILS

### First Applicant

Title: .....

First Name: .....

Middle Name(s): .....

Last Name: .....

Other names: .....

Date of Birth: .....

Gender: .....

Address: .....

.....

.....

.....

Postcode: .....

Mobile phone no: .....

Home phone no: .....

Work phone no: .....

Email address: .....

.....

### Joint Applicant

Title: .....

First Name: .....

Middle Name(s): .....

Last Name: .....

Other names: .....

Date of Birth: .....

Gender: .....

Address: .....

.....

.....

.....

Postcode: .....

Mobile phone no: .....

Home phone no: .....

Work phone no: .....

Email address: .....

Relationship to 1st Applicant:  
(e.g. 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 first 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 do they stay with you?

Is anyone in your household pregnant?  Yes  No

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

Name: ..... EDD: .....

## YOUR CURRENT TENURE

Are you currently:

An owner occupier  a tenant  living with friends or family  other

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

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.....

## YOUR CONTACT PREFERENCES

You can choose how we contact you about your application. 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

## 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 Ayrshire      |
| <input type="checkbox"/> Clackmannanshire    | <input type="checkbox"/> North Lanarkshire   |
| <input type="checkbox"/> Dundee City         | <input type="checkbox"/> Perth & Kinross     |
| <input type="checkbox"/> East Ayrshire       | <input type="checkbox"/> Renfrewshire        |
| <input type="checkbox"/> East Dunbartonshire | <input type="checkbox"/> Scottish Borders    |
| <input type="checkbox"/> East Lothian        | <input type="checkbox"/> South Ayrshire      |
| <input type="checkbox"/> East Renfrewshire   | <input type="checkbox"/> South Lanarkshire   |
| <input type="checkbox"/> Falkirk             | <input type="checkbox"/> Stirling            |
| <input type="checkbox"/> Fife                | <input type="checkbox"/> West Dunbartonshire |
| <input type="checkbox"/> Glasgow City        | <input type="checkbox"/> West Lothian        |

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:

- HOMELESSNESS – if you are roofless, sleeping rough or have no fixed abode or are threatened with homelessness.
- MEDICAL – If your health is affected by your current accommodation.
- OVERCROWDING – if you do not have enough bedroom space.
- 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 give further info in the space below:

## 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 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 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 e.g. rechargeable repairs which amounts to more than one month's rent and is related to a current or previous tenancy?

Yes  No

If yes, have you been maintaining a repayment arrangement for at least 12 weeks?

Yes  No

Please provide the address where the arrears occurred, and the name and address of the landlord 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

If yes, please tell us which household member.

.....

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 and the landlord they work for:

.....

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 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 Borders Housing Association, Eildon Group, Waverley Housing, Castlehill Housing Association, Tenants First Housing Co-operative, East Lothian Housing Association, Homes for Life, Castle Rock Edinvar Housing Association, Ochilview Housing Association and Link Housing Association, hereafter known as Homehunt Partners, are registered data controllers within the terms of the Data Protection Act 1998. Homehunt is the operating name for our choice based lettings system facility that is provided by Housing Partners and we operate IT systems which process personal data for customers of the partner landlords. In this privacy statement, the Partners are referred to together as "we" or "us". Please note that references in this privacy statement to personal data also include any sensitive personal data, as detailed in paragraph [2]. The information given in your Registration form, Priority Pass, 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 this website and have inaccuracies corrected.

<sup>1</sup> 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.



- 2.1 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 housing 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 data . 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 them .

### 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 ICO .

### 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 partnering landlords using Homehunt choice based letting as is 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: .....

<sup>2</sup> See ICO guidance about "subject access requests" under the Data Protection Act 1998.

<sup>3</sup> Direct customer to both our complaints process and the ICO providing website, postal and telephone contact details.

## 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)
- .....



ستصدر Link هذه المعلومات عند الطلب بطريقة برايل، ومن خلال شريط صوتي ونسخة بخط كبير واللغات التي يتحدث بها الأقباط. لمعرفة المزيد يرجى الاتصال بالرقم 0330 303 0124

लिंक (Link) अनुरोधक्रमे एहे उपायवशीके ग्रेईन, अडिओ (टैप), बड्ड धरफेर मुद्रन वा कमिउनिटीर भाषाओपिडे प्रदान करवे। आगेओ जानते अनुरोध करे, 0330 303 0124नघरे कन करेन।

Link将根据需求以盲文、录音带、大字体和 各种社区语言提供此信息。了解更多详情，请拨打：0330 303 0124

Link może dostarczyć niniejsze informacje w alfabecie Braille'a, na taśmie audio, w wersji dużym drukiem lub w językach używanych przez mieszkańców społeczeństwa. Aby uzyskać więcej informacji, prosimy zadzwonić pod numer 0330 303 0124.

ਬੇਨਤੀ ਕਰਨ ਤੇ ਇਹ ਲਿੰਕ ਇਸ ਜਾਣਕਾਰੀ ਨੂੰ ਬ੍ਰੇਲ, ਆਡੀਓ ਟੇਪ, ਵੱਡੇ ਅੱਖਰਾਂ ਅਤੇ ਕਮਿਊਨਿਟੀ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਪੈਦਾ ਕਰੇਗਾ। ਹੋਰ ਜਾਣਕਾਰੀ ਲਈ ਕਿਰਪਾ ਕਰਕੇ 0330 303 0124ਤੇ ਫੋਨ ਕਰੋ।

درخواست پر اس معلومات کو لنک (Link) بریل، سنتے والی ٹیپ، بڑے حروف کی چھپائی اور کمیونٹی زبانوں میں فراہم کرے گی۔ مزید معلومات کے لیے براہ مہربانی نمبر 0330 303 0124 کو کال کریں۔

Link will produce this information on request in Braille, Audio Tape, Large Print and Community Languages. To find out more, telephone us on 0330 3030 124.



Link Housing Association Limited is a company registered in Scotland under the Companies Acts, Company Number: SC216300, Registered Office: Link House, 2c New Mart Road, Edinburgh, EH14 1RL. It is registered as a Property Factor Id: PF000355 and authorised and regulated by the Financial Conduct Authority, Reference Number: 674050. Part of the Link group @ Link Group Ltd 2016.