



**Clackmannanshire  
Council**



## **CLACKMANNANSHIRE COMMON HOUSING REGISTRATION GUIDE**

### **What is a Common Housing Register?**

A Common Housing Register is a partnership between Registered Social Landlords and the Council Housing Service in a Local Authority area to improve access to housing. Clackmannanshire Council, Ochil View Housing Association and Paragon Housing Association have been working closely together to make it easier for you to apply for a home.

### **How will this affect me?**

Working in this way will mean that if you wish to apply for housing, you will only need to contact one of the organisations and they will share your details with the other partners. If you are required to provide documentation at the point of application to verify details you will only need to provide this once and they will advise the other partners that this has been verified.

### **Is there just one waiting list now?**

No. Although the organisations are working together to manage your application, each organisation will retain their own waiting list and will assess your application according to their Allocation Policy. This means that you may be contacted for additional information, e.g. Clackmannanshire Council and Paragon Housing Association will want to discuss with you the areas you are interested in and what type of property is suitable for your requirements. Ochil View Housing Association do not require this information as their allocation policy is based on applicants expressing interest in specific properties that they advertise as available for rent.

### **Who can apply for housing?**

Anyone who is aged 16 years or over is entitled to apply for housing.

### **Where do I take the form after I complete it?**

When you complete the registration form you need to send it to one of the organisations that you have selected or you can either come in to any of the offices with your form and that organisation will share your information with the other landlords. The contact details of all the landlords are listed on page one of the Registration Form.

### **Will I need to provide proof my application form?**

There are certain circumstances where a landlord may require verification of your details. The sections of the form where proof is required will be identified by a paper clip symbol if you see this symbol next to a question you will be required to provide some evidence (see details below). You can include this with your form, or you can bring it in to any of our offices.

## **Completing a Registration Form**

### **Page one**

You will be asked to tick which landlords you wish to be registered with, if you do not tick a specific landlord your details will not be sent to them, however you are strongly advised to tick all landlords to maximise your options for an offer of housing.

### **Page 4**

#### Household Details.

If you have access to children you will be asked to provide evidence of this. You will be asked to provide the name and address of the children's parent/guardian who has full custody, or an official document that details access arrangements.

### **Page 5**

#### Address History

If you are currently in private rented accommodation you may be asked to provide a copy of your current lease.

#### Reasons for moving

In order to prioritise your application in line with the Allocation Policies, the individual landlords may require you to provide additional information, if this is the case they will contact you.

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#### Immigration and Asylum

It is an essential requirement for Local Authorities to establish if a person qualifies for Council Housing. Therefore you will be required to provide a copy of your passport. You may also be asked to provide proof of current employment.

### **What happens next?**

When the landlords register you on their list they will contact you if they require additional information. When your application has been assessed you will be sent an acknowledgement from the 3 landlords this will include details on how your application has been prioritised as well as information on how their Allocation Policy works.

### **What if my circumstances change?**

If your circumstances change and this will impact on your housing application, you will be required to advise one landlord and they will share your information with the partners.

Please take care in completing this form and ensure that you complete all the necessary fields, this will enable us to process your application promptly.