



You can complete your application online at
www.fifehousingregister.org.uk



Application for Housing

Application and Guidance

Partners

Cairn Housing Association
Caledonia Housing Association
Dunedin Canmore Housing Association
Fife Council
Fife Housing Group
Glen Housing Association
Hillcrest Homes
Horizon Housing Association
Kingdom Housing Association
Link Housing Association
Ochil View Housing Association
Ore Valley Housing Association

Housing Options Plan Ref:

Date received:

Date registered:

Passed to FHR Team:

Input Date:

Tenancy Reference(s):

Application Number:

Contact any of the partners below if you need to speak to us about your application.

- **Fife Council**
Speak to an advisor at any Customer Service Centre
- locations included on back page
Tel: 03451 55 00 33
- **Cairn Housing Association**
Bellevue House, 22 Hopetoun Street,
Edinburgh, EH7 4GH
Tel: 0800 990 3405
Email: enquiries@cair nha.com
- **Fife Housing Group**
7 Pitreavie Court, Pitreavie Business Park
Dunfermline, KY11 8UU
Tel: 0800 027 4007
Email: info@fifehg.org.uk
- **Glen Housing Association**
28 Heimdal Gardens, Glenrothes, KY7 6TZ
Tel: 01592 621188
Email: info@glenhousing.co.uk
- **Hillcrest Homes**
55 Huntingtower Road, Perth, PH1 2LH
Tel: 0300 123 2640
Email: customerservice@hillcrest.org.uk
- **Kingdom Housing Association**
Saltire Centre, Pentland Court, Glenrothes, KY6 2DA
Tel: 01592 630922
Email: customerservices@kingdomhousing.org.uk
- **Ochil View Housing Association**
Ochil House, Marshall, Alloa, FK10 1AB
Tel: 01259 722899
Email: customerservices@ochilviewha.co.uk
- **Ore Valley Housing Association**
114-116 Station Road, Lochgelly, KY5 0BW
Tel: 01592 721917
Email: housing@orevalleyha.org.uk

The Housing Associations below are our 100% nomination partners. They contact Fife Council if they have an empty property and Fife Council will 'nominate' matching applicants from the FHR housing list.

- **Caledonia Housing Association**
5 South St. Johns Place, Perth, PH1 5SU
Tel: 0800 678 1228
Email: info@caledoniaha.co.uk
- **Dunedin Canmore Housing Association**
8 New Mart Road, Edinburgh, EH14 1RL
Tel: 0800 561 0088
Email: talk@dunedincanmore.org.uk
- **Horizon Housing Association**
Leving House, Fairbairn Place, Livingston,
EH54 6TN
Tel: 0330 303 0089
Email: e-mail@horizonhousing.org
- **Link Housing Association**
Link House, 2C New Mart Road, Edinburgh,
EH14 1RL
Tel: 03451 400 100
Email: csc@linkhaltd.co.uk

Application for renting a home in Fife

If you are 16 years old or over you can apply for housing with the Fife Housing Register.

Fife Housing Register (FHR) is a shared housing list. By filling in this form you can be considered by all the partners who have homes in the areas where you want to live.

In Fife more people need homes than there are properties to rent. Offering housing is decided using waiting lists and policies. The FHR website includes information about applying for housing and how your application is assessed. The website also includes a Housing Options Assessment tool. This gives you the opportunity to complete a personalised Housing Options Assessment in relation to your current circumstances to find out what housing options may be available to you.

Once you have completed and returned your application to a partner office (see opposite and back page of this form), we will assess your application and get back to you within 20 days if we need any additional information. Once your application has been fully assessed we will write to tell you:

- How your application has been assessed and the points you have been awarded
- The category your application has been placed in
- Any information we still need that could affect your application
- How to enquire about your application

If you don't hear from us within 20 days please contact us to discuss, by calling 03451 55 00 33, visiting any partner office or Fife Council Customer Service Centre.

If your circumstances change this may affect how your application is assessed. Make sure you update us of any changes to your circumstances.

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Your housing situation	
Do you have any additional needs?	
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About you

1. About you

This information will be used to confirm your identity when processing your form or if you contact us about your application. Include your National Insurance Number.

If you want to apply jointly with someone else, their details should be written on the following page. If you don't live together at the moment, fill in an application form for each of you. This lets us assess your housing circumstances fully.

2. Tenancy details

If you, or anyone you want to apply jointly with, are a tenant of any of the FHR partners (listed) then please tick the box. Please also write your tenancy reference here. Even if you do not live at this address at the moment we still need to know that you are a tenant. If you don't know your tenancy reference, check your rent card (if you have one) or letters that you have been sent. Check with your landlord if you are not sure.

3. Your address

Please write the address where you normally live. This is the address we will use to contact you. Make sure that we have an up-to-date address for you at all times. If we write to you and you do not respond your application may be withdrawn. If you live between addresses please give us a contact address and mark this 'care of'.

If you want mail to go to a different address, please write the address you would like us to use in the space provided. If you are using a mailing address please ensure you have permission to use the address.

4. Your contact details

Please provide us with contact details we can use to get in touch with you and keep these updated at all times.

Our preferred method of contact during the processing of your application is by email. If this doesn't suit please say.

5. Link to Fife

If you currently, and normally, live in Fife then this is your link to Fife and you do not have to show any other link. If you are applying from outwith Fife, please tick the box that best describes your link to Fife. Where you are looking to establish a link to Fife we need you to provide proof, this may be:

- A completed support form giving details of the person/people you would be moving to support, or would receive support from

- A letter from your employer or your offer of employment
- Anything that may be relevant to a different connection you may have

Where a link to Fife cannot be established, you will still be accepted onto the housing list. Your application will be assessed according to your circumstances.

6. General information

Homeless

If you are homeless or might become homeless in the near future then please let us know. Call 03451 550033 to discuss your housing situation. This will ensure that your application is considered appropriately and you will be given all of the advice and assistance that we can offer.

For assistance out with office hours or on weekends, call our Homeless Emergency line on 0800 028 6231.

Anti Social Behaviour

Any previous action taken against you or your joint applicant will be considered in line with FHR rules on Anti Social Behaviour. You must declare any history of complaints of Anti Social Behaviour against you or your joint applicant. This does not necessarily mean that you will not be offered a property.

Sex Offenders Act 1997 or Sexual Offences Act 2003

A requirement to register under the Act will not affect the assessment of your application but may affect where you could be housed.

Asylum and Immigration

Council housing is regarded as a form of public assistance therefore, if you are not eligible for public assistance, the council will be limited in terms of the assistance it can offer. These restrictions do not apply in the same way to Housing Associations therefore your application will be registered and assessed on your individual circumstances.

All information in your application is held securely and only made available to those with a need to know.

7. Representation

You may find dealing with your application difficult. If you want another person to represent you such as a relative, friend or legal adviser, please tell us here. If you appoint a representative, all Partners taking part in FHR can give information about your application to your representative. You cannot hold any Partner liable for information shared with your representative.

1. About you

Title	Last Name
First Name (s)	
Date of Birth	
<input type="radio"/> Male <input type="radio"/> Female	
National Insurance No.	
Any other names	

2. Tenancy Details

Are you or your joint applicant (J/A) a tenant of any of the following landlords?

Housing Association (HA)	You	J/A	Tenancy Ref
Cairn HA	<input type="radio"/>	<input type="radio"/>	
Fife Council	<input type="radio"/>	<input type="radio"/>	
Fife Housing Group	<input type="radio"/>	<input type="radio"/>	
Glen HA	<input type="radio"/>	<input type="radio"/>	
Hillcrest HA	<input type="radio"/>	<input type="radio"/>	
Kingdom HA	<input type="radio"/>	<input type="radio"/>	
Ore Valley HA	<input type="radio"/>	<input type="radio"/>	
Ochil View HA	<input type="radio"/>	<input type="radio"/>	

3. Your address

Please give your current address below

Postcode

If you want your mail to go to a different address please add it below

Postcode

4. Your contact details

Only include details we can use to contact you and tick your preferred contact method

Home Phone
Work Phone
Mobile
Email
Preferred <input type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Mobile <input type="radio"/> Email

5. Link to Fife

If you do not live in Fife, please tick one below

- ☐ I need to live in Fife to support close family or to get support from close family
☐ I work or am looking to work in Fife
☐ I study or am looking to study in Fife
☐ I have a different link with Fife (Please describe below)

☐ I have no link with Fife

P Please provide proof if your link is anything other than you live in Fife now

6. General Information

Are you homeless? ☐ No ☐ Yes

Might you become homeless in the next 56 days? ☐ No ☐ Yes

Have you or anyone applying with you ever received warnings about anti social behaviour? ☐ No ☐ Yes

Do you, or anybody you are applying with, have to register with the police under the Sex Offenders Act 1997 or Sexual Offences Act 2003? ☐ No ☐ Yes

P Under the Housing (Scotland) Act 2001 and the Asylum and Immigration Act 1999, councils are required to confirm whether a person qualifies for public assistance, including housing, so we need to ask the following questions.

Do any immigration controls apply to you or someone who will be moving with you? ☐ No ☐ Yes **P**

Are there any conditions or limits on your permission, or someone living with you, to enter or stay in the UK? ☐ No ☐ Yes **P**

If you are a British Citizen have you lived outwith the UK in the last 2 years? ☐ No ☐ Yes **P**

7. Representative

Do you want us to deal with someone else on your behalf (a representative) in relation to your application? ☐ No ☐ Yes

Name

Address

Telephone No.

Relationship to you

Your household

Your household

Please give us full details of everyone who lives with you, whether they are moving with you or not. There is no need to include yourself.

If you have a larger family please use a separate sheet to give us the same details of other family members.

If you wish to be housed with someone else as a joint applicant then please say so.

If someone on your application does not live with you at the moment they will need to complete a separate application form. Your circumstances will still be considered together but we need to know about both living arrangements.

Only tell us that somebody is pregnant if they will be moving with you. Please provide proof of pregnancy, for example a letter from the maternity hospital, MAT B1, hospital scan print, which includes name and expected due date.

Person 1

☐ **Joint Applicant**

Title	First Name
-------	------------

Last Name

<input type="radio"/> Male <input type="radio"/> Female	Date of Birth
---	---------------

National Insurance No.

Relationship to you

Any other names

☐ Lives with you ☐ Moving with you

If they live somewhere else please give address

If joint applicant include contact details

Email

Mobile

Person 2

☐ **Joint Applicant**

Title	First Name
-------	------------

Last Name

<input type="radio"/> Male <input type="radio"/> Female	Date of Birth
---	---------------

National Insurance No.

Relationship to you

Any other names

☐ Lives with you ☐ Moving with you

If they live somewhere else please give address

If joint applicant include contact details

Email

Mobile

If you need to give details of more than 5 people, give the same details on a sheet of paper and send it with this form.

Person 3

☐ **Joint Applicant**

Title	First Name	
Last Name		
<input type="radio"/> Male	<input type="radio"/> Female	Date of Birth
National Insurance No.		
Relationship to you		
Any other names		
<input type="radio"/> Lives with you	<input type="radio"/> Moving with you	
If they live somewhere else please give address		

If joint applicant include contact details

Email

Mobile

Person 4

☐ **Joint Applicant**

Title	First Name	
Last Name		
<input type="radio"/> Male	<input type="radio"/> Female	Date of Birth
National Insurance No.		
Relationship to you		
Any other names		
<input type="radio"/> Lives with you	<input type="radio"/> Moving with you	
If they live somewhere else please give address		

If joint applicant include contact details

Email

Mobile

Person 5

☐ **Joint Applicant**

Title	First Name	
Last Name		
<input type="radio"/> Male	<input type="radio"/> Female	Date of Birth
National Insurance No.		
Relationship to you		
Any other names		
<input type="radio"/> Lives with you	<input type="radio"/> Moving with you	
If they live somewhere else please give address		

If joint applicant include contact details

Email

Mobile

Pregnancy

Are you, or anyone who is moving with you pregnant?

☐ No ☐ Yes

Who is Pregnant?

Name

When is the baby due?

Date

P Please provide proof (for example Form MatB1)

1. Accommodation history

2. Your circumstances

3. Your home facilities

4. Property Owner

Joint Applicant address (past 3 years)

1. Your address in the past 3 years

How long have you been
at present address? Years Months

**If less than 3 years, tell us in full where you have lived
during the last 3 years**

Address

From Month/Year To Month/Year

☐ Owner ☐ Tenant* ☐ Living with family ☐ Other*

* Landlord (name, address & email) or Other details

Do you have outstanding housing debt at this address?

☐ No ☐ Yes

Reason for leaving

Address

From Month/Year To Month/Year

☐ Owner ☐ Tenant* ☐ Living with family ☐ Other*

* Landlord (name, address & email) or Other details

Do you have outstanding housing debt at this address?

☐ No ☐ Yes

Reason for leaving

Address

From Month/Year To Month/Year

☐ Owner ☐ Tenant* ☐ Living with family ☐ Other*

* Landlord (name, address & email) or Other details

Do you have outstanding housing debt at this address?

☐ No ☐ Yes

Reason for leaving

2. Your circumstances

Please tick one box

- ☐ I am a home owner
(write your lender's name and address below)
- ☐ I rent my house
(write your landlord's name and address below)
- ☐ I live with family, friends or in lodgings
(write their name below)
- ☐ I live in a caravan or mobile home
- ☐ I have no fixed address
- ☐ Other (please give details)

3. Your home facilities

Are you missing any of the following

- ☐ A kitchen or cooking facilities
- ☐ Bathing facilities
- ☐ An inside toilet
- ☐ Sink with hot and cold running water
- ☐ Central heating

**Are you sharing the following with anyone other
than those who will move with you?**

- ☐ Bath or shower
- ☐ Kitchen
- ☐ Toilet

**Has Environmental Services or any other
organisation tested your**

- ☐ a) Water and found it unsafe?
- ☐ b) Drainage and found it inadequate?
- ☐ c) Property and found rising or penetrating damp?

P

**If you have ticked yes to a,b or c above please
provide proof.**

4. Property Owner

Do you or your joint applicant own property that you do
not currently live in?

☐ No ☐ Yes

If yes, please provide details of all properties including
address, number of bedrooms and why you are unable
to live in it.

More about your housing situation

If you are not an owner or tenant go to Question 3

1. For owners and tenants only

These questions are about sleeping arrangements for families that are overcrowded in their own home. Please tick the box or boxes which best describe your sleeping arrangements. Tell us the number of bedrooms in your home - this includes rooms which would normally be used as bedrooms even if they are not used as bedrooms at the moment (for example if you use a bedroom for a computer, dining room or some purpose other than sleeping in).

When stating how many bedrooms you need, please only include bedrooms for sleeping in. If you need more room for other reasons (for example to provide care or for illness or disability reasons) this will be covered in other parts of the application. The Common Assessment of Need determines how many bedrooms you are entitled to. For more information visit www.fifehousingregister.org.uk/about-faq

2. For tenants only

Complete this section if you rent your home from the council, a Housing Association, a private landlord or have accommodation linked to your job including the armed forces.

Make sure your landlord details have been provided in the previous page.

Confirm what type of tenancy you have and provide a copy of your tenancy/lease documents.

If you have a lease please provide a copy along with your AT5 if your tenancy started before 01/12/2017. If your tenancy started after this date please provide your lease only.

If you have been asked to leave you should have received notice in writing. In order to fully assess your circumstances, we need to have a copy of the Notice asking you to leave. If you have to leave for another reason we need to know why.

If you are going to be homeless call 03451 550033 to discuss your housing situation.

3. For those staying with family, friends or in lodgings

If you do not own your home or do not have a tenancy agreement, please complete this section by ticking the box which best describes your circumstances.

4. For homeowners only

If your home is at risk please provide details of the situation and include copies of any letters or other papers you have received. Copies of letters and other information can give us a lot of information therefore it is important you provide this.

1. For owners and tenants only**Do you have a bedroom where permanently:**

- ☐ three or more people are sharing?
- ☐ a parent is sharing a bedroom with a child?
- ☐ a child over 8 is sharing with someone (other than a parent) of the opposite sex?
- ☐ a child of 13 or over is sharing with someone (other than a parent) of the same sex?
- ☐ Children share with step brothers or step sisters?

How many bedrooms do you have?

(if you have a bedsit please write 0)

How many bedrooms do you need?**2. For tenants only****Do you have:**

- ☐ a written lease?
- ☐ a tied tenancy?
- ☐ a time limited tenancy?
- ☐ an armed forces tenancy?
- ☐ no lease?

P If your tenancy started on or after 1st Dec 2017 provide a copy of your lease. If your tenancy started before this date provide your lease and AT5. This is not needed if you are a tenant of a Fife Housing Register partner.

Have you had notice to leave your home?

- ☐ No ☐ Yes

If yes was it: (please tick one)

- ☐ Notice to Quit / Notice to Leave
- ☐ Notice to demolish or develop your home
- ☐ Environmental Services Closure Order
- ☐ Armed Forces Discharge Papers

When do you have to leave?

Date

P Please enclose a copy of the notification e.g. Notice to quit/Notice to leave, AT6, Section 33.

3. For those staying with family, friends, or in lodgings only**Current living arrangements are:**

- ☐ Don't have to share a bedroom (except with partner if applicable)
- ☐ Share with brother / sister
- ☐ Share with someone else (other than partner, brother or sister if applicable)
- ☐ Usually sleep in a room that isn't a bedroom

Have you provided your full household details on Page 4?

4. For homeowners only**Do you own your home outright?**

- ☐ No ☐ Yes

P Have you been advised to sell your home due to financial problems?

- ☐ No ☐ Yes

If yes please enclose a copy of letter from your advisor

P Is your home being repossessed due to financial problems?

- ☐ No ☐ Yes

If yes please enclose a copy of correspondence from your lender

Do you have any additional needs?

1. Illness and disability

You, and/or somebody in your household, may have an illness and/or disability made worse by where you live. Please tell us how the problems affect your day-to-day living and about your condition. If you complete this section, please make sure that you also fill in a Housing Functional Needs Assessment form.

Specialist members of staff will assess your circumstances and, if there is a need to contact your GP or other specialist, this will be part of the assessment.

Please note that if your condition is temporary or a change of property will not improve your situation, an assessment will not be made.

2. Supported accommodation

There are different types of supported accommodation provided by some organisations. It can be specialist housing within the community or a mainstream tenancy where support can be arranged around your needs.

If you feel you would like to be considered for housing with support please tick the 'into' box. If you are in supported accommodation and you want to leave please tick the 'out of' box. Your circumstances might be checked with your support provider. Please tell us briefly your reasons and this will be properly assessed.

3. Housing for Older People

There are different forms of housing for older people. This may be accommodation provided as part of a wider housing complex or individual flats or bungalows within the community.

If you complete this section, please make sure that you also fill in a Housing Functional Needs Assessment form. Specialist staff will assess this and if there is a need to contact anybody else, this will be part of the assessment. You do not need to provide any other information.

4. Support needs

If you need to move to give or receive support please tell us about your situation and who is involved. As well as giving us basic details, it is important that you tell us what kind of support is involved and how often this is needed.

Tell us about any childcare support arrangements (whether formal or informal) that are in place. This could be from friends or family or by an organisation. This does not include babysitting arrangements alone.

If you feel you need support but there is nothing in place at the moment please use this section to tell us what support you think you need.

If you complete this section, please make sure that you also fill in a Support Assessment form. This form is available from Customer Service Centre or partner offices.

1. Illness and Disability

Do you or anyone in your household have an illness or disability made worse by the type of property you live in?

☐ No ☐ Yes

If no, please go to section 2

P If yes, please complete a Housing Functional Needs Assessment form.

What is the nature of the illness or disability?

Briefly how does your property affect this?

2. Supported Accommodation

Do you want to be assessed for a move into supported accommodation?

☐ No ☐ Yes

Do you want to be assessed for a move out of supported accommodation?

☐ No ☐ Yes

Please provide details

3. Housing for Older People

Do you want to be considered for housing for older people?

☐ No ☐ Yes

P If yes, please complete a Housing Functional Needs Assessment form.

4. Support Needs

☐ I need to give support to someone

☐ I need to get support from someone

P If you have selected either of the above, please complete a Support Assessment form.

Please give their name and address below

Name

Address

Why do you need to move to give/get support?

What support is needed and how often?

	Everyday	Other
Going outside	<input type="radio"/>	<input type="radio"/>
Shopping	<input type="radio"/>	<input type="radio"/>
Cleaning	<input type="radio"/>	<input type="radio"/>
Going to bed and / or getting up	<input type="radio"/>	<input type="radio"/>
Money and benefits	<input type="radio"/>	<input type="radio"/>
Cooking	<input type="radio"/>	<input type="radio"/>
Personal care	<input type="radio"/>	<input type="radio"/>
Childcare	<input type="radio"/>	<input type="radio"/>
Something else P	<input type="radio"/>	<input type="radio"/>

*Please provide details

Do you have any additional/social needs?

If there are other personal issues that affect your housing situation please say what they are here

1. Violence and harassment

If you suffer from violence or harassment linked to where you live then please use this section to tell us about your situation. If you have been getting support or have needed assistance from any organisation please give contact details in the space provided. If you want to talk about this before completing your form please contact your nearest office. We will need to investigate/confirm the situation.

Hate incident is any incident committed against a person or property that is motivated by malice or ill-will because of:

- Age
- Disability
- Gender
- Gender Reassignment
- Marriage and Civil Partnership
- Race
- Religion & Belief
- Sexual Orientation
- Pregnancy

Hate incidents are not acceptable. If you have experienced hate incidents you should report it to the police. In an emergency call 999.

If you are in no immediate risk call 101.

If you wish to discuss your housing situation call 03451 55 00 33.

2. Domestic and Sexual Abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between two people in a relationship. But it isn't just physical violence, it includes emotional, physical, sexual, financial or psychological abuse. Abusive behaviour can happen in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or be abusers.

If you suffer from abuse please use this section to tell us. Please ensure that the contact details that you have provided earlier are correct and safe. We will use these to contact you regarding your application. In an emergency call 999 or 101 (specifying Domestic Abuse Unit).

If you wish to discuss your housing situation call 03451 55 00 33.

3. Children's needs

Educational Needs

If your child needs to change school and this means you need to move home, please use this section to give us details. This does not include wanting to move school, only the need to move school. We will ask the school to support your application.

Garden/Playspace

If you live in accommodation which means your children have no private playspace please tick the box that describes your circumstances. Private playspace will usually be an enclosed garden or garden for your family's own sole use.

4. Work / Education

This will be judged on your personal circumstances. If you need to move to make travelling to your place of work or study possible or easier then please provide details. You will need to provide proof. Please include a letter from your employer or place of study.

5. Care arrangements

If you need to move to provide foster or respite care please tick the relevant box. This should not include anybody already named as a permanent member of your household. If you need to move home to provide foster or respite care then please provide a supporting statement from an appropriate person, for example; Social Worker.

If you have regular overnight access to children we need to know about the arrangements that are in place. You should only include children where there is overnight access and should not include anybody already named as a permanent member of your household. We will need to obtain proof from you to confirm overnight access.

1. Violence or harassment

Are you suffering from any of the following due to where you live:

- ☐ Threats of abuse or physical abuse?
- ☐ Verbal harassment?
- ☐ Hate crime/incidents?

If you suffer from violence or harassment linked to where you live then please use this section to tell us about your situation. This may be violence or harassment from a near neighbour or from anyone else who is targeting you and knows where you live.

Who would confirm your claim?

Name

Address

Phone no.

Job Title

2. Domestic and Sexual Abuse

Are you suffering from or in fear of:

- ☐ Domestic abuse from your partner or ex-partner?
- ☐ Sexual abuse from your partner or ex partner?

3. Children needs

- ☐ I need to move home to allow my child to change school

Why does your child need to move school?

Name of child

Current school

Name of contact teacher

Private playspace

I have children aged 15 or under and have:

- ☐ My own garden where my child(ren) can play
- ☐ A shared garden where my child(ren) can play
- ☐ No private place where my child(ren) can play

4. Work/Education

Please tick one box

Do you need to move because you:

- ☐ Cannot get to work or education on time?
- ☐ Travel for more than an hour to get to work or place of education?

P Please provide a letter from your employer or place of education which can confirm your situation

5. Care arrangements

Do you need another room to:

- ☐ Offer respite care
- ☐ Provide foster care
- ☐ Have overnight access to children

P Please provide details - this does not include anybody already included as a member of your household.

Name

Date of Birth

Who they live with

Address

☐ Respite ☐ Foster ☐ Access

Nights per week

Name

Date of Birth

Who they live with

Address

☐ Respite ☐ Foster ☐ Access

Nights per week

Name

Date of Birth

Who they live with

Address

☐ Respite ☐ Foster ☐ Access

Nights per week

P Please provide a letter from an appropriate person to confirm your situation.

Where would you like to live?

1. What letting areas would you like to live in?

It is vital that you can be matched to available properties. You must select at least one letting area from those listed on pages 14 and 15 (e.g. Dunfermline South, Rosyth, Inverkeithing). You can choose as many letting areas as you wish however **please list your top three letting areas below.**

1.

2.

3.

In choosing your areas please note certain types of property may be unavailable or in short supply. Within the areas you have chosen please write any streets or sub areas you would not consider. Sometimes it is possible to get an offer of housing in some areas with a lower award of points.

☐ I/we would accept all letting areas in Fife (as listed below and on opposite page)

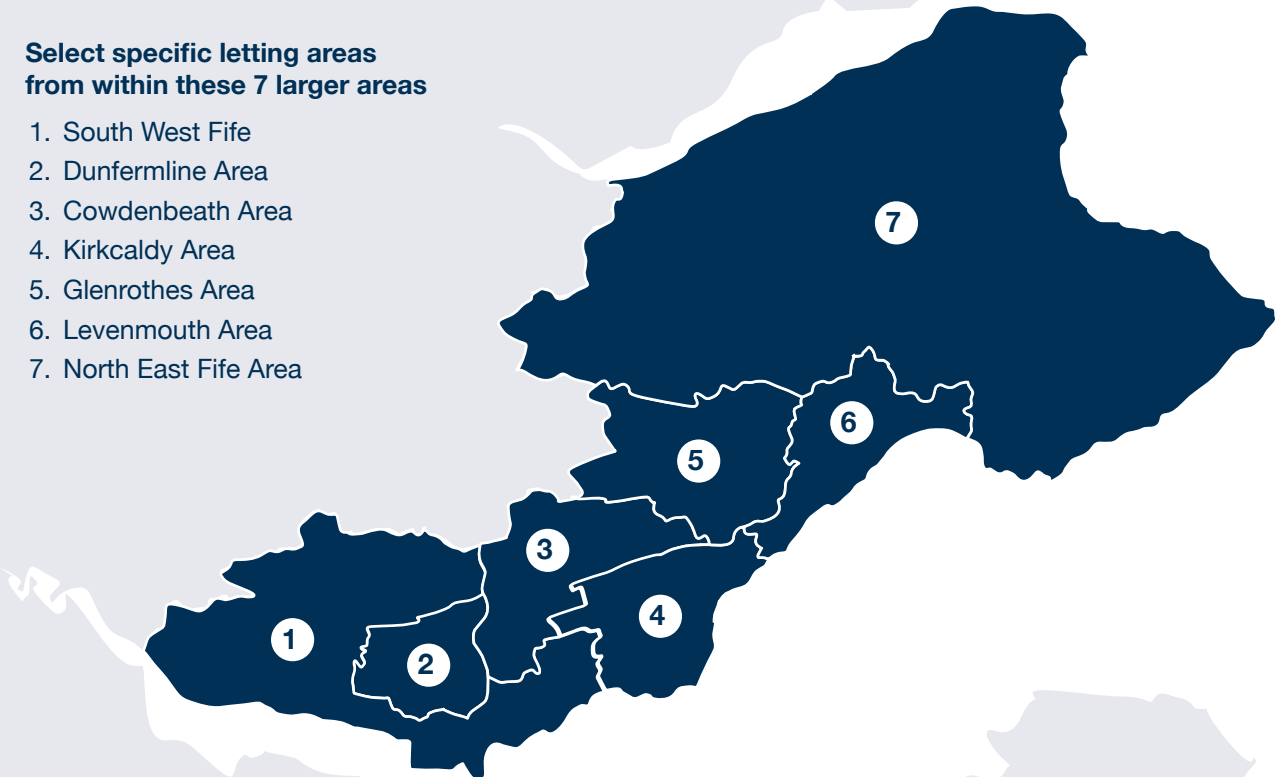
South West Fife Letting Areas

- ☐ Aberdour 104
- ☐ Blairhall 111
- ☐ Cairneyhill 120
- ☐ Carnock 112
- ☐ Charleston 095
- ☐ Crombie 200
- ☐ Culross 113
- ☐ Dalgety Bay 102
- ☐ High Valleyfield 114
- ☐ Hillend 103
- ☐ Inverkeithing 101
- ☐ Kincardine 115
- ☐ Limekilns 094
- ☐ Newmills 116
- ☐ North Queensferry 105
- ☐ Oakley 118
- ☐ Rosyth 106
- ☐ Saline 119
- ☐ Torryburn 117

Areas or streets not willing to accept:

Select specific letting areas from within these 7 larger areas

1. South West Fife
2. Dunfermline Area
3. Cowdenbeath Area
4. Kirkcaldy Area
5. Glenrothes Area
6. Levenmouth Area
7. North East Fife Area



Please select the letting areas where you would like to live.
Remember to list your top three letting areas on page 14.

Dunfermline Letting Areas

- ☐ Abbeyview 086
- ☐ Crossford 093
- ☐ Dunfermline North 087
- ☐ Dunfermline South 088
- ☐ Halbeath 089
- ☐ Townhill 092
- ☐ Wellwood 091
- ☐ Kingseat 090

Areas or streets not willing to accept:

Cowdenbeath Letting Areas

- ☐ Ballingry 110
- ☐ Cardenden 009
- ☐ Cowdenbeath 096
- ☐ Crossgates 097
- ☐ Crosshill 107
- ☐ Hill of Beath 098
- ☐ Kelty 085
- ☐ Lochgelly 099
- ☐ Lochore 109
- ☐ Lumphinnans 100

Areas or streets not willing to accept:

Kirkcaldy Letting Areas

- ☐ Auchtertool 004
- ☐ Burntisland 002
- ☐ Dysart 007
- ☐ Kinghorn 003
- ☐ Kirkcaldy Central 001
- ☐ Kirkcaldy East 005
- ☐ Kirkcaldy West 008

Areas or streets not willing to accept:

Glenrothes Letting Areas

- ☐ Coaltown of Balgonie 022
- ☐ Glenrothes East 021
- ☐ Glenrothes North 024
- ☐ Glenrothes West 020
- ☐ Kinglassie 010
- ☐ Leslie 025
- ☐ Markinch 026
- ☐ Milton of Balgonie 023
- ☐ Star 027
- ☐ Thornton 006

Areas or streets not willing to accept:

Levenmouth Letting Areas

- ☐ Buckhaven 016
- ☐ Coaltown of Wemyss 018
- ☐ East Wemyss 017
- ☐ Kennoway 012
- ☐ Leven 011
- ☐ Lower Largo 053
- ☐ Lundin Links 056
- ☐ Methil 014
- ☐ Methilhill 015
- ☐ Upper Largo 054
- ☐ West Wemyss 019
- ☐ Windygates 013

Areas or streets not willing to accept:

North East Fife Letting Areas

- ☐ Abercrombie 046
- ☐ Anstruther 048
- ☐ Arncroach 047
- ☐ Auchtermuchty 061
- ☐ Balmullo 028
- ☐ Boarhills 029
- ☐ Cellardyke 201
- ☐ Ceres 045
- ☐ Colinsburgh 049
- ☐ Craigrothie 040
- ☐ Crail 050
- ☐ Cupar 037
- ☐ Cupar Muir 038
- ☐ Dairsie 039
- ☐ Dunshalt 063
- ☐ Elie & Earlsferry 051
- ☐ Falkland 064
- ☐ Foodieash 042
- ☐ Freuchie 065
- ☐ Gateside 066
- ☐ Gauldry 067
- ☐ Grange of Lindores 068
- ☐ Guardbridge 031
- ☐ Kemback 041
- ☐ Kettlehills 069
- ☐ Kilconquhar 052
- ☐ Kilmany 070
- ☐ Kingsbarns 032
- ☐ Kingskettle 071
- ☐ Ladybank 072
- ☐ Largoward 055
- ☐ Letham 073
- ☐ Leuchars 033
- ☐ Luthrie 074
- ☐ Newburgh 075
- ☐ New Gilston 057
- ☐ Newport on Tay 076
- ☐ Newton of Falkland 077
- ☐ Pittenweem 059
- ☐ Pitlessie 079
- ☐ Rossie 080
- ☐ St Andrews 034
- ☐ St Michaels 035
- ☐ St Monans 060
- ☐ Springfield 044
- ☐ Strathkinness 036
- ☐ Strathmiglo 082
- ☐ Tayport 083
- ☐ Wormit 084

Areas or streets not willing to accept:

What kind of home are you looking for?

1. Who would you like to be housed by?

Please tell us which landlord(s) you would like to be housed by. To maximise your choices, select 'Any FHR partner in your chosen areas'. To select individual landlords, tick the box next to your preferred landlord(s).

Please remember that you can only be housed if the housing provider has properties in the area(s) where you want to live.

The Fife Housing Register can only give you direct access to the FHR Partners. By selecting 'Other Associations', the Council will know you would like to be considered by other providers and could 'nominate' you to these Associations for properties that become available with them. These providers still manage their own housing lists, so if you are keen to be housed by these providers you should apply directly to them.

2. What type of property do you want?

Please tell us what type of housing you would like. Please remember certain types of housing are not available in some areas. If you have ticked 'flat', tell us the highest floor level you would accept. This will save making inappropriate offers to you. If you have problems with illness and / or disability the type of housing you can be offered may be restricted following the assessment.

If you are interested in older persons housing please complete a Housing Functional Needs Assessment form.

3. What heating would you like?

Please tell us about the type of heating you would like. If you cannot accept a type of heating, explain the reasons in the box. If you leave this blank we will assume you are happy with all heating types. You will only be considered for properties that have the heating type you select.

4. Do you have pets?

If you have a pet (usually cats and dogs) this can restrict the type of housing you can be offered so it is important we know whether or not you intend to keep a pet. If you need advice about the types of properties this applies to please contact your nearest office.

5. Other housing options

Sometimes other options become available. Please use this section to let us know if you would be interested in any of the options available. If you are unsure or want to find out more go to www.fifehousingregister.org.uk

1. Who would you want to be housed by?

FHR Partners

- ☐ Any FHR partner in the areas chosen
- ☐ Cairn Housing Association
- ☐ Caledonia Housing Association
- ☐ Dunedin Canmore Housing Association
- ☐ Fife Council
- ☐ Fife Housing Group
- ☐ Glen Housing Association
- ☐ Hillcrest Homes
- ☐ Horizon Housing Association
- ☐ Kingdom Housing Association
- ☐ Link Housing Association
- ☐ Ochil View Housing Association
- ☐ Ore Valley Housing Association

Other Associations

It may be possible to nominate you to other landlords. If you would like to be housed by any other landlords please tick the box(es) below. You can also apply to these landlords directly.

- ☐ Ark Housing Association
- ☐ Bield Housing Association
- ☐ Hanover (Scotland) Housing Association
- ☐ Home Group (Scotland)
- ☐ Blackwood Homes
- ☐ Trust Housing Association
- ☐ Viewpoint Housing Association

2. What type of property do you want?

Some property types may be limited or not available in some areas

- ☐ House
- ☐ Bungalow
- ☐ Ground 4 in a block
- ☐ Upstairs 4 in a block
- ☐ Multi-storey flat
- ☐ Maisonette
- ☐ Other ground floor flat
- ☐ Bedsit
- ☐ Other upstairs flat

Older People's Housing

- ☐ Bungalow
- ☐ Flat (ground floor or with a lift)
- ☐ Flat (upstairs with no lift)

Particular Needs Accommodation

- ☐ Suitable for a wheelchair user
- ☐ Suitable for people with mobility problems

If you would accept a flat, what is the highest floor level you will accept?

- ☐ Ground
- ☐ 1st
- ☐ 2nd
- ☐ 3rd or above

3. What heating would you accept?

- ☐ Gas
- ☐ Electric
- ☐ Coal

If you cannot accept a particular type of heating please give reasons below

4. Do you have pets?

Do you have a cat or a dog? ☐ Cat ☐ Dog

You may not be offered certain property types if you have a cat or a dog

List any other pets you have

5. Other housing options

Would you be interested in

- ☐ Low cost home ownership
- ☐ Shared ownership
- ☐ Renting privately
- ☐ A Mutual Exchange
- ☐ Mid market rent

Further information is available online at www.fifehousingregister.org.uk

General Information

1. Affordability issues

This information is optional and will not affect how your application is processed or prevent you receiving an offer of housing in any way. This information is collected to help with future planning and to ensure that future developments are affordable.

You need to be aware of the costs involved when you accept an offer of housing. Paying your rent is very important and further information about the costs involved in running a home are available on www.fifehousingregister.org.uk

2. What is your ethnic group?

This information is optional.

3. Relationship to staff or committee members

You must complete this section or we cannot assess your application.

If you are a member of staff or are related to staff, elected members, or Housing Association Board or Committee members it is important that you let us know. For Fife Council, you only need to tell us if the relationship is with a member of staff who works in the Housing Service or Customer Services.

1. Affordability Issues

The questions in section 1 and 2 are to help us plan for the future. You do not need to give the information, but we do keep all the information you give confidential. This will not affect your application

What is your normal income each week?

(include all wages, benefits and pensions paid to your household)

- ☐ Less than £95 per week
- ☐ £ 96 - £195 per week
- ☐ £196 - £289 per week
- ☐ £290 - £384 per week
- ☐ £385 - £479 per week
- ☐ £480 or more a week

Are you	Self	Joint Applicant
In full time employment	<input type="radio"/>	<input type="radio"/>
In part time employment	<input type="radio"/>	<input type="radio"/>
Unemployed	<input type="radio"/>	<input type="radio"/>
Retired	<input type="radio"/>	<input type="radio"/>
Student	<input type="radio"/>	<input type="radio"/>

My household income consists of

- ☐ Wages/salary ☐ Unemployment Benefit/ Job Seekers Allowance
- ☐ Tax Credits ☐ Retirement Pension
- ☐ Child Benefit ☐ Occupational Pension
- ☐ Income Support ☐ Interest from Savings
- ☐ Maintenance ☐ Universal Credit
- ☐ Other

Please describe other

Do you have difficulty paying your rent/mortgage

- ☐ No ☐ Yes

Do you have rent/mortgage arrears

- ☐ No ☐ Yes

2. What is your ethnic group

Choose one section from A to E, then tick the box to indicate your cultural background

A. White

- ☐ Scottish ☐ English ☐ Welsh ☐ Irish
- ☐ Gypsy Traveller ☐ Polish

Any other white background - please state

B. Mixed or Multiple Ethnic background

Any mixed or multiple ethnic background - please state

C. Asian, Asian Scottish, Asian British

- ☐ Indian ☐ Pakistani
- ☐ Chinese ☐ Bangladeshi

Any other Asian background - please state

D. Black, Black Scottish, Black British

- ☐ Caribbean ☐ African

Any other Black background - please state

E. Other ethnic background

- ☐ Arab, Arab Scottish, Arab British

Any other ethnic background - please state

What is your nationality?

Joint applicant's nationality?

3. Relationship to staff or committee members

Special permission may be needed for us to offer accommodation to employees, committee members or their close relatives.

Are you or any member of your household an employee or related to an employee or committee member of a Fife Housing Register partner?

- ☐ No ☐ Yes

If yes, please provide details e.g. name, job role/ position and organisation

Your Statement and Declaration

If you do not sign the application form it will mean that your application cannot be processed.

You are signing to confirm that the information you have provided is true and that you are aware of how we will process your information to enable your application for housing to be assessed.

Please note - if you have signed this application on behalf of the applicant or joint applicant Power of Attorney or Guardianship documents must be provided.

We cannot assess the application without this.

Please speak with a staff member for further advice.

Checklist

Please use the checklist below to ensure you have completed all relevant parts of the application form. This will help prevent any delay in your form being processed.

- Have you read, understood and signed that the statements are true?
- Have you supplied all of the information that we have asked for?
- Have you told us all that we have asked for about your present accommodation and supplied all proofs requested?
- Have you included your (and joint applicants) full address history?
- Is the housing need section of this form completed fully? If needed, you should complete a Housing Functional Needs Assessment form.
- Are you sure that you have completed the housing choice selection?
- Have you told us everything we need to know to ensure that you are assessed in accordance with law and organisational policy?
- Have you answered every (relevant) question in this application?

If you wish to hand this form back to a Fife Council Customer Service Centre, call 03451 55 00 33 and arrange an appointment for a Housing Option Interview. During this appointment we can check that the application has been completed correctly, make you aware of any supporting information that we need to assess your application and to discuss your housing options.

Examples of proof required



Proof required	What you can provide
Link to Fife	Proof of work/study in Fife, seeking work/study in Fife, Birth Certificate, previous residence
Not a British Citizen	Passport, letters from Home Office, benefits
British Citizen - lived outside UK in last 2 years	Complete our Habitual Residence test form - provide your passport with proof of benefits and/or income
Pregnancy	MATB1, letter from GP/midwife, scan report: proof must include expected due date
Water, drainage or dampness issues	Letter from Environmental Services
Tenancy	Short assured: Lease and AT5 Residential or Assured: Lease Tied: Contract of employment
Asked to leave	Short Assured: Notice to Quit and AT6 or Section 33 Residential: Notice to Leave Tied: confirmation from employer that employment/tenancy is ending
Armed Forces Discharge	Discharge papers or letter of cessation
Advised to sell or repossession	Letter from advisor or lender
Demolition or closure order	Letter from Local Authority, landlord or Environmental Services
Illness/Disability & Older Persons Housing	Complete Housing Functional Needs Assessment
Leaving supported accom	Letter from support provider
Giving or receiving support	Complete separate assessment form. Childcare only – include proof of employment or study
Travel to work/study	Proof of employment or study & letter from employer/place of study
Respite or foster care	Letter from Social Work, doctor or consultant, foster agency
Access / custody arrangements	Completed Access Proforma, letter from main carer, solicitor letter or court papers

Are these statements true

- I understand that the information contained within my application will be used to enable my application for housing to be assessed. I am aware that the Fife Housing Register have a Privacy Notice that gives details of how my information will be used
- I am aware that it may be necessary to seek more information about my application either from myself or from others such as current/previous landlords, mortgage lenders
- The details on this form are true
- I have or will provide the proofs needed
- I understand that my application will be registered with all participating landlords for the areas chosen, unless I have stated otherwise in this form
- I understand that if I have given false information, or withheld any relevant information, my application may be withdrawn
- I understand that I should tell you immediately about any changes in my circumstances that may affect my application for housing
- I understand that if I get a tenancy using false or incomplete information then the relevant landlord can end the tenancy and repossess the property
- I understand that if I am housed through my application by a Partner landlord, or through a referral to another participating social housing provider, that my Fife Housing Register application will be closed. I understand I can however, re-apply to FHR at any time in the future
- I understand that I can withdraw my application for housing at any time and as a result it will be destroyed

I agree to the statements above to enable you to process my application for housing**Applicant**

Signed _____

Print _____

Date _____

Joint Applicant

Signed _____

Print _____

Date _____

Privacy Statement

The information you provide on this form is held by Fife Council on behalf of the organisations participating in Fife Housing Register. The FHR Partnership have a Privacy Notice. It must be processed fairly and lawfully and you are entitled to know how we intend to use the information you provide. It will be made available to the partner landlords within the Fife Housing Register and authorised support agencies for the following purposes:-

- To decide if you are eligible for housing with the partner landlord
- Enable partner landlords and authorised support agencies to provide advice and guidance regarding your housing options
- To award you priority for housing in accordance with the points system of the partner landlord
- To enable partner landlords to match your needs and preferences with available properties
- To enable partner landlords to decide if a property will be offered to you
- To enable FHR assessment team and partners to contact your landlord or former landlords for information about you
- To enable FHR assessment team and partners to use the information for administrative purposes, reporting statistical analysis or for strategic planning
- To enable information from your application to be shared with Housing Associations that have a nomination agreement with Fife Council and you have agreed that you are happy to be referred to them for rehousing

The sensitive personal data collected on this form will be processed for the following purposes:

- Racial or ethnic origin for equal opportunities
- Physical or mental health data required to assess your need for housing

You can see the full FHR Privacy Notice at **www.fifehousingregister.org.uk/privacy** and FHR partners privacy notices on their own websites.

For independent advice about data protection, privacy and data-sharing issues, contact the Information Commissioner at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire, SK9 5AF

Phone: 0303 123 1113
<https://ico.org.uk/concerns/getting>

Housing Information and Advice



Online

www.fifehousingregister.org.uk



Phone

03451 55 00 33



Homeless emergencies

0800 028 6231



Alternative Formats

Information about Fife Council can be made available in large print, braille, audio CD/tape and Gaelic on request by calling **03451 55 55 00**



British Sign Language

please text (SMS) 07781 480 185



BT Text Direct:

18001 01592 55 11 91

Language lines

خط هاتف اللغة العربية:

03451 55 55 77

বাংলায় আলাপ করার জন্য টেলিফোন লাইন:

03451 55 55 99

中文語言熱線電話:

03451 55 55 88

Polskojęzyczna linia telefoniczna:

03451 55 55 44

اُردو زبان کے لیے ٹیلیفون نمبر

03451 55 55 66

Fife Council customer service centres

- **Cowdenbeath**
Brunton House, High Street,
Cowdenbeath KY4 9QU
- **Cupar**
County Buildings, St Catherine Street,
Cupar KY15 4TA
- **Dunfermline**
City Chambers, Kirkgate, Dunfermline KY12 7ND
- **Glenrothes**
Fife House, North Street, Glenrothes KY7 5LT
- **Inverkeithing**
Civic Centre, 10 Queen Street,
Inverkeithing KY11 1PA
- **Kirkcaldy**
Town House, 2 Wemyssfield, Kirkcaldy KY1 1XW
- **Leven**
Leven Library, 16 Durie Street, Leven KY8 4HE
- **Methil**
Wellesley Road, Methil KY8 3PA

Fife Council customer service points

- **Anstruther**
Waid Community Campus, St Andrews Road,
Anstruther, KY10 3GY
- **Benarty**
Benarty Community centre, Flockhouse Avenue,
Ballingry KY5 8JH
- **Burntisland**
102 High Street Burntisland, KY3 9AS
- **Cardenden**
112-116 Station Road, Cardenden KY5 0BN
- **Dunfermline**
Abbey View, Dunfermline KY11 4HA
- **High Valleyfield** (by appointment only)
Community Centre, Abbey Street,
High Valleyfield KY12 8UA
- **Kelty**
90 -92 Main Street, Kelty, KY4 0AO
- **Kincardine** (by appointment only)
Kincardine Library, 2 Keith Street,
Kincardine FK10 4ND
- **Kirkcaldy**
 - Windmill Community Campus, Windmill Road,
Kirkcaldy KY1 3AL
 - 3 Beaully Place, Kirkcaldy KY2 6EX
- **Lochgelly**
Lochgelly Centre, Bank Street, Lochgelly KY5 9RD
- **Oakley** (by appointment only)
Oakley Centre, Station Road, Oakley KY12 9QF
- **St Andrews**
St Mary's Place, St Andrews KY16 9UY