Please ensure the correct postage is paid. If there is an excess charge before delivery due to insufficient postage, your application will not be accepted by the Association.

MO	

PLEASE MAKE SURE YOU SIGN PAGES 12, 13, 14 & 15 BEFORE RETURNING THIS FORM

For Official Use Only:
Reference No. _____

PARAGON HOUSING ASSOCIATION LIMITED

Invergrange House, Station Road, Grangemouth, FK3 8DG
Telephone 01324 664966
e-mail address: enquiries@paragonha.org.uk

HOUSING APPLICATION FORM

This is an application form only, and its completion does not necessarily mean that an offer of a house will be made.

Answer ALL questions, whether you think them relevant or not and use BLOCK LETTERS.

The information given in this form will be treated as strictly CONFIDENTIAL.

PART 1 - Particulars of persons who will be tenant/joint tenant

Surname _____ Surname _____

Forename _____ Forename _____

Present Address _____ Present Address _____

_____ _____

_____ _____

Post Code _____ Post Code _____

Title: MR / MRS / MISS / MS Title: MR / MRS / MISS / MS

Date of Birth _____ Date of Birth _____

NI Number _____ NI Number _____

Address of Correspondence (If you do not wish letters sent to your home address or if you have no fixed abode)

_____

_____

Have you applied to Falkirk/Stirling/Clackmannanshire Council for re-housing? If so please quote your reference number below.

_____

PART 2 PERSONAL DETAILS

Telephone Number Home _____

Business _____

Mobile_____

Email Applicant 1: _____

Email Applicant 2: _____

APPLICANT

Are you MALE or FEMALE? M ☐ F ☐

JOINT APPLICANT

Are you MALE or FEMALE? M ☐ F ☐

PART 3 EMPLOYMENT DETAILS

In the case of a joint application, information relating to both applicants should be given

Are you employed?	SELF	YES/NO		PARTNER	YES/NO
If YES, fill in details	SELF	Full Time	☐	PARTNER	Full Time ☐
		Part Time	☐		Part Time ☐

PART 4 HOUSEHOLD DETAILS

Fill in details of everyone who is to be housed with you. Give the expected date of delivery for any babies due. If you have partial custody/access to children include them only if you need an extra bedroom. *In this case, you must provide proof of residency for each child.*

Name	Present Address	Relationship to Applicant	Date of birth	Are you living apart? YES/NO

PART 5 DETAILS OF WHERE YOU CURRENTLY STAY

Please tick the appropriate box:

☐	Renting from Council	☐	Renting with job	☐	Residential Care
☐	Tenant of Paragon H.A.	☐	Living with parent(s)	☐	Supported Accommodation
☐	Tenant of Other H.A.	☐	Caravan	☐	Homeless
☐	Renting Privately	☐	Friends/Other Relatives	☐	Owner
☐	HM Forces	☐	B&B/Temp Accommodation	☐	Other

What type of property is it?

Flat/Maisonette	☐	Which floor is it on?	☐	Does it have a communal close? YES/NO
House	☐	Hostel	☐	Is it a 4-in-a-block flat YES/NO
Other	☐	Mobile Home/Caravan		

How many bedrooms does it have? ☐

Have you been asked to leave your present accommodation? YES/NO

If yes, please give reasons

By what date do you have to leave your present address? (If known)

DAY		DATE		YEAR	

If you are a tied tenant or member of H.M. Forces, when do you require housing?
(Please note that housing will not be offered until after this date subject to your name reaching the top of the housing list.) _____

Also Note: H.M. Forces – Please provide copy of discharge papers

Do you or any other person named in your Household Details own or rent any other property?

YES/NO

If YES, please give details:

PART 6 PRESENT <u>AND</u> PREVIOUS ADDRESSES

Please list below all the addresses where you have lived in the last 3 years starting with your present address

ADDRESS	FROM MONTH	FROM YEAR	TO MONTH	TO YEAR	NAME & FULL ADDRESS OF LANDLORD (IF OWNED BY YOU PLEASE STATE THIS)
PRESENT ADDRESS			PRESENT		

PART 7 YOUR REASON FOR APPLYING

Please examine the list below and tick the box next to the statement which best describes your reason for applying for a house. You can tick more than one box if you have a combination of reasons for applying.

Homeless ***(See Note 1 Below)	☐	Independent Living	☐
To give or to receive Personal/Social Support	☐	Leaving Residential Care	☐
Harassment/Violence	☐	Temporary Accommodation	☐
Employment Reason	☐	Tied Accommodation	☐
Poor Housing Conditions	☐	Overcrowding	☐
Notice to Quit	☐	Under-occupancy	☐
Private Rent	☐	Mortgage Repossession	☐
Medical/Health Reason	☐	Disability	☐
Relationship Breakdown ***(See Note 2 Below)	☐	Fostering	☐

***** Note 1 If you wish to be considered for Statutory Homeless Points you must enclose a copy of your letter from the Council confirming that you are classed as Statutory Homeless.**

***** Note 2 If you tick this box you must provide the Association with written confirmation from your solicitor of the relationship breakdown.**

Write down here any other reasons you have for applying for accommodation

_____

_____

_____

_____

Social Priority

Are you experiencing abuse or harassment?	YES/NO
Do you need to be re-housed to provide/receive support or care to/from a relative?	YES/NO
Do you need to be rehoused to be nearer your employment	YES/NO
Are you being considered for fostering children?	YES/NO

Note: If you have answered YES to any of the above questions and wish to be considered for Social Priority Points you *MUST* provide the Association with documentary evidence such as a lawyer's letter, letter from social work department, current landlord, Doctor, Employer etc.

PART 8 HOUSING PREFERENCES

You will only be considered for a size of property according to our Allocation Policy

In this part of the form you are asked to state the area(s) and house type in which you wish to live. You will not be considered for housing in any area for which you do not indicate an interest.

Please look at this list then tick the boxes next to the communities where you would most like to be allocated a house. There is no limit to the number of communities you can choose.

ALLOA		
3 apt cottages	Academy Street	
3 & 4 apt cottages	Carse Terrace	
3 & 4 apt cottages	Churchill Street	
3 apt cottages	Claremont	
3 & 4 apt cottages	Gean Road	
4 apt cottages	Kent Road	
3 & 4 apt cottages	Norwood Avenue	
2 apt flats / 3 & 4 apt cottages / 2 x 5 apt cottages	Leven Court	
3 & 4 apt cottages / 2 x 5 apt cottages	Lomond Court	
3 & 4 apt cottages	Rannoch Court	
3 & 4 apt cottages / 1 x 5 apt cottage	Torridon Court	
1 x 4 apt cottage	Hawkhill Road	
1 x 3 apt flat	Moir Street	

ALVA		
3 & 4 apt cottages	Dalmore Drive	
3 & 4 apt cottages	The Nethergate	
2 apt flats / 3 & 4 apt cottages	Beauclerc Street	

FISHCROSS		
1 apt bedsits / 3 & 4 apt cottages	Brandyhill	
1 apt bedsit / 3 apt cottage	Craigleith	
3 & 4 apt cottages	Devonbank	

MENSTRIE		
4 apt ground & upper 4-in-a-block flats	Burnside Road	
4 apt ground & upper 4-in-a-block flats	Dumyat Road	
3 & 5 apt cottages	Eastmains	
2 apt bungalow	Broompark East	
3 apt cottages	Broompark West	

SAUCHIE		
3 & 4 apt cottages	Braeside	
3 & 4 & 5 apt cottages	Park Crescent	
3 & 4 apt cottages	Posthill	
3 & 4 apt cottages	Rosebank	

TILLICOULTRY		
4 apt 4-in-a-block flats	Mayfield Avenue	
4 apt 4-in-a-block flats	Stalker Avenue	
4 apt 4-in-a-block flats	Westbourne Avenue	
4 apt 4-in-a-block flats	Ravenswood	
4 apt 4-in-a-block flats / 3 & 4 apt cottages	Fir Park	
3 & 4 apt cottages	Johnston Crescent	
4 apt cottages	Elmwood Avenue	

BONNYBRIDGE		
1 x 4 apt cottage	Woodburn Crescent	
1 x 2 apt flat	Church Street	

DENNY 3 apt flats / 3 & 4 apt cottages	Blaefaulds Crescent	
3 apt cottages	Carronbank Crescent	
3 apt flats / 4 & 5 apt cottages	Kilbirnie Terrace	
4 apt cottages	Custonhall Place	
3 & 4 apt cottages	Ferguson Drive	
3 & 4 apt cottages	Godfrey Avenue	
4 apt cottages	Kerr Place	
4 apt cottages	Sinclair Crescent	
3 & 4 apt cottages	Sawers Avenue	
4 apt cottages	Templedenny Road	
4 apt cottages	Wilson Avenue	
2 & 3 apt flats / 4 apt cottages	Gill Park	
4 & 5 apt cottages	Haughs Way	
3 & 4 & 5 & 6 apt cottages	Ochil View	
3 & 5 apt cottages	Reedlands Drive	
2 apt flats / 3 & 5 apt cottages	Woodlands Way	
1 x 3 apt cottage	Braes View	

HEAD OF MUIR 1 x 3 apt cottage	Leith Place	

GRANGEMOUTH 2 & 3 apt flats and 4-in-a-block flats / 4 apt ground & upper maisonettes / 4 apt cottage	Fendoch Road	
Same as above plus 3 & 4 apt tenement flats / 3 & 4 apt cottages / 1 x 5 apt ground maisonette / 2 apt maisonette flats	Strowan Road	
2 & 3 apt 4-in-a-block flats / 3 & 4 apt cottages	Strowan Square	
3 & 4 apt tenement flats	Oxgang Road	
2 & 3 apt 4-in-a-block flats / 4 apt ground & upper maisonettes / 3 & 4 apt cottages / 2 apt maisonette flats	Westerton Road	
3 & 4 apt tenement flats (no 4 apt ground flats) / 3 & 4 apt cottage	Avonbank Avenue	
3 & 4 apt tenement flats (no 4 apt ground flats) / 3 & 4 apt cottage	Claret Road	
3 & 4 apt tenement flats (no 4 apt ground flats)	Kersiebank Avenue	
3 & 4 apt cottages	Smallburn Place	
3 apt cottages	Craigleith Road	
3 & 4 apt cottages / 3 apt bungalows / 3 apt flats	Bute Place	
3 & 4 apt cottages	Buchan Place	
3 & 4 apt cottages	Compton Road	
3 apt cottages	Gunn Road	
3 apt cottages	Scott Street	
3 & 4 apt cottages	Swan Place	
5 apt bungalow with garage	Sidlaw Place	
4 apt cottage with garage	Kinloch Place	
3 apt cottage	Creteil Place	
2 apt bungalows & 3 apt cottage	Forth Street	
2 apt flats & 3 apt cottages	Kerse Road	
2 apt flats & 3 apt cottages	Troup Court	
2 apt flats / 3 & 5 apt cottage	Marshall Street	
2 apt flats	Ure Court	
1 x 3 apt flat	Oswald Avenue	
1 x 3 apt flat	Central Avenue	
1 x 3 apt cottage	Almond Street	
1 x 3 apt flat	Cultenhove Crescent	
1 x 2 apt flat	Beauly Court	
1 x 3 apt cottage	Candie Crescent	
1 x 3 apt cottage	Hamilton Road	

BAINSFORD		
1 x 4 apt cottage	Langlees Street	

BONESS		
2 & 3 & 4 apt Flats	Bailie Court	
12 x 3 apt (4 person) flats	Commissioner Street	
6 x 4 apt (5 person) cottages	Commissioner Street	

CALIFORNIA		
1 x 5 apt cottage	Princes Street	

CAMELON		
3 & 4 apt cottages	Clarinda Avenue	
3 & 4 apt cottages	Glencairn Street	
3 & 4 apt cottages	Kenmuir Street	
4 apt cottages	Mossgiel Street	
3 & 4 apt cottages	Ochiltree Terrace	
1 x 3 apt flat	Wall Street	
1 x 4 apt cottage	Carmuirs Avenue	

CARRONSHORE		
1 x 3 apt cottage	Carronhall Avenue	
1 x 2 apt flat	Friendship Gardens	

FALKIRK		
1 x 4 apt flat	Merchiston Avenue	
1 x 3 apt cottage	Rowan Crescent	
1 x 3 apt cottage	Cumbrae Drive	

HALLGLEN		
3 & 4 & 5 apt cottages	Avon Court	
3 & 4 apt cottages	Cruachan Court	
4 apt cottage	Cuillen Court	
3 & 4 & 6 apt cottages	Culvain Place	
3 & 4 & 5 apt cottages	Morven Court	
3 & 4 & 5 apt cottages	Nevis Place	
1 x 4 apt & 2 x 5 apt cottages	Orkney Place	
2 apt bungalows / 3 & 5 apt cottages	Culmore Place	
2 apt bungalows / 3 & 5 apt cottages	Ledmore Place	
2 apt bungalows / 3 & 5 apt cottages	Merkland Drive	
1 x 4 apt cottage	Garry Place	

LAURIESTON		
2 apt flats & 1 x 3 apt flat	Mary Street	

MADDISTON		
1 x 4 apt cottage	Toravon Drive	

POLMONT		
1 x 3 apt cottage	Jeffrey Terrace	
1 x 4 apt cottage	St Margaret's Gardens	

REDDING		
1 x 3 apt cottage	Ward Avenue	

WESTQUARTER		
3 x 2 apt (2 person) Flats	Wallace Court, Garden Terrace	
3 x 3 apt (3 person) Flats	Wallace Court, Garden Terrace	

1 x 3 apt (3 person) Flat with wheelchair access	Wallace Court, Garden Terrace	
2 x 3 apt (4 person) Flats	Wallace Court, Garden Terrace	
6 x 3 apt (4 person) Cottages	Westquarter Avenue	
2 x 5 apt (6 person) Cottages	Westquarter Avenue	

STENHOUSEMUIR 2 apt bungalows / 3 & 4 & 5 apt cottages	Corrie Avenue	
1 x 3 apt cottage	Kinnaird Drive	
1 x 3 apt flat	Johnston Avenue	

WHITECROSS 1 x 3 apt ground flat for wheelchair user 1 x 4 apt upper flat 1 x 6 apt house	Manuel Terrace	

ABERFOYLE 3 & 4 apt cottages	Queens Crescent	

BANNOCKBURN 1 x 4 apt cottage	Milnepark Road	
1 x 4 apt cottage	The Firs	

FALLIN 2 apt bungalows & 1 x 4 apt cottage	Bandeath Road	
4 apt cottages (3 only)	Oak Drive	
1 x 3 apt cottage	Gracie Crescent	
1 x 3 apt cottage	Polmaise Crescent	

PLEAN 4 apt cottages	Balfour Crescent	
1 x 3 apt & 1 x 4 apt cottage	Balfour Court	
2 apt Amenity accommodation	Balfour Court	
1 x 5 apt cottage	Wallace Crescent	

STIRLING **Borestone** 3 & 4 apt cottages	Barnsdale Road	
3 & 4 apt cottages	Bearside Road	
3 & 4 apt cottages	Charter Street	
3 & 4 apt cottages	Cultenhove Road	
3 & 4 apt cottages	Gateside Road	
3 & 4 apt cottages	Graystale Road	
3 & 4 apt cottages	Howlands Road	
3 & 4 apt cottages	Morley Crescent	
3 & 4 apt cottages	Nailer Road	
3 & 4 apt cottages	Newpark Crescent	
3 & 4 apt cottages	Newpark Road	

STIRLING **Wester Cornton** 4 apt cottages	Achray Drive	
4 apt cottages	Menteith Road	
4 apt cottages	Ruskie Road	
4 apt cottages	Strathmore Drive	
4 apt cottages	Voil Road	
4 apt cottages	Vorlich Place	

STIRLING **St Ninians (Let to 40 – 60 Age Group**) 2 apt flats	Polmaise Court	

STIRLING **Raploch – Special Needs** 2 apt bungalows– let to elderly applicants	John Rushforth Place	
3 apt 3 person bungalow adapted for wheelchair use (2 only)	John Rushforth Place	
4 apt 6 person bungalow adapted for wheelchair use (1 only)	John Rushforth Place	
STIRLING 1 x 3 apt cottage	Milton Brae	
1 x 3 apt flat	Broad Street	
1 x 4 apt flat	Keir Avenue	
1 x 2 apt flat	Abbey Road	
1 x 2 apt flat	Mossgeil Avenue	

Please state the type of property you would be prepared to live in? (Tick)

Bungalow	☐	Cottage type (with internal Stairs)	☐	4-in block flat with Communal Close (Grangemouth/Alloa Only)	☐
Ground Maisonette	☐	4 in block flat own Door (Tillicoultry/Menstrie only)	☐	Bedsit flat	☐
Upper Maisonette	☐	Ground flat	☐	Flat (any floor)	☐

Do you or any member of your household use a wheelchair? YES/NO

Do you or any person stated in this application, require any essential facilities or re-housing as a result of a medical condition or disability. If so, please give details YES/NO

If YES, please submit completed medical form in support of your application
(a form is available from this office)

Which heating types would you accept?

Gas ☐ Solid Fuel ☐ Electric ☐

Would you have difficulty in maintaining a large garden? YES/NO

PARAGON HOUSING ASSOCIATION LIMITED

Invergrange House, Station Road, Grangemouth FK3 8DG
Telephone 01324 664966 – Fax 01324 664930

IF YOU HOLD OR HAVE HELD A TENANCY, YOU MUST COMPLETE THIS SECTION

I/WE HEREBY GIVE PARAGON HOUSING ASSOCIATION PERMISSION TO APPROACH MY /OUR PRESENT AND/OR PREVIOUS LANDLORD(S) TO OBTAIN REFERENCE(S) IN SUPPORT OF MY/OUR APPLICATION FOR HOUSING

SIGNATURE_____DATE _____

JOINT APPLICANT
SIGNATURE_____DATE _____

1st applicant's name (please print)_____

Joint applicant's name (please print)_____

PARGON HOUSING ASSOCIATION LIMITED

Invergrange House, Station Road, Grangemouth

ANTI-SOCIAL BEHAVIOUR DECLARATION

Please answer the undernoted questions and sign as required. This information is requested in accordance with the terms of the Housing (S) Act (Section 34 & Schedule 6) and for Housing Management purposes. This information will assist the Association decide what type of tenancy, if any, you may be considered for and will be checked by requesting a tenancy reference from your current/previous landlord(s).

1. Have you or any joint applicant(s) been evicted from a previous tenancy in Scotland, England, Wales or Northern Ireland for anti-social behaviour in the last 3 years?

   YES ☐ NO ☐

   If you or any joint applicant(s) have been evicted for anti-social behaviour, please details below the name and address of the landlord who evicted you

   _____

   _____

   _____

   Copy of repossession order enclosed YES ☐ NO ☐

2. Are you, a member of your household, or any proposed member of your household subject to an Anti-Social Behaviour Order in Scotland, England, Wales or Northern Ireland?

   YES ☐ NO ☐

   If yes, who is the subject to the Anti-Social Behaviour Order? _____

   _____

   Date order made _____

   Court at which order was made _____

   Copy or order enclosed YES ☐ NO ☐

Are you closely connected to any member of staff or management committee member of the Association?

YES/NO If YES, please give details and relationship

DATA PROTECTION NOTICE

Paragon Housing Association will use the information you have given us on this form for making a decision about whether to offer you a tenancy. If you accept an offer to become a tenant of Paragon Housing Association we shall keep the information on your tenancy file. While you remain an applicant and throughout any subsequent tenancy with Paragon Housing Association we may add to or modify the information you have given on this form. This will reflect additional information becoming available from you, from other people or agencies or from our observations.

Paragon Housing Association will also use the above information for administrative purposes, reporting, statistical analysis and risk assessments (for which purposes the information will be made anonymous and will not identify you). We may share your information with our agents or other service providers and other third parties from whom we may seek information about you. We may also share your information with local authorities, police and other statutory bodies but only as required by their statutory duties.

Paragon Housing Association may search files of credit reference agencies who will record the search. We/or they may share information with lenders about the way in which you conduct your account and tenancy, for the purposes of granting credit, prevention of fraud or for tracing account holders.

By returning this form to Paragon Housing Association you consent to our processing sensitive personal data about you from one or more of the following classes of data:

- Racial or ethnic origin
- Physical or mental health or condition
- Sexual life
- Commission or alleged commission of an offence
- Proceedings for any offence committed or alleged to have been committed or the sentence in court proceedings.

We shall process sensitive personal data for the purposes of making a decision about whether to offer you a tenancy and throughout any subsequent tenancy with Paragon Housing Association.

You have a right to apply for a copy of your information, for which we may charge a fee limited by statute, and to have any inaccuracies corrected.

I have read this notice and/or its contents have been explained to me.

Signature _____ Date _____

Joint applicant
Signature _____ Date _____

DECLARATION

I/We hereby declare that to the best of my/our knowledge the above details are true. I/We understand that further details may be sought from my landlord or others as necessary.

Signature _____ Date _____

Joint applicant
Signature _____ Date _____

PARAGON HOUSING ASSOCIATION LIMITED RESERVES THE RIGHT TO SUSPEND THIS APPLICATION IF FALSE OR MISLEADING INFORMATION IS GIVEN, OR IF YOU FAIL TO NOTIFY US OF ANY CHANGES IN YOUR CIRCUMSTANCES

IF A TENANCY IS GRANTED ON THE BASIS OF FALSE INFORMATION THEN PARAGON HOUSING ASSOCIATION LIMITED WILL TAKE LEGAL ACTION TO END THAT TENANCY.

IF YOU CHANGE YOUR ADDRESS OR THERE IS A CHANGE IN YOUR CIRCUMSTANCES YOU MUST NOTIFY THE ASSOCIATION IMMEDIATELY AS IT MAY ALTER YOUR POINTS.

RETURN THIS FORM TO:

The Housing Manager,
Paragon Housing Association Limited
Invergrange House
Station Road,
Grangemouth
FK3 8DG
Telephone 01324 664966

Paragon Housing Association Ltd is a charitable organisation registered under Scottish Charity No : SC 036262

Management of Offenders etc. (Scotland) Act 2005

This Section must be completed by you:

Applicant 1	Applicant 2
Name:	Name:
Address:	Address:

Are you or anyone on your application required to register with the police under the Sex Offenders Act 1997 and Sexual Offences Act 2003?

(Please tick [✓] the appropriate box)

YES	
NO	

Signature 1	Signature 2
Signature:	Signature:
Date:	Date:

If you have ticked **YES** above you are obliged to provide us with this information as failure to do so could lead to you losing any tenancy offered to or accepted by you.

Names of Person Registered: _____

Current Address: _____

_____

YOU MUST COMPLETE THIS FORM AND RETURN IT WITH YOUR HOUSING APPLICATION FORM

Your application will not be processed if you do not return the form.

Invergrange House, Station Road, Grangemouth FK3 8DG
Tel: 01324 664966 : Fax: 01324 663930: Email: enquiries@paragonha.org.uk
Website: www.paragonha.org.uk
Paragon Housing Association Ltd is a charitable organisation registered under Scottish Charity No. SC 036262