

# Housing Application Form



creating homes  
changing lives

Do you need somewhere you can really call home?

Do you need practical skills to help you find work?

If you're ready to make positive changes in your life, Latch is here to help.

# Latch Services

## Supported Housing

If you are homeless or living in difficult housing circumstances and between the ages of 18 and 64, then LATCH may be able to help.

We have a range of quality one, two and three-bedroom properties to rent in Leeds 6, 7, 8 and 9. Each is fully furnished and equipped with everything you'll need to make a fresh start.

To apply for one, you must be willing to commit to our 12-month support programme. You'll have your own LATCH support worker, who will help you move in to your new home and ensure you have all the assistance you need while you get yourself settled.

In return, we'll expect you to make positive changes in your life, to look after your home and be a good neighbour, to pay your bills and do all the things you agree to do.

## Volunteering

If you are long-term unemployed and interested in working in construction you could also volunteer for the LATCH refurbishment team and get on-the-job training in joinery, painting and decorating, insulating, plastering and more. Being a part of our friendly team of volunteers is a great way to gain work experience and confidence.

If this isn't what you're looking for, but you're interested in volunteering, your support worker could help find a volunteering opportunity that's right for you.

## Training

If you are accepted for Latch housing you'll have the opportunity to take part in our training courses. Hands On is our community workshop in Chapeltown, where we run taster courses for beginners in things like plumbing, joinery and DIY. Our courses run for just one afternoon a week for 4 weeks, giving you the ideal introduction to learning new skills in a relaxed environment.

If this isn't up your street, but you're interested in learning, your support worker could help you to find a course that's right for you.

## Applicant Details

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sex: Male

Female

Marital Status: Married

Living with a partner

Single

Current Contact Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

Employment status: Working full time

Working part time

Unemployed

## Referral Agency Details [if any]

Agency: \_\_\_\_\_

Name of Worker: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

How long has the referrer known the applicant: \_\_\_\_\_

Does the applicant have a current risk assessment? Yes

No

If yes, please supply a copy.

Has the applicant consented to this referral? Yes

No

## Office use only

Date of application:

Number of points:

Comments:

Assessor:

## Your Current Housing

Are you currently homeless? Yes  No

If not, have you got problems with your housing? Yes  No

If yes, please describe:

Names of people living with you	Relationship to you	Age

## Your Housing History

Have you ever had your own tenancy? Yes  No

If Yes, please list your addresses over the last 3 years

Move in date	Move out date	Address	Landlord	Reason for leaving	Arrears?

Have you ever been turned down for re-housing by Leeds City Council, a housing association or other landlord for anti-social behaviour?

Yes  No

If yes, please give the reasons for this:

Have you ever been banned from a hostel or other temporary accommodation provider?

Yes  No

If yes please give us details about this:

## Your Housing Preferences

What type of housing would you prefer?

A house       A flat       No preference

Number of bedrooms needed:      1       2       3

Latch has properties in a few areas of Leeds. Which area would you prefer?

Chapeltown       Burley       Harehills       No preference

## Your Housing Circumstances

### 1. Homelessness

	YES	NO	Points
Do you have a housing priority with Leeds City Council?			
If no, have you ever applied?			
Are you sleeping rough i.e. on the streets? How long have you been in this situation?			
Are you about to be evicted from your current home? When?			
Are you in temporary or hostel accommodation or a B&B? How long have you been in this accommodation? When are you expected to leave?			
Are you staying with family or friends? Please tell us more			
Are you in hospital or prison and have no home to move to? When are you expected to leave?			
Are you in any other temporary accommodation? Please give us more information:			

<b>2. Harrassment and Intimidation</b>	<b>YES</b>	<b>NO</b>	<b>Points</b>
Are you experiencing any violence or harassment where you currently live? Please give us more information:			
<b>3. Relationship Breakdown</b>	<b>YES</b>	<b>NO</b>	<b>Points</b>
Are you homeless or in housing need due to a relationship breakdown? Please give us more information:			
<b>4. Housing Conditions</b>	<b>YES</b>	<b>NO</b>	<b>Points</b>
Do you consider yourself to be living in poor housing conditions, e.g. damp, cold, insecure etc.? Please give us more information:			
Do you or your children suffer from poor health due to your housing conditions? Please give us more information:			
Have you tried to sort out your housing problems with your landlord? If yes, how have you tried to do this?			
<b>5. Lack of Secure Accommodation</b>	<b>YES</b>	<b>NO</b>	<b>Points</b>
Do you have a tenancy agreement?			
Has anyone tried to break into your current home?			
Do you feel threatened in your current accommodation? This could be by your landlord or anyone else. If yes, please describe your situation and why you feel threatened:			
<b>6. Overcrowding</b>	<b>YES</b>	<b>NO</b>	<b>Points</b>

Do you or other members of your household have to share a bedroom? Please give us more information:			
Do your children have to share a bedroom? Please give us more information:			
Do you have to share living space, e.g. living room, kitchen, toilet, bathroom, hot water supply with people other than your family? Please give us more information:			
Is there anything else about your current home that is causing you problems? Please give us more information:			
<b>7. Rent arrears and Housing benefit overpayments</b>	<b>YES</b>	<b>NO</b>	<b>Points</b>
Do you have any rent arrears with previous landlords?  How much? _____			
Are you having deductions made from your housing benefit?  How much? _____			
<b>Declaration</b>			
<p>The information I have given in this application form is correct and complete. I understand that if any details are found to be incomplete or incorrect my application may be cancelled.</p> <p>Signature of applicant: _____ Date: _____</p>			

**Post or hand deliver the form to:**

**Latch  
176 Chapeltown Road  
Leeds LS7 4HP**

**Alternatively you can  
fax the form to  
0113 2392642**

**Or**

**email the form to  
katrina@latch.org.uk**

**Download forms from  
www.latch.org.uk**

### **What happens after you apply?**

After we receive your application we will look at the information provided to see if we can help you with your housing needs.

- If we think we can help then we will invite you to our offices for an interview.
- Afterwards we will write to you to confirm the outcome of the interview.
- If we can't help you with your housing needs we will write to you and explain why.
- If we think that Latch housing is right for you, we will put you on our waiting list until a suitable property becomes available.



## References and authorisation sheet

Please provide 2 references, one of whom must be your last or current landlord. We do not accept family members or friends. Professional references can be: keyworker, doctor, CPN, tutor, employer or former employer, volunteer manager etc. If you are having problems with getting a reference please come and talk to us about this.

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Name of first referee: \_\_\_\_\_

Agency/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of second referee: \_\_\_\_\_

Agency/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I give permission for Latch to contact the above people or any other organisations or professionals to discuss my support needs and suitability for being housed. I understand that this may include confidential information regarding any health issues or criminal convictions which I am happy to be disclosed.

Signature of applicant: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

## Latch Equal Opportunities Monitoring Form.

You do not have to fill in this form, however the information you give us will help us to improve our services.

1. Gender Female  Male   
Sexuality Heterosexual  Gay/Lesbian/Bisexual  Transgender

2. Age 18-20  21-24  25-30  31-40  Over 40

3. Ethnic Origin. Choose one option only.

a. White: White British  Irish  East European   
Other White origin (please specify):

b. Mixed Heritage: White/Asian  White/African Caribbean   
White/African

c. Black: Black British  African Caribbean  African   
Other Black origin (please specify):

d. Asian British: Indian  Pakistani  Bangladeshi

e. Asian: Indian  Pakistani  Bangladeshi  Chinese   
Other (please specify):

f. Gypsy  Romany  Traveller

g. If your ethnicity does not fit with any of the above, please state:

4. Religion

Christian  Muslim  Jewish  Hindu  Buddhist  Sikh

No religion  Other (please state) :

5. Health/Disability. Tick as many as apply

Physical Disability  Mobility issues  Hearing/visual impaired

Mental Health Issues  Drug/Alcohol Misuse

Other health/disability issues:

6. Social Status. Tick as many as apply.

Employed  Unemployed  Ex offender   
Student  Lone parent  Refugee/Asylum seeker   
Retired  Other:

7. Marital Status Married  Living with a partner  Single

8. Other Circumstances. Tick as many as apply.

Fleeing harassment, abuse or violence   
Care Leaver  Leaving hospital care   
Debts  Rent arrears   
Homeless  Poor housing  Eviction   
Prison/Bail hostel leaver  ASBO   
Overcrowding