

Tonbridge & Malling Borough Council

Housing assessment form

Call 01732 876214
Email homechoice@tmbc.gov.uk
Visit www.tmbc.gov.uk



Guidance notes for the completion of the housing assessment form

Tonbridge & Malling Borough Council maintains a register of households who want to move to affordable housing managed by our housing association partners. In 1991 we transferred our housing stock to Tonbridge & Malling Housing Association, now known as Russet Homes. Vacancies are advertised through Kent Homechoice every two weeks and are allocated to applicants who have placed bids, in accordance with our housing allocation scheme.

In order to be considered for inclusion on the Council's housing register, you must complete and sign this assessment form, complete any supplementary forms or answer further questions as we require, and provide written proof of your identity, current housing and personal circumstances. It is your responsibility to complete the assessment form as accurately as possible, as the information on the form will be used to assess your level of housing need. Your application will be placed into one of four priority bands, and awarded points according to your circumstances. Home visits and interviews are also carried out to confirm housing need. Please note that insufficient information may result in your application being awarded a lower priority.

Details of the banding and points scheme used to prioritise applicants, and a guide to the size and type of homes for which you will be considered is set out in a separate leaflet, "Housing allocation scheme summary".

The Council will write to you to tell you whether your application has been accepted on to the housing register and the band and points you have been awarded. If your circumstances change, for example a person joins or leaves your household or your address changes, this may affect your level of housing need, and you must inform us in writing of any change. We will write to you to let you know if your band or points level changes.

Please complete each part of the form as fully as possible, sign both the authority to make enquiries on page 16 and the declaration on page 17 and then send it to us, together with any relevant original documents to:

Homechoice Team
Tonbridge & Malling Borough Council,
Gibson Building,
Gibson Drive,
Kings Hill,
West Malling,
Kent
ME19 4LZ.

If you need assistance completing this form or require an assessment form in another format please contact us by telephone on 01732 876214 or by e-mail to homechoice@tmbc.gov.uk

1. You and your household

1.1 Please give details below of you and anyone else applying to live with you on a full time basis:

Please note all applicants for housing are required to provide evidence of the identity of all members of the household including children, and evidence of the current address for all adults. Please see the guidance notes on page 18 for further details.

Title	Surname	First name(s)	M/F	Relationship to applicant	Date of birth	National insurance number
				Applicant		

1.2 Contact telephone number(s):

Applicant - Home: _____ Mobile: _____

Partner - Home: _____ Mobile: _____

E-mail address: _____

1.3 If you have included anyone you want to be housed with who is not presently living with you, please tell us who it is, why they are not with you and where they are living:

Title	Name of person	Date of birth	Relationship to applicant	Their current address	Reason for not living with you

1.4 If anyone included on this application is expecting a baby, please give details:

Name of mother:	Date baby is due:
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Please provide confirmation of the expected date of delivery, for example, a letter/report from your GP/midwife/hospital or maternity certificate MATB1

1.5 Please tell us who you live with, but who will not be moving with you:

Title	Surname	First name(s)	M/F	Relationship to applicant	Date of birth	National insurance number

1.6 If you do not want letters about your rehousing to come to your current home, please give a correspondence address where we can send them:

Full address:
Post code:

1.7 Do you or does anyone in your household have a disability? **yes/no**

If **yes**, please tell us from the list below which one best describes your illness or disability:

- Use a wheelchair in and outside your home
- Use a wheelchair outside your home
- Problems with mobility/you being less able to move around your home
- Serious hearing loss
- Serious loss of vision
- Other (please give details) _____

1.8 Does any member of your household have any medical or mobility problems that are affected by your current housing? **yes/no**

If **yes**, please request a medical and welfare assessment form, which must be completed and returned to us before any medical or mobility problems can be taken into account.

1.9 Is any member of your household, an employee or councillor of Tonbridge & Malling Borough Council or an employee or committee/board member of Russet Homes/Invicta/Circle Anglia Group or any other housing association? **yes/no**

If **yes**, please give details _____

Does the property have electricity? **yes** **no**

Do you have central heating? **yes** **no**

Please complete the following questions in Part 2 in full:

2.2 Are you a tenant? **yes** **no**

If **yes**: Who is your landlord? _____

What type of tenancy do you have? _____

When does the tenancy end? _____

How much is the rent (before housing benefit)? £_____ week/month

Is the tenancy tied to your employment? **yes** **no**

2.3 Do you own your home? **yes** **no**

If **yes**: Do you have a mortgage? **yes** **no**

How much do you owe on the mortgage? _____

What is the approximate value of your home? _____

2.4 Are you a lodger? **yes** **no**

If **yes**: Who are you lodging with? _____

Are you paying rent? **yes** **no** If **yes**, how much? £_____ week/month

2.5 Please tell us how the rooms in your home are used:

How many bedrooms in your home: **0** (bedsit) **1** **2** **3** **4**

Which member(s) of your household sleep in each room?

Bedsitting room: _____

Bedroom 1: _____ Is this a single/double bedroom?

Bedroom 2: _____ Is this a single/double bedroom?

Bedroom 3: _____ Is this a single/double bedroom?

Bedroom 4: _____ Is this a single/double bedroom?

Other room used as bedroom: (please state which room) _____

2.6 Do you share facilities (except with other members of your household):

Bath or shower: **yes** **no** Living room : **yes** **no**

Somewhere to prepare/cook food: **yes** **no** WC : **yes** **no**

3. Tell us where you and your partner have lived over the last 5 years

3.1 Applicant:

Address	Dates from-to	Type of occupancy (please circle)	Landlord	Reason for leaving
		Owner/council/housing association/privately rented/friend/family/other		
		Owner/council/housing association/privately rented/friend/family/other		
		Owner/council/housing association/privately rented/friend/family/other		
		Owner/council/housing association/privately rented/friend/family/other		
		Owner/council/housing association/privately rented/friend/family/other		

Partner:

Address	Dates from-to	Type of occupancy (please circle)	Landlord	Reason for leaving
		Owner/council/housing association/privately rented/friend/family/other		
		Owner/council/housing association/privately rented/friend/family/other		
		Owner/council/housing association/privately rented/friend/family/other		
		Owner/council/housing association/privately rented/friend/family/other		
		Owner/council/housing association/privately rented/friend/family/other		

3.2 Please give us details if you or your partner own, part own or are a tenant of any of these properties:

3.3 Do you or your partner own, part own or hold a tenancy of any other property not already declared on this form? **yes/no**

If **yes** please give the address:

3.4 Do you or your partner own any property outside of the UK? **yes/no**

If **yes** please give the address:

3.5 Have you or any member of your household been evicted from a housing association or council property where you or they were a tenant during the past 5 years? **yes/no**

If **yes**, please supply the following details:

Name of person evicted:
Name of housing association/council:
Address of property evicted from:
Date and reason for eviction:

3.6 Have you or any member of your household been the subject of any investigation or formal action because of anti social behaviour? **yes/no**

If **yes**, please supply the following details:

Name of person involved:
Address where this occurred:
Date and reason for action:

3.7 Do you or any member of your household have any rent arrears at either your current address or any previous address? **yes/no**

If **yes**, please supply the following details:

Name of person with arrears:
Address where the arrears arose:
Landlords name and address:
Amount of arrears: £
Do you have an agreement in place to repay what you owe? yes/no

4. Your employment / financial status

4.1 Please give details of both you and your partner's current employment:

Your job title	Your employer	Your work address
Date started:	Average/actual take-home pay: £ _____ per week/month	

Your partner's job title	Your partner's employer	Your partner's work address
Date started:	Average/actual take-home pay: £ _____ per week/month	

Please provide your last 2 months or 8 weeks pay slips to verify your income

4.2 Please state which benefit(s) or payments your household receives by entering the **weekly** amount below:

Benefit or payment	Applicant	Partner
Jobseeker's allowance		
Employment support allowance		
Income support		
State pension		
Private pension		
Pension credit		
Incapacity benefit		
Disability living allowance - care		
Disability living allowance - mobility		
Attendance allowance		
Severe disablement allowance		
Child benefit		
Child tax credits		
Working tax credits		
Housing benefit		
Council tax benefit		
Carers allowance		
Child maintenance		
Industrial injuries benefit		
Payments from adult children or lodgers		
Other (please state):		

Please provide proof of your entitlement to any benefits you receive

4.3 What is your total weekly household income, including any income of children who are working and any benefits or maintenance you receive? £ _____

4.4 What is the total value of your household savings or investments? £ _____

Please provide your last 2 monthly bank or building society statements for all current and savings accounts

4.5 Do you have any debts which affect your housing for example rent, mortgage or secured loan arrears, or have difficulty in obtaining credit due to a County Court Judgment or bad credit rating? Please give details:

4.6 Are you interested in shared ownership housing (part rent/part buy)? **yes/no**

If yes, you can visit www.homebuyoptions.co.uk or contact Moat Homes Limited on 0845 359 6161 for further information

5. Your immigration status

5.1 Have you or any member of your household lived outside the UK during the last 5 years, even if you or they lived here prior to the period abroad? **yes/no**

If yes, please supply the following details:

Name of person living abroad:
Where they lived:
Dates when they lived abroad:
When did they return to the UK:

5.2 Do you and all members of your household have a permanent right of residence in the UK? **yes/no**

If no, please give details:

5.3 Are you registered with the Worker Registration Scheme? **yes/no**

If yes, please give date of registration and provide a copy of your certificate _____

6. Your reasons for applying

6.1 Please give your reasons for making this application. Tick any boxes below that apply and give further details in the space provided.

Unable to afford rent/mortgage Monthly payment £ _____

If you are struggling to pay a mortgage you may be eligible for assistance from the Government's mortgage rescue scheme. Please contact the housing options team on 01732 876067 for further details.

Marital/relationship breakdown

Needing larger/smaller accommodation

Leaving Care

Leaving the armed forces

Leaving hospital or institution e.g. prison

Leaving supported housing

Condition of present accommodation

Please note that we will usually support the improvement of your present accommodation where it could meet your needs, rather than supporting a move

Disability or health reasons

To give or receive support

Who to/from:

Relationship to you:

Where do they live:

Distance from employment/offer of employment

If any of the following reasons apply, please contact the Housing Options team for advice on 01732 876067.

- Being asked to leave, served with a notice to quit, possession order or bailiff's warrant
- To escape threats, actual violence or harassment
- Facing homelessness or no fixed address

Please give details:

7. Sheltered housing

7.1 Please complete this part of the form if you have support needs and are interested in sheltered housing. Tick any boxes below that apply and give further details in the space provided. For further advice please contact the Homechoice team on 01732 876214.

- You are in hospital and cannot return to your current home
- You have difficulty living in your current home because you:
 - Have a disability
 - Have ill health
 - Need emotional and social support
 - Have mobility problems
 - Consider that you are frail
- You have recently been in long term care, or will need to move into residential care unless you are offered sheltered housing
- You do not feel safe and secure in your current home, or are unable to maintain your home, and these problems cannot be reasonably overcome

8. Special needs

8.1 If you feel any of the following apply to you, then you may be able to get support. Please tick any boxes below that apply:

- Sensory/physical disability
- Learning disabilities
- Mental health problems
- Older person needing support
- Young person (under 18) needing support
- Offender or ex-offender
- Other support needs (please specify):
- At risk from domestic violence
- Alcohol/drug dependency
- Young person leaving care
- Teenage parent
- Homeless
- HIV/Aids

9. Support requirements

9.1 Please let us know if you need support, by ticking any boxes below that apply:

- Help to understand your housing/tenancy responsibilities
- Help to understand rent/mortgage arrears
- Help in coping with anti-social behavior
- Help to deal with racial harassment
- Maintaining safety and security in your home
- Advice and help with repairs or disabled adaptations

- Help with paying bills, budgeting and debt
- Organising your life and dealing with letters and forms
- Managing your finances and benefit claims
- Developing your life skills
- Getting access to health services or keeping up with improvements in your health
- Advice and help with employment, education or training

9.2 Are you or any member of your household involved with any other agencies such as Adult Services or Probation?

Name of your main contact	Organisation	Address & telephone number

9.3 Will someone be helping you with bidding? **yes/no**

If **yes**, please give the following details:

Their name: _____ Relationship to you: _____

Their telephone number: _____

Please sign below if you consent to us discussing your application with the person named above:

Name: _____ Signature: _____

10. Where do you want to live

10.1 Please see Tonbridge & Malling Borough Council's housing allocation scheme summary booklet. This will help you decide where you want to live by showing what size of property would be offered to your household, and how many properties Russet Homes have in each area. Please then tick the areas you have chosen:



Addington	<input type="checkbox"/>	Aylesford	<input type="checkbox"/>	Birling	<input type="checkbox"/>	Borough Green	<input type="checkbox"/>
Burham	<input type="checkbox"/>	Ditton	<input type="checkbox"/>	East Malling	<input type="checkbox"/>	East Peckham	<input type="checkbox"/>
Eccles	<input type="checkbox"/>	Hadlow	<input type="checkbox"/>	Hildenborough	<input type="checkbox"/>	Ightham	<input type="checkbox"/>
Kings Hill	<input type="checkbox"/>	Larkfield	<input type="checkbox"/>	Leybourne	<input type="checkbox"/>	Mereworth	<input type="checkbox"/>
Offham	<input type="checkbox"/>	Platt	<input type="checkbox"/>	Plaxtol	<input type="checkbox"/>	Ryarsh	<input type="checkbox"/>
Shipbourne	<input type="checkbox"/>	Snodland	<input type="checkbox"/>	Stansted	<input type="checkbox"/>	Tonbridge (North)	<input type="checkbox"/>
Tonbridge (South)	<input type="checkbox"/>	Trottscliffe	<input type="checkbox"/>	Wateringbury	<input type="checkbox"/>	West Malling	<input type="checkbox"/>
West Peckham	<input type="checkbox"/>	Wouldham	<input type="checkbox"/>	Wrotham	<input type="checkbox"/>		

10.2 What type of property would you prefer to live in? Tick as many as you want.

house bungalow flat studio flat sheltered housing

11. Local connection

Please tick any that apply:

- You are currently living within the borough
- You were living here for 6 out of the last 12 months, or 3 out of the last 5 years
- You are employed in the borough on a permanent basis
- You have close family members (parents, brothers, sisters or adult children) who have lived in the borough for the last 5 years or more

If you have relatives living in Tonbridge and Malling, please give details below:

Name	Relationship to you	Address	How long have they lived here

12. Additional information supporting your application

Please give any further details here:

13. What to do next

13.1 Carefully check that you have completed all the sections of this form as fully as possible and that the application is signed by the applicant (and partner where appropriate). Gaps may mean the form will have to be returned to you, which will cause delays in assessing your application. Please include any relevant original documents to verify you and your household's identity and /or current housing and personal circumstances when returning your application.

13.2 Authority to make enquiries

Please complete the following:

In order to offer you appropriate advice and to assess your application, it may be necessary to contact those people or organisations whose details you have provided, or other relevant parties whose details come to notice during our enquiries*. We can only do this if we have your written consent. Therefore to avoid any unnecessary delay please complete the details below:

*This may include:

- Cross checking the information you have given with other Council departments eg housing benefit and council tax, and other government departments including the department for work and pensions
- Current and previous landlords
- Sharing information with partner housing associations who receive nominations for accommodation from the Council
- Cross checking with data matching companies eg Experian or other credit reference agencies. These agencies will record details of any search made whether or not this application proceeds. Information held about you by the credit reference agencies may already be linked to records relating to your current or any previous partner. For the purposes of this application you may be treated as financially linked and your application will be assessed with reference to any associated person. You have the right of access to your personal records held by credit and fraud agencies. We will supply their names and addresses on request.
- Other third parties considered relevant to your application
- Sharing your personal information with partner agencies such as Shelter, Tonbridge Debt Advice Centre and the Citizens Advice Bureau, so that they can offer you advice and assistance as needed
- The person named at section 9.3 who will be bidding on your behalf

I/we agree to the terms and use of information as detailed above and authorise Tonbridge and Malling Borough Council to make all necessary enquiries with third parties including Experian and/or other credit reference agencies.

Signature of applicant:	Date:
Address:	
Post code:	

Signature of partner:	Date:
Address (if different from above):	
Post code:	

13.3 Declaration

Please read the following declaration and sign the form before returning it to us:

I/we confirm that the information given in this form is true to the best of my/our knowledge and is an honest reflection of my/our circumstances. I/we will inform the Council of any changes in my/our circumstances. I/we understand that any false or misleading statement or the withholding of any relevant information now or at a subsequent date is an offence under the Housing Act 1996 and may result in prosecution, my/our application being cancelled or any tenancy granted to me/us being terminated. If prosecuted by the Council you could be ordered to pay a fine of up to £5,000 in accordance with section 214 of the Housing Act 1996.

I/we have read the above warning carefully, and confirm that I/we understand my/our duty not to make any false statements or withhold information, and to notify the Council of any changes in my/our circumstances, and that I/we understand the consequences of failing to comply with that duty.

Signed – applicant:
Date of signature:
Signed – partner:
Date of signature:
Data protection statement This Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

14. Housing assessment – identity verification

14.1 All applicants for housing in Tonbridge & Malling are required to provide evidence of the identity of all members of the household including children, plus evidence of the current address for all adult members of the household. Please provide **original** documents which will be photocopied and returned to you. You will need to provide **one** document from Part A for **all** members of your household including children, and **one** document from Part B from those members of your household over the age of 18 years.

14.2 Part A : Personal identification

For each adult:

- Current UK or foreign signed passport, or for EEA nationals, a national identity card
- Current UK or EEA photocard driving licence (must contain current address) or blue disabled driver's pass*
- Current full UK driving licence (must contain current address)*
- Birth certificate
- Tax registration card with photograph issued by the Inland Revenue (if self employed in the construction industry)
- Current armed forces identity card
- Current student identity card
- Benefit book or letter confirming entitlement to benefit (including state pension) (must contain current address)*

For each child:

- Current UK or foreign signed passport, or entry on parent's passport
- Birth certificate (preferably full certificate confirming parent's names)
- Child benefit book or letter confirming entitlement to benefit (must contain current address)
- NHS medical card (must contain current address)

14.3 Part B : Address verification

For each adult:

- Council tax bill for current year
- Utility bill (gas, electricity, water, landline telephone) dated within the last six months, or a letter from the utility supplier confirming a pre-payment agreement
- Bank/building society/national savings/mortgage statement dated within the last six months
- Housing association or council rent card or statement dated within the last six months
- Current UK or EEA photocard driving licence (must contain current address) or blue disabled driver's pass*
- Current full UK driving licence (must contain current address)*
- Benefit book or letter confirming entitlement to benefit (including state pension) (must contain current address)*
- Inland Revenue tax or coding notification letter dated within the current or last tax year

*Please note that these documents can only be considered for **either** part A or part B, but not both.

If you do not possess any of the documents detailed above, please let us know so that we can advise what other documents are acceptable.

15. Equal opportunities monitoring

15.1 To help us apply our equality and diversity policy and to ensure that there is genuine equality of opportunity in access to housing, we collect data for monitoring purposes only. Completing this section is voluntary, and will not affect your application, but your answers are greatly appreciated:

15.2 To which of these groups do you consider you belong? (please tick one box only)

White

- British
- Irish
- Traveller (including Romany gypsy)
- Other white background

Mixed

- White and black Caribbean
- White and black African
- White and Asian
- Any other mixed background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Black or black British

- Caribbean
- African
- Any other black background

Other ethnic group

- Chinese
- Any other ethnic group

I do not wish to answer this question

15.3 Please also tell us the nationality of the main applicant for housing:

- UK national resident in the UK
- UK national returning from overseas
- Czech Republic
- Estonia
- Hungary
- Latvia
- Lithuania
- Poland
- Slovakia
- Slovenia
- Other European Economic Area (EAA)* country
- Any other country

I don't want to answer this question

* EAA countries are Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden and Switzerland.

15.4 Would you like information in a different language? **yes** **no**

If **yes**, what is your first language? _____

15.5 Would you prefer information in a different format, such as: audio tape
large print
Braille

IMPORTANT - REMINDER

Before you return the form, have you:

- Completed all of the relevant sections?
- Completed your personal details including contact numbers?
- Provided original documents to verify all members of your household?
- Provided original documents to verify your address?
- Provided confirmation of pregnancy (if applicable)?
- Provided your last 2 months or 8 weeks payslips to verify your income?
- Provided proof of your entitlement to any benefits you receive including child benefit?
- Provided your last 2 monthly bank or building society statements for all current and savings accounts?
- Signed the authority to make enquiries on page 16?
- Signed the declaration on page 17?