

# Transfer Application for Housing



Return to: EPIC, 131 – 141 Ubberley Road, Bentilee, Stoke on Trent, Staffs ST2 0EF.  
 If you need help to complete this form call EPIC on 01782 252575

## Section 1 - About you and your household

If you have a partner or another person, who you want on the tenancy both of you must complete and sign this form.

	You	Joint Tenant
Title	Mr / Mrs / Miss / Ms	Mr / Mrs / Miss / Ms
Surname		
First name		
Maiden name		
	Relationship to you	

If you are applying with a partner or another person, we will treat it as a joint application – meaning the tenancy we give you will be in both names. If you **do not** want a joint tenancy, please tick this box

Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
N.I. number		
Date of Birth		
Telephone numbers		
Home		
Work		
Mobile		
E-mail		

Is anyone pregnant?  Yes  No  Yes  No

Please tell us when the baby is due \_\_ / \_\_ / \_\_\_\_ (You will need to provide proof)

Will anyone else be moving in with you?

	Person 3	Person 4
Name		
Sex M/F		
Date of Birth		
Relationship to you		
Address if different to yours		

**Section 2 - Where you are living now**

Current  
Address

You

Post code	

Your partner

Post code	

Date moved in \_\_ / \_\_ / \_\_\_\_

Date moved in \_\_ / \_\_ / \_\_\_\_

Reason for  
wanting to  
move

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Is there anything you would like to tell us about the area you are currently living in?

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### Section 3 - Where do you want to live

Please use this section to tell us where you want to live in Bentilee, and what type of property you would like.

- |   |  |
|---|--|
| <input type="checkbox"/> 1 bedroom ground floor flat              | <input type="checkbox"/> 2 bedroom ground floor flat                             |
| <input type="checkbox"/> 1 bedroom first floor flat               | <input type="checkbox"/> 2 bedroom first floor flat                              |
| <input type="checkbox"/> 2 bedroom house                          | <input type="checkbox"/> 3 bedroom house   |
| <input type="checkbox"/> Block of four (front door leads outside) | <input type="checkbox"/> Block of six (front door leads into a communal hallway) |

Please be aware that we do not allow dogs in our blocks of six unless they are a registered or hearing guide dogs, and if you have any pets you will need to ask us if you are able to keep them.

Do you have any pets?  Yes  No

If yes, what do you have?

Are there any places in Bentilee that you would **NOT** like to live?  Yes  No

If you have answered yes, please tell us why you do **NOT** want to live there

Anything else we need to know about your housing need:

## Section 4 - Your Health

Are you, your partner or anyone in your household looking for somewhere new to live on medical / disability grounds because where you live now is not suitable for you?

Yes  No

If you, your partner or anyone in your household, have said yes, please tell us why?

Do you have letters from a Doctor or Consultant that will tell us about this?

Yes  No

If yes, please send us a copy of these letters.

Do you, your partner or anyone in your household use a wheelchair?

Yes  No

If you have answered yes, how often do you / they use it?

Now and again  Often  All the time

Is the health of you, your partner or anyone in your household made worse because of where you live?  Yes  No

If you have answered yes, please tell us why?

Please tell us if you have any physical or mental health issues and if you are on any medication to help you with these?

Telling us about any medical issues will help us to change the way we offer our services to you.

## Section 5 - Money details

This section is all about you and your partner's income.

### You

What is your job  
Who do you work for  
Is it full or part time  
How much do you bring home each week


### Your partner

What is their job  
Who do they work for  
Is it full or part time  
How much do you bring home each week


If you do not work do you get benefits or pension?  Yes  No

If you have answered yes, please tell us how much and who gets it

Name	What Benefit	How much	Weekly / fortnightly / monthly
		£	
		£	
		£	
		£	
Total amount		£	

How long have you been unemployed?  Under 6 months  For more than 6 months

Are you a student?  Yes  No

If yes, is this?  Full time  Part time

Do you have an income?  Yes  No

If yes, what is it and how much: \_\_\_£\_\_\_\_\_

## Section 6 - Education

Did you leave school with any qualifications?  Yes  No

If yes, what were they?

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Have you done and further education or attended any courses?  Yes  No

If yes, what were they and did you get any qualifications?

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**Section 7 - Criminal activity**

Have you, your partner or a member of your household ever been convicted of any offence by any court?  Yes  No

If yes, please give details:

Name	Offence	Date of conviction	Sentence received	Sentence served

Have you, your partner or any member of your household ever been in trouble with the police in any other way, e.g. a caution?  Yes  No

If yes, please tell us about it:

Have you ever been involved in or caused any Anti-Social Behaviour?

Yes  No

Have you ever had an Anti-Social Behaviour order served against you?

Yes  No

Have you had a possession order granted on the grounds of nuisance?

Yes  No

Have you ever been a victim of a crime including Anti-Social Behaviour, Domestic Violence or threats from another person?

Yes  No

If yes, please tell us about it, including the dates and who you reported it to do you require support:

Do you require support to maintain your tenancy?

Yes  No

If yes, please tell us why on page 9

**Section 8 -Relationship to staff or Board members**

Are you related to any person who is, or has, in the last 12 months been a Board Member or has been employed by EPIC?  Yes  No

If you have answered yes, please tell us their name and how you know them:

**Section 9 - Consent to Disclose Sensitive Personal Data**

EPIC aims to tackle anti-social behaviour in the communities in which it operates. EPIC understands the negative impact anti-social behaviour has on people and neighbourhoods, which can lead to a decline in local areas and adversely affect people’s well being.

To assist us in achieving our aim of providing homes in a safe environment, we are requesting that you give us your consent for the Police Authority and EPIC to share information about you.

The information will be used purely to process your transfer housing application and to assess your suitability to be housed.

This information will be obtained and stored using a secure email account authorised by the Office of the Criminal Justice System, access to this is restricted to a designated officer of Empowering People Inspiring Communities.

If you are not re-housed with us, any information we get will be disposed of immediately. If you are re-housed with us, the information will be disposed of when your tenancy ends with us.

**Your Consent**

I..... (insert your name) give my consent for Empowering People Inspiring Communities and the Police Authority to share information for the purpose of assessing my suitability to be housed.

Print Name:	Date of Birth:
Signature: <b>X</b>	Date:
Current Address:	

**Your partner’s Consent**

I..... (insert your name) give my consent for Empowering People Inspiring Communities and the Police Authority to share information for the purpose of assessing my suitability to be housed.

Print Name:	Date of Birth:
Signature: <b>X</b>	Date:
Current Address:	

**Section 10 - Declaration**

- I/We have supplied Empowering People Inspiring Communities Limited with the information contained in this form, it is correct and up to date to the best of my/our knowledge.
- I/We understand that the offer of accommodation could be affected if any of the details contained in this form are found to be false, or if I/We are re-housed, could result in the loss of my/our home.
- I/We agree to notify Empowering People Inspiring Communities Ltd of any changes in the details given in this form.
- I/We understand that action can, and may be taken against me / us if I / we fail to provide up to date information regarding my / our circumstances.
- I/We give my consent to Empowering People Inspiring Communities Limited approaching current and former landlords for a reference concerning the conduct of previous tenancies if it is necessary.
- I/We understand by signing this declaration I/We are giving my consent to Empowering People Inspiring Communities Limited to use all data contained in this form for the purposes of processing my application for housing, and if successful then to carry out all landlord duties including the provision of maintaining the property.

**If the application is a joint one then both you and your partner must also sign.**

Signed  
(you)

<b>X</b>
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Date

_ _ / _ _ / _ _ _ _
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Signed  
(your  
partner)

<b>X</b>
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Date

_ _ / _ _ / _ _ _ _
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Any further information



**Empowering People Inspiring Communities**  
**131-141 Ubbertley Road**  
**Bentilee**  
**Stoke-on-Trent**  
**Staffordshire**  
**ST2 0EF**

[www.epichousing.co.uk](http://www.epichousing.co.uk)

اگر آپ کو اس لیفلٹ کا ترجمہ چاہیے تو براہ مہربانی  
mailbox@epichousing.co.uk کو ای میل بھیجیں۔

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਲੀਫਲੈਟ ਦਾ ਅਨੁਵਾਦ ਚਾਹੀਦਾ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ  
mailbox@epichousing.co.uk ਨੂੰ ਈ-ਮੇਲ ਘੱਲੋ।

আপনার যদি এই প্রচারপত্রের অনুবাদ দরকার হয় অনুগ্রহ ক'রে এখানে  
ই-মেইল করবেন : mailbox@epichousing.co.uk