



Warwick District Council HomeChoice

Please read these notes carefully before completing the HomeChoice Application Form and retain them for your information.

HomeChoice is a scheme which Warwick District Council operates along with a number of housing associations. We let available homes to those in housing need.

We advertise new and existing council and housing association properties through HomeChoice. This means that you will only have to fill in one form to apply for housing and everybody is assessed in the same way, no matter who the landlord is.

There are many more people applying for housing each year than there are empty properties to let and HomeChoice helps us to decide which applicants are allowed to register and who will be given priority for housing.

Registering on HomeChoice

To register on HomeChoice, you must:

- be over 16 years old (we usually only offer tenancies to applicants aged over 18 so if you are under 18 please contact the Housing Advice Team to discuss your options);
- meet the immigration rules to move into social housing;
- not be guilty of unacceptable behavior (for example, breaking the terms and conditions of a tenancy or former tenancy)
- have a local connection to Warwick district.

Please see section 3 for further information on local connection.

Application form and process

When we have received your application form, we will assess your application and place you in one of 4 bands.

You can download our [HomeChoice Allocations Policy](#) or [HomeChoice Booklet](#) for further information on how we assess your application or request a copy is sent to you by email or post.

We will usually process your application within 21 working days and will send you a letter confirming:

- your user number
- your registration date
- the band we have placed you in
- the number of bedrooms you need
- information about how you can view and bid for available properties

If you do not agree with the band you are in or have been told you are not eligible to register, you can ask us to review your application. You must do this in writing within 21 days of the date on the decision letter. We will review your case and tell you the outcome in writing. Once you have received this decision, there is no further right of appeal.

We will need you to complete the information on this application form in order for us to decide if you can join HomeChoice and what priority you may have for housing.

If you become our tenant, we will use the information on this form for housing-management purposes. Before we offer you a property, a Housing Officer may visit you to confirm your household details.

Please fill in the form in black ink and capitals

Please answer all the questions and send us all the documents asked for otherwise your application will be delayed.

If you need help completing the form, ask a friend, relative or organisation you know and trust to help you.

Section 1 Your Details.

Current Address: If you are street homeless or sofa-surfing at several different addresses please state 'No Fixed Address' or NFA.

You will need to supply us with a postal or email address where we can send correspondence to.

If you need someone to act on your behalf any correspondence can be sent to your advocates address.

Section 2 Household.

If you have ticked the box to say that a person who you want to be housed with lives elsewhere please explain why they do not live with you at your current address and why they need to live with you when you move at section 14.

Any adults or children (16 years or over) who currently live elsewhere and who wish to be re-housed with you, should complete their own HomeChoice application form, stating that they want to live with you and why.

Where two households want to be re-housed together and currently do not live at the same address: both the applicant and joint applicant should complete a HomeChoice application form.

We only take account of children if they live with you permanently and it is their main home. We take account of unborn children from 25 weeks into the pregnancy. Please let us have sight of your Mat. B1 certificate after it has been given to you by your midwife.

If you are an approved foster carer or prospective adopter please let us have confirmation from Social Services.

Section 3 Local connection.

You will have a local connection to Warwick district if you normally reside in the district and have done so for at least 6 out of the last 12 months or 3 out of the last 5 years. 'Normal residence' is to be understood as meaning 'the place where at the relevant time the person in fact resides' and that residence must be of your own choice.

You will have a local connection if you are employed or can evidence you have an offer of employment in Warwick district in permanent or temporary paid employment that is likely to last for more than one year.

Please let us have sight of your contract of employment.

If you are self employed we will write to you for further information.

You will have a local connection if you have a close family association in Warwick district (son, daughter, brother, sister, mother, father or person acting in place of a parent, who is over 18 and has lived in the district for 5 years or more).

You cannot claim a local connection through a close relative if you are estranged from that family member.

Section 4 Immigration status.

If you are subject to immigration control we will need to see the documents issued by the Home Office that tell us on what grounds you are allowed to reside in the UK.

Some people from abroad and British Citizens coming to the UK to live for the first time or returning to live in the UK within the last 2 years prior to their application for housing may need to provide us with further information to establish if you are habitually resident in the UK. We will write to you separately about this.

Section 6 Where you have lived.

Please give the full addresses where you and your partner have lived over the last 5 years starting with your current address. Please give the addresses you stay at if you are sofa-surfing. Please tell us the full name and address of the landlord or the person you pay rent to or the person you are staying with. Please say in the box headed tenure if you are or were a tenant, owner, lodger, living with family or friends.

Section 7 Tenure.

Please complete these details for your current address only.

Section 10 Economic status and household income.

Savings and capital assets include:

- Cash you have saved for something
- Bank accounts including current accounts
- Building society accounts including current accounts
- Post Office Accounts
- National Savings Certificates
- Premium Bonds
- Income or Capital bonds
- Unit Trusts and Shares
- ISAs PEPs and any other investments
- Money, property or land held in trust
- Equity in a property

Please add together all the amounts and tell us how much they are worth in total. You do not need to count Personal Independence Payment, Attendance Allowance or War Pensions.

Section 12 Housing related debt

Housing Association tenants please send us a copy of your latest rent statement

Please sign and date the application form to confirm you have read and understood the declaration.

When you have filled in the form, please return it by hand to:

- Riverside House, Milverton Hill, Leamington Spa, CV32 5HZ

The address to return completed application forms by Royal Mail to is:

Warwick District Council, Housing Department, Town Hall, Parade, Leamington Spa, CV32 4AT

Where possible, we will provide information in other formats, including in large print, on CD and in other languages.