

PLEASE MAKE SURE YOU SIGN PAGES 11, 12, 13 & 14 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:

- | | | |
|---|---|--|
| <input type="checkbox"/> Renting from Council | <input type="checkbox"/> Renting with job | <input type="checkbox"/> Residential Care |
| <input type="checkbox"/> Tenant of Paragon H. A | <input type="checkbox"/> Living with parent(s) | <input type="checkbox"/> Supported Accommodation |
| <input type="checkbox"/> Tenant of Other H.A. | <input type="checkbox"/> Caravan | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Renting Privately | <input type="checkbox"/> Friends/ Other Relatives | <input type="checkbox"/> Owner |
| <input type="checkbox"/> HM Forces | <input type="checkbox"/> B&B/Temp Accommodation | <input type="checkbox"/> Other |

What type of property is it?

- | | | | | |
|-----------------|--------------------------|-----------------------|--------------------------|--|
| Flat/Maisonette | <input type="checkbox"/> | Which floor is it on? | <input type="checkbox"/> | Does it have a communal close?
YES/NO |
| House | <input type="checkbox"/> | Hostel | <input type="checkbox"/> | Is it a 4-in-a-block flat
YES/NO |
| Other | <input type="checkbox"/> | 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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are a tied tenant or member of HM 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:

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PART 6 PRESENT AND PREVIOUS ADDRESSES

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

ADDRESS	FROM		TO		NAME & FULL ADDRESS OF LANDLORD (IF OWNED BY YOU PLEASE STATE THIS)
	MONTH	YEAR	MONTH	YEAR	
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) | <input type="checkbox"/> | Independent Living | <input type="checkbox"/> |
| To give or to receive Personal/Social Support | <input type="checkbox"/> | Leaving Residential Care | <input type="checkbox"/> |
| Harassment/Violence | <input type="checkbox"/> | Temporary Accommodation | <input type="checkbox"/> |
| Employment reason | <input type="checkbox"/> | Tied Accommodation | <input type="checkbox"/> |
| Poor Housing Conditions | <input type="checkbox"/> | Overcrowding | <input type="checkbox"/> |
| Notice to Quit | <input type="checkbox"/> | Under-occupancy | <input type="checkbox"/> |
| Private Rent | <input type="checkbox"/> | Mortgage Repossession | <input type="checkbox"/> |
| Medical/Health Reason | <input type="checkbox"/> | Disability | <input type="checkbox"/> |
| Relationship Breakdown ^{***} (See Note 2 Below) | <input type="checkbox"/> | Fostering | <input type="checkbox"/> |

***** 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		aca
3 & 4 apt cottages	Carse Terrace		car
3 & 4 apt cottages	Churchill Street		chu
3 apt cottage	Claremont		clr
3 & 4 apt cottages	Gean Road		gea
4 apt cottages	Kent Road		ken
3 & 4 apt cottages	Norwood Avenue		nor
2 apt flats / 3 & 4 apt cottages/ 2 x 5 apt 7 person cottages	Leven Court		lev
3 & 4 apt cottages/ 2 x 5 apt 7 person cottages	Lomond Court		lom
3 & 4 apt cottages	Rannoch Court		ran
3 & 4 apt cottages / 1 x 5 apt cottage	Torridon Court		tor
1 x 4 apt cottage	Hawkhill Road		haw
1 x 3 apt flat	Moir Street		moi

ALVA			
3 & 4 apt cottages	Dalmore Drive		dal
3 & 4 apt cottages	The Nethergate		nth

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

MENSTRIE			
4 apt. ground & upper 4-in-a-block flats	Burnside Road		bun
4 apt. ground & upper 4-in-a-block flats	Dumyat Road		dum
3 & 5apt cottages	Eastmains		eas
2 apt bungalow	Broompark East		bpe
3 apt cottages	Broompark West		bpw

SAUCHIE			
3 & 4 apt cottages	Braeside		brs
3 & 4 & 5 apt cottages	Park Crescent		par
3 & 4 apt cottages	Posthill		pst
3 & 4 apt cottages	Rosebank		rse

TILlicOUNTRY			
4 apt 4-in-a-block flats	Mayfield Avenue		may
4 apt 4-in-a-block flats	Stalker Avenue		sta
4 apt 4-in-a-block flats	Westbourne Avenue		wbn
4 apt 4-in-a-block flats	Ravenswood		rav
4 apt 4-in-a-block flats / 3 & 4 apt cottages	Fir Park		fir
3 & 4 apt cottages	Johnston Crescent		joh
4 apt cottage	Elmwood Avenue		elm

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

DENNY			
3 apt flats & 3 & 4 apt cottages	Blaefaulds Crescent		bla
3 apt cottages	Carronbank Crescent		crb
3 apt flats / 4 & 5 apt cottages	Kilbirnie Terrace		klb
4 apt cottages	Custonhall Place		cst
3 & 4 apt cottages	Ferguson Drive		fer
3 & 4 apt cottages	Godfrey Avenue		god
4 apt cottages	Kerr Place		krr
4 apt cottages	Sinclair Crescent		scl
3 & 4 apt cottages	Sawers Avenue		saw
4 apt cottages	Templedenny Road		tem
4 apt cottages	Wilson Avenue		wil
2 & 3 apt flats / 4 apt cottages	Gill Park		gil
4 & 5 apt cottages	Haughs Way		hau
3, 4 5 & 6 apt cottages	Ochil View		ocv
3 & 5 apt cottages	Reedlands Drive		ree
2 apt flats / 3 & 5 apt cottages	Woodlands Way		wod
1 x 3 apt cottage	Braes View		brv

HEAD OF MUIR			
1 x 3 apt cottage	Leith Place		lei

GRANGEMOUTH			
2 & 3 apt flats and 4-in-a-block flats/ 4 apt ground & upper maisonettes/ 4 apt cottage	Fendoch Road		fen
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		str
2 & 3 apt 4-in-a-block flats/ 3 & 4 apt cottages	Strowan Square		stq
3 & 4 apt tenement flats	Oxgang Road		oxg
2 & 3 apt 4-in-a-block flats/ 4 apt ground & upper maisonettes/3 & 4 apt cottages/2 apt maisonette flats	Westerton Road		wes
3 & 4 apt tenement flats (no 4 apt ground flats)/ 3 & 4 apt cottage	Avonbank Avenue		avo
Same as above	Claret Road		cla
3 & 4 apt tenement flats (no 4 apt ground flats)	Kersiebank Avenue		ksb
3 & 4 apt cottages	Smallburn Place		sma
3 apt cottages	Craigleith Road		cra
3 & 4 apt cottages / 3 apt bungalows / 3 apt flats	Bute Place		but
3 & 4 apt cottages	Buchan Place		buc
3 & 4 apt cottages	Compton Road		com
3 apt cottages	Gunn Road		gun
3 apt cottages	Scott Street		sco
3 & 4 apt cottages	Swan Place		swa
5 apt bungalow with garage	Sidlaw Place		sid
4 apt cottage with garage	Kinloch Place		kin
3 apt cottage	Creteil Place		cre
2 apt bungalows & 3 apt cottage	Forth Street		for
2 apt flats & 3 apt cottages	Kerse Road		ker
2 apt flats & 3 apt cottages	Troup Court		tro
2 apt flats/ 3 & 5 apt cottage	Marshall Street		mrs
2 apt flats	Ure Court		ure
1 x 3 apt flat	Oswald Avenue		Osw Ave
1 x 3 apt flat	Central Avenue		cen
1 x 3 apt cottage	Almond Street		alm
1 x 3 apt flat	Cultenhove Crescent		cth
1 x 2 apt flat	Beaulay Court		bea

<u>BAINSFORD</u>			
1 x 4 apt cottage	Langlees Street		lan
<u>CALIFORNIA</u>			
1 x 5 apt cottage	Princes Street		prn
<u>CAMELON</u>			
3 & 4 apt cottages	Clarinda Avenue		cld
As above	Glencairn Street		gle
As above	Kenmuir Street		knm
4 apt cottages	Mossgiel Street		mos
3 & 4 apt cottages	Ochiltree Terrace		oct
1 x 3 apt flat	Wall Street		wal
1 x 4 apt cottage	Carmuir Avenue		crm
<u>CARRONSHORE</u>			
1 x 3 apt cottage	Carronhall Avenue		crh
1 x 2 apt flat	Friendship Gardens		fri
<u>FALKIRK</u>			
1 x 4 apt flat	Merchiston Avenue		mer
1 x 3 apt cottage	Rowan Crescent		row
1 x 3 apt cottage	Cumbræ Drive		cum
<u>HALLGLEN</u>			
3 & 4 & 5 apt cottages	Avon Court		avn
3 & 4 apt cottages	Cruachan Court		cru
4 apt cottage	Cuillen Court		cui
3 & 4 & 6 apt cottages	Culvain Place		cul
3 & 4 & 5 apt cottages	Morven Court		mor
3 & 4 & 5 apt cottages	Nevis Place		nev
1 x 4 apt & 2 x 5 apt cottages	Orkney Place		ork
2 apt bungalows / 3 & 5 apt cottages	Culmore Place		clm
As above	Ledmore Place		led
As above	Merkland Drive		mer
1 x 4 apt cottage	Garry Place		gar
<u>LAURIESTON</u>			
2 apt flats & 1 x 3 apt flat	Mary Street		mry
<u>MADDISTON</u>			
1 x 4 apt cottage	Toravon Drive		trv
<u>POLMONT</u>			
1 x 3 apt cottage	Jeffrey Terrace		jef
1 x 4 apt cottage	St Margarets Gardens		stm
<u>REDDING</u>			
1 x 3 apt cottage	Ward Avenue		war
<u>STENHOUSEMUIR</u>			
2 apt bungalows / 3 & 4 & 5 apt cottages	Corrie Avenue		cor
1 x 3 apt cottage	Kinnaird Drive		kin
1 x 3 apt flat	Johnston Avenue		jhn
<u>WHITECROSS</u>			
1 x 3 apt ground flat for wheelchair user 1 x 4 apt upper flat 1 x 6 apt house with 3 x double & 1 x single bedroom & separate dining room	Manuel Terrace		man

ABERFOYLE 3 x 3 apt cottages with	Queens Crescent		que
2 x 4 apt cottages with solid fuel c.heating	Queens Crescent		que

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

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

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

STIRLING Borestone 3 & 4 apt cottages	Barnsdale Road		brn
3 & 4 apt cottages	Bearside Road		bea
3 & 4 apt cottages	Charter Street		cha
3 & 4 apt cottages	Cultenhove Road		clt
3 & 4 apt cottages	Gateside Road		gat
3 & 4 apt cottages	Graystale Road		gry
3 & 4 apt cottages	Howlands Road		how
3 & 4 apt cottages	Morley Crescent		mly
3 & 4 apt cottages	Nailer Road		nai
3 & 4 apt cottages	Newpark Crescent		npc
3 & 4 apt cottages	Newpark Road		npr

STIRLING Wester Cornton 4 apt cottages	Achray Drive		ach
4 apt cottages	Menteith Road		men
4 apt cottages	Ruskie Road		rus
4 apt cottages	Strathmore Drive		stm
4 apt cottages	Voil Road		voi
4 apt cottages	Vorlich Place		vor

STIRLING St Ninians (Let to 40 – 60 Age Group) 2 apt flats	Polmaise Court		pol
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STIRLING Raploch – Special Needs 2 apt bungalows– let to elderly applicants	John Rushforth Place		jrf
3 apt 3 person bungalow adapted for wheelchair use (2 only)	John Rushforth Place		jrf
4 apt 6 person bungalow adapted for wheelchair use (1 only)	John Rushforth Place		jrf

STIRLING 1 x 3 apt cottage	Milton Brae		mil
1 x 3 apt flat	Broad Street		brd
1 x 4 apt flat	Keir Avenue		kei
1 x 2 apt flat	Abbey Road		abb
1 x 2 apt flat	Mossgeil Avenue		msg

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

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

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 related to any of Paragon Housing Association Limited's Management Committee or staff?

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	<input type="checkbox"/>
NO	<input type="checkbox"/>

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

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