

your guide

to applying for housing

in Kingston upon Thames

Housing Allocations Team
Goldwell One
Kingston upon Thames
Surrey KT1 1BU

Application for Housing

Registration No:

If you need advice about this form, please contact Housing Allocations on 020 8547 5470.

Housing officers and members of the Kingston Housing Partnership will have access to the information you provide on this form. If you are a housing association tenant, any enquiries should be directed to your landlord. The Council can help with enquiries about your application once it has been registered.

Data Protection: The information you provide on this form may be shared with other departments within the Council.

PLEASE WRITE CLEARLY IN BLOCK CAPITALS USING BLACK INK

SECTION 1: PERSONAL DETAILS

1A. Your details. Joint applicants need to decide who to name as the lead applicant and complete their details below.

Title (Mr, Mrs, Ms, Miss, other)	<input type="text"/>	Marital status	<input type="checkbox"/>
Surname	<input type="text"/>	Married	<input type="checkbox"/>
First Names	<input type="text"/>	Divorced	<input type="checkbox"/>
Date of Birth	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	Widowed	<input type="checkbox"/>
Present address	<input type="text"/>	Single	<input type="checkbox"/>
		With partner	<input type="checkbox"/>
		National Insurance Number	<input type="text"/>
		Telephone: Home	<input type="text"/>
		Work	<input type="text"/>
		Mobile	<input type="text"/>
		Email	<input type="text"/>
		Date moved in	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>
		Contact address	<input type="text"/>
		Contact telephone	<input type="text"/>

If you do not have a permanent address, or you want us to phone or send letters to a friend's or relative's house, please give a contact address and phone number.

The Kingston Housing Partnership

www.kingston.gov.uk



If you have difficulty reading this document because of a disability or because English is not your first language, we can help you. Please call our helpline on 020 8547 5757 or ask someone to call on your behalf.

چنانچہ قادر نیستید این نامہ را بہ دلیل ناتوانی یا مشکل زبان بخوانید ما میتوانیم بہ شما کمک کنیم۔ لطفاً خود یا شخص دیگری با شماره کمک شہرداری کینگسٹون تماس بگیرید۔
020 8547 5757 ۰۲۰۸۵۴۷۵۷۵۷ تلفن

당신이 신체적인 불편함 혹은 언어 문제로 인해 이 서류를 읽지 못할 경우, 저희들이 돕겠습니다. 킹스톤 의회 상담전화 (Kingston Council Helpline) 020 8547 5757 로 직접 전화하시거나 혹은 다른 사람에게 전화를 부탁하십시오

نہ گہر توانای خویندندہ وہی نہم نوسراوہت نیہ لہ بہر پہ ککہوتہی/ بی توانای یا خود لہ بہر زمان تینہ گہشتن ، نہوا ئیمہ نہ توانین یارمہ تیت بدہین . تکایہ پیوہندی بکہ بہ ہیلی یارمہ تی شاردوانی کینگسٹونہ وہ (Kingston Council) بہ شمارہ تہ لہ فونی 020 8547 5757 یان بہ کسہ سی بلی کہ بہ ناوی تۆوہ پیوہندی بکات .

إن لم تكن قادراً على قراءة هذا النص بسبب اللغة أو أي عائق آخر، اتصل بنا فنحن نستطيع مساعدتك. الرجاء الاتصال بخط مجلس كنجستون للمساعدة (Kingston Council Helpline) على الرقم 020 8547 5757 أو اطلب من أي شخص آخر الاتصال بنا نيابة عنك.

ਜੇਕਰ ਤੁਸੀਂ ਅਪਹਜਤਾ ਜਾਂ ਭਾਸ਼ਾ ਦੇ ਕਾਰਣ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਪੜ੍ਹਨ ਵਿੱਚ ਅਸਮਰਥ ਹੋ, ਤਾਂ ਅਸੀਂ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੇ ਹਾਂ। ਕਿਰਪਾ ਕਰਕੇ 020 8547 5757 'ਤੇ ਕਿੰਗਸਟਨ ਕੌਂਸਲ ਦੀ ਹੈਲਪਲਾਈਨ 'ਤੇ ਕਾਲ ਕਰੋ ਜਾਂ ਆਪਣੇ ਵੱਲੋਂ ਕਿਸੇ ਨੂੰ ਕਾਲ ਕਰਨ ਲਈ ਕਰੋ।

Caso você nao consiga ler este documento devido a discapacidad ou idioma, nós podemos ajudar. Por favor, lique para o canal de atendimento Kingston Council no telefone 020 8547 5757, ou solicite a alguém para ligar por você.

உங்களால் இந்த கடிதத்தை படிக்க இயலவில்லை என்றால் தயவு கூர்ந்து கிங்ஸ்டன் உதவி மையத்தை நீங்களோ அல்லது உங்களை சார்ந்த எவராவது தொடர்பு கொள்ளவும். தொடர்பு கொள்ள வேண்டிய எண் 020 8547 5757

اگر آپ معزوری یا زبان کے سبب اس دستاویز کو پڑھنے سے قاصر ہیں تو ہم آپ کی مدد کر سکتے ہیں۔ براہ مہربانی 020 8547 5757 پر کنگسٹن کونسل ہیلپ لائن کو فون کریں یا کسی سے درخواست کریں کہ وہ آپ کی جانب سے فون کرے۔

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Introduction

The Royal Borough of Kingston upon Thames and nine local housing associations use a joint housing register to make sure that everyone who applies is considered for all properties which the 10 organisations have available in the borough. This is known as the Kingston Housing Partnership. These organisations jointly operate the Kingston Housing Register.

This booklet contains information about each of the organisations taking part in the Kingston Housing Partnership. It explains what housing associations are and how they work, and tells you how to apply for housing in Kingston.

This booklet also explains how to fill in your application form. We apologise for the length of the application form. All the questions are necessary to make sure that your application is treated fairly.

Help with filling in the form

If you do not understand any of the information in this booklet, or if you need help to fill in the application form, please contact any of the Kingston Housing Partnership.

Please return application forms to:

The Kingston Housing Partnership
Guildhall Two
Kingston upon Thames
Surrey KT1 1EU

Please note:

If returning your application by post you should use a large letter rate stamp (marked "LARGE") to guarantee delivery. The Council will not accept items with insufficient postage as there is a fee payable on receipt. If you have any questions about this, please ask at your local Post Office.



The Council's policy on offering choice

The Council advertises available homes to offer the maximum level of choice to people applying for housing. Those registered for housing can express an interest in properties they would like to be offered by placing a bid for them through the Choice Based Lettings scheme. The applicant with the highest priority, who bids for an advertised home, will be offered that property (unless there are reasons why they cannot be offered the property, such as rent arrears).

Who can apply?

Anyone over 16 who needs to live in the borough can apply to join the Kingston Housing Register. If you are under 18, we will require an adult or organisation to act as a guarantor for the rent until you reach the age of 18 if you are offered a property.

Priority is given to Royal Borough of Kingston upon Thames residents, so if you live outside the borough, your application will be placed in Band D regardless of your housing situation or any medical problem. This means that you are less likely to be successful in bidding for available general purpose homes. However, older people may be successful in bidding for sheltered housing for which there is a lower level of demand.

What happens after I apply?

Once you have filled in your form and returned it to the Kingston Housing Partnership we use it to assess your priority for housing. We use a banding scheme to rank your application according to your housing circumstances, including any medical conditions which are affected by your housing. If your application is accepted, we then send you a registration letter advising you of your priority for housing under the Council's Allocations Policy. You will also receive a 'User Guide to Choice Based Lettings' to explain how to bid for available homes.

We will only reject your application if you are not eligible for housing under the terms of the Housing Act 1996, as amended by the

Homelessness Act 2002. This may apply to anyone in the following groups:

- Certain categories of asylum seekers and people returning to live in this country.
- People who have lived in the country less than five years.
- Some people who have lost a tenancy because of unacceptable behaviour or have a known history of similar behaviour.

If you fall into any of these categories, we will write to you to explain your position in more detail.

We will normally only visit you if you have a very high priority for housing, but you can enquire about the position of your application at any time.

Asylum seekers/persons from abroad

If you are subject to immigration control then you may not be eligible to join the Kingston Housing Register. The Housing Act 1996, as amended by the Homelessness Act 2002, places a requirement on us to ensure that only qualifying persons are accepted for rehousing. We will be pleased to help you find out if you are eligible or not.

Do I have to renew my application?

We regularly review the applications of people on the Housing Register who are not bidding for available homes. If you have not placed a bid for six months or more, we will contact you to find out if you wish to remain on the Housing Register.

If, at any time, you wish to cancel your application, please email us at allocations@rbk.kingston.gov.uk or write to us at The Kingston Housing Partnership, Guildhall Two, Kingston upon Thames, Surrey KT1 1EU.



How does the Partnership decide who needs housing?

Each application is assessed and placed in **one of four priority bands**. These are:

- Band A – emergency/top priority.
- Band B – urgent need to move.
- Band C – identified housing need.
- Band D – all other applicants.

You are also given a priority date, based on the length of time you have been waiting for housing. To start with, this will be your registration date, but if you move up a band, it will be the date you moved to the higher band.

Bidding for available homes

All properties becoming available for letting are advertised on the Home Connections website (via a link from the Council's website), and in a free local newspaper, Property Weekly or the Kingston Guardian. New properties are advertised every week.

When we close the weekly advertising cycle, we have a list of everybody who has registered an expression of interest for each property advertised. From these lists we offer the property to the bidder with the highest priority, that is, the bidder with the highest band and the earliest priority date in that band.

In a small number of cases, we won't offer the property to the bidder with the highest priority because they are a council tenant with rent arrears, or there is another good reason. In this case, the property will be offered to the person on the list with the next highest priority.



Rehousing targets

To make the most effective use of the limited number of properties available, we have yearly rehousing targets for each of the main groups applying for housing in Kingston. These targets apply to council housing and housing association properties for which the Council can nominate the tenant.

We may therefore advertise certain homes as only available to particular customer categories, in order to ensure that these targets are achieved.

Customer categories

- First time applicants.
- Accepted homelessness duty.
- Council and other housing association tenants.
- Other.

With the exception of sheltered housing, we are unable to house very many first time applicants. About half (50%) of all allocations are to homeless people who are living in temporary housing that has been provided as part of the Council's legal responsibilities. About a quarter (25%) are given to either council or housing association tenants who move out of housing which can then be offered to another needy household.

Housing associations also use the Kingston Housing Register and everyone who applies will be considered for vacant properties in the same way that council tenancies are offered.

Some housing associations let a small number of their properties, which the Council is not entitled to select the tenant for, to applicants from their own list. Housing associations may have separate priorities for rehousing people and their own method of assessment.

What are my chances of being rehoused?

As at 1 April 2009 we had 7700 registered applicants, and we re-let about 400 vacancies each year. We would like to be able to help everyone who applies to us. However, because of the housing shortage in the borough, **unless you have a high priority, or require housing for which there is a lower demand, such as sheltered housing or a property on a high floor level, your chances of housing are small.** To give you an indication of your chances of being offered a home, we publish the priority band and priority date of the applicants we let all advertised homes to.

Number of Lettings by bedroom size and band

April 2008 to March 2009

(the figure below in brackets is the number of applications registered in that category as at 31 March 2009 for comparison)

	Sheltered* Age 55+ Studio	Sheltered Age 55+ 1 bedroom	Sheltered Age 55+ Total	General purpose studio or 1 bedroom	2 bedrooms	3 bedrooms	4+ bedrooms	Total
Band A	3	18	21 (34)	15 (73)	20 (27)	5 (7)	1 (7)	62 (148)
Band B	1	9	10 (11)	51 (173)	95 (215)	30 (151)	7 (85)	193 (635)
Band C	22	31	53 (205)	34 (1772)	58 (819)	7 (451)	0 (216)	152 (3463)
Band D	8	3	11 (311)	0 (1419)	0 (1021)	0 (576)	0 (187)	11 (3454)
Total	34	61	95 (561)	100 (3437)	173 (2082)	42 (1125)	8 (495)	418 (7700)

*Sheltered housing for older people

Direct offers to vulnerable applicants

Vulnerable applicants who are unable to bid for homes themselves, and have no-one available to bid on their behalf, may be made a direct offer of suitable housing.

Direct offers to homeless households in temporary accommodation provided by the Council

If you do not bid for homes or greatly restrict your bidding, we reserve the right to make a direct offer of suitable permanent housing which will mean you have to leave your temporary home.

What if my circumstances change?

You must let us know if there are any changes in your circumstances as this may affect the priority of your application and your position on the Kingston Housing Register. We are not able to make you an offer of housing if you have been bidding using details that are out of date.

What size of home will I be considered for?

The number of bedrooms you are registered for is based on the number of people in your household. For housing purposes this is people who live with you on a permanent basis, or could reasonably be expected to live with you on a permanent basis.

The number of bedrooms you are registered for is based on the number of people in your household.

Apart from a new baby, anyone who joins your household will not normally be counted as permanent until they have been living with you for 12 months. Also, children who stay with you at weekends and school holidays, or less than half of each week on average, will not normally be counted.

The following guidelines on bedroom sharing are applied:

1. Any two adults living together as a couple are expected to share a bedroom.
2. Any two children under the age of 10 are expected to share a bedroom.
3. A son aged over 10 is expected to share a bedroom with another son, even if they are both adults, provided the age gap between them is less than seven years. The same rule applies for daughters.
4. For families with more than two children, the sleeping arrangement that uses the minimum number of bedrooms will be used.
5. For extended families and other household compositions we reserve the right to decide bedroom requirements.

An additional bedroom may be agreed in exceptional circumstances, if it is considered medically unreasonable for two household members to share a bedroom, but they would be expected to share under normal circumstances.

Taking these guidelines into account, available homes will usually be offered as follows:

Studio flat/small 1 bedroom flat

Single person.

1 bedroom flat/house/bungalow

Single person, a couple or a family with a baby under 12 months.
Couples may be given preference over single people.

2 bedroom flat/maisonette/house

Family with 1 child or 2 children under 10.

3 bedroom flat/maisonette/house

Family with 2 older children of the opposite sex, 3 children or 4 small children.



4 bedroom flat/maisonette/house

Family with 4 or more children.

5 bedroom or larger house

Family with 6 or more children.

Older persons/sheltered housing

People aged over 60 (over 55 if no-one aged over 60 bids)

Family homes above the fourth floor are considered suitable for households where all members are aged 10 or over. They may be offered to families with children below the age of 10, if they bid, but if they refuse the offer, it will not be counted against them. If they accept, they may not apply for a transfer within 12 months of their new tenancy starting.

What if someone in my household has a medical problem?

If a member of your household has a medical problem which is affected by your housing, you should fill in a medical self-assessment form. This is assessed by an **independent medical adviser**, who is a qualified doctor. There is no need for you to go to your doctor or consultant for a report. You should complete the form as fully as possible as it is not possible for the medical adviser to see you in person.

If there is insufficient information on your form, we will contact your doctor, but only where you have given your consent for this to happen. Applicants whose health is not affected by their housing, or who already live in suitable housing, will not be awarded any medical priority. A higher priority is awarded where your health is severely affected by your housing. The medical adviser will also recommend the type of housing most suitable for your condition.

- Applicants awarded Medical Priority will be placed in Band C.
- Applicants awarded High Medical Priority will be placed in Band B.
- In exceptional circumstances, applicants awarded Overriding Medical Priority will be placed in Band A.



What if I need a carer?

If you have a medical condition for which we consider it is essential that you have a live-in carer, you will be entitled to register for a property with an extra bedroom for your carer. This must be a carer who stays with you seven nights a week.

What if I want someone to join my application?

Only someone who is living with you as part of your household on a permanent basis can be included on your application. We make allowances for families who are genuinely forced to live separately due to a lack of housing.

Please note that anyone joining your household (other than a partner or a new baby) will not normally be taken into account for housing purposes until they have lived with you for a year. If you have children who visit you on a regular basis but live elsewhere for most of the week, they will not be included as part of your household. You may be required to produce evidence about where your children live and parenting arrangements if you have joint parental responsibility for them.

If you can help me, how many offers will I receive?

All Kingston Housing Register applicants receive a maximum of **two** suitable offers of housing, except where it is in the Council's interest to make more than two offers, for example to under-occupying tenants who are willing to move to a smaller home.

If we believe you have refused two suitable offers your application will be placed in Band D. You may apply to have your application reassessed after one year.

If you are a homeless household who has refused two reasonable offers, we will have no further homelessness duty towards you



and your temporary housing will be cancelled. You will then have to make your own housing arrangements.

The type of information we use to decide whether a refusal is unreasonable is as follows:

- Is the property within reasonable travelling distance of your child's school, in other words, usually by a direct public transport route?
- Is the property suitable for any medical condition that you or your household may have?
- Is there evidence, such as injunctions/police reports and so on, that you would be at risk if you moved to the property offered?
- Refusing an offer of housing because you want a garden, or do not want to live in a flat or on an estate, will not normally be accepted as a good reason for refusing an offer.

The Council has an appeals mechanism for applicants who feel that their refusal is reasonable. You will receive details of how to appeal when you view any property you have been offered.

What is a Housing Association?

Housing associations are non-profit-making organisations providing homes for people who need them. They are run by voluntary committees with paid staff carrying out the day to day running of the association.

Housing associations are independent from the Council and, unless the Council has the right to select the tenant, have their own rules for selecting tenants. The size, type and location of properties varies from one association to another, and many have properties in more than one borough. Most do not operate their own housing register and rely on the Council to select their tenants. This is known as a 'nomination'.



Some housing associations provide homes that are part-rent, part-buy. This is known as shared ownership. If you would like more information about shared ownership, please contact the Home Ownership Team on 020 8547 5439.

What if I own my home?

You may register for housing. However your application will be placed in Band D, unless you have an overriding medical need for rehousing, in which case you will receive higher priority. In view of the shortage of social rented housing in the borough, we will discuss with you how your home could be used by the Council for temporary housing for homeless households if you successfully bid for an available home.

Important information about bidding

Please do not bid on any properties that you do not want to be offered. Before placing a bid for an advertised property, you should check the following information:

1. The area that the property is in (it is advisable to use a map).
2. The size of the property to make sure that it meets your household needs and the size of property that you qualify for.
3. The floor level the property is on.
4. The number of stairs the property has.

What type of tenancy will I be offered?

If you are offered a council tenancy and you are not a permanent council or housing association tenant already, you will be offered an **Introductory Tenancy**. This form of tenancy enables the Council to more easily evict new tenants who have broken their tenancy agreement, for example by getting into rent arrears or causing nuisance. If you have not broken your tenancy agreement it will automatically become a **Secure Tenancy** after one year.



If you are offered a housing association tenancy, this will be an **Assured Tenancy** or a **Starter Tenancy** (which is similar to an Introductory Tenancy). The rights of housing association tenants are protected by the Tenants' Guarantee. The main difference between council and housing association tenancies is that housing association tenants have limited opportunities to buy their home. However, other low cost home ownership opportunities are available to both council and housing association tenants.

You will be provided with more information of your rights and responsibilities as an introductory or assured tenant if you are offered a tenancy.

What if I have rent arrears?

If you are, or have ever been, a council or housing association tenant and have outstanding arrears, you will only be rehoused once your arrears and any associated costs are cleared, unless there are exceptional circumstances.

**... you will only be rehoused
once your arrears and any
associated costs are cleared...**



Kingston Housing Register Partners

**Royal Borough of Kingston upon Thames
Housing Allocations
Guildhall Two
Kingston
Surrey KT1 1EU
Tel: 020 8547 5470**

The Council owns approximately 4,800 permanent rented properties of all sizes from studio flats to a six bedroomed house. About 75% (3588) of these are flats and maisonettes, and nearly 20% (915) are sheltered or older people's housing for people aged over 60 (over 55 in certain circumstances).

The Council provides housing for single people, couples, older people and people with disabilities and special needs.

Properties are owned in all parts of the borough but the majority of vacancies are in Kingston Town and Chessington. About 85% of vacancies are flats or maisonettes without gardens.

**Home
3 Cantelupe Mews
Cantelupe Road
East Grinstead
West Sussex RH19 3BG
www.homegroup.org.uk
Tel: 01342 330250**

Home Group is one of the largest providers of housing, care and support services in England. They currently own or manage over 52,000 affordable homes across the UK, and have worked with a number of local authorities in recent years on estate regeneration projects.

In this borough, they have 39 rented properties, consisting of one and two bedroomed flats. These are all at one location, off Upper Brighton Road in Surbiton.

Kingston Churches Housing Association
Meadway House
17-21 Brighton Road
Surbiton
Surrey KT6 5LR
www.kcha.org.uk
Tel: 020 8399 7221

Kingston Churches Housing Association (KCHA) was founded in 1964 and opened its first property in 1967.

Since then, KCHA has grown steadily and at the end of 2008 owned 212 rented properties, nearly 200 of which are in this borough.

The accommodation consists mainly of conversion flats in older properties that have been acquired and refurbished but there are also properties on two recently built developments in Tolworth and New Malden.

London and Quadrant Housing Trust
467 Garratt Lane
Earlsfield
London
SW18 4SN
www.lqgroup.org.uk
Tel: 020 8875 5530

London and Quadrant Housing Trust was set up in 1963. Today, the London and Quadrant Group owns or manages over 60,000 properties throughout London and the South East.

In this borough, there are about 275 rented properties, mainly one and two bedroomed houses and flats, with some three bedroom houses. These were all built within the last 12 years and can be found in all parts of the borough except Surbiton and Kingston Hill.



**Moat
Marina House
Galleon Boulevard
Crossways
Dartford
Kent DA2 6QE
www.moat.co.uk
Tel: 0845 600 1006**

Established over 40 years ago, Moat is a leading housing association in London and the South East, with over 20,000 affordable homes rented or in shared ownership.

In this borough, Moat have about 100 rented properties, mainly one and two bed roomed flats, with a few three and four bed roomed houses. Most of these properties are in and around Kingston Town with some in Surbiton.

**Richmond upon Thames Churches Housing Trust
13 Castle Mews
High Street
Hampton
Middlesex TW12 2NN
www.paragonha.org.uk
Tel: 020 8481 7277**

Richmond upon Thames Churches Housing Trust (RUTCHT) was set up in 1967.

Today, the Trust is part of Paragon Community Housing Group in partnership with Elmbridge Housing Trust. Together they own or manage nearly 8,500 properties mostly in the boroughs of Richmond and Elmbridge but with some in neighbouring boroughs as well.

In this borough, there are about 300 rented properties of varying sizes from one to four bedrooms, which can be found in all parts of the borough.

Thames Valley Housing Association
Premier House
52 London Road
Twickenham
Middlesex TW1 3RP
www.tvha.co.uk
Tel: 020 8607 0607

Thames Valley Housing Association (TVHA) was set up over 30 years ago to provide and manage good quality homes to meet a variety of housing needs, but especially to relieve homelessness and poor housing conditions. Today, TVHA owns and manages over 13,000 properties across London and the South East.

In this borough, TVHA have about 80 rented properties, mainly one and two bedroomed flats, with a few three and four bedroomed houses. Most of these are located in Kingston Town and Chessington.

Town and Country Housing Group
Monson House
Monson Way
Tunbridge Wells
Kent TN1 1LQ
www.tchg.org.uk
Tel: 0845 873 1321

Town and Country Housing Group (TCHG) was established in 1989 and now provides nearly 6,000 affordable homes across Kent, Sussex and Surrey.

In this borough, there are 20 rented properties at two modern developments in Tolworth and Old Malden.



Wandle Housing Association
15 Abbeville Road
Clapham
London SW4 9LA
www.wandle.com
Tel: 0800 731 2030 (from a landline)
or: 020 8682 7442 (from a mobile)

Wandle Housing Association was formed in 1973. They now own or manage over 6,000 homes including supported housing and low cost home ownership across 11 South London boroughs.

In this borough, there are around 70 rented properties, mainly located in Surbiton and New Malden. Most of these properties are one bedroomed flats in converted houses.

Affinity Sutton
Level 6
6 More London Place
Tooley Street
London SE1 2DA
www.affinitysutton.com
Tel: 0845 217 8601

With over 54,000 homes and a 100 year history, Affinity Sutton is one of the biggest providers of affordable housing in England.

In this borough, there are over nearly 200 rented homes, ranging from one and two bedroomed flats to three, four and five bedroomed houses. These are located on modern developments at Dukes Avenue and Acre Road in North Kingston, and at Leatherhead Road in Chessington.

How to complete your application form

Section 1: Personal Details

1A. Your Details

Please provide your name and present address. Joint applicants will need to decide who to name as the lead applicant and complete their details in Section 1A.

1B. Household Details

This section is for the Joint Applicant and/or any other household members. Please provide the details of each person that you want to live with you and proof of ID.

Citizenship and immigration status

To help us decide your eligibility for rehousing, please provide the following documents for each member of your household.

Photocopies will be accepted for postal and on-line applications but we will need to see the original documents at a later date:

- Passport (the page from your passport with your photograph and details).
- Any letters or permit from the UK Border Agency concerning immigration status.
- Any other documents.

1C. Why are you applying for housing?

Please tick all the relevant boxes (you can tick more than one box).

1D. Why are you applying for housing? Other information?

Please complete this section if you have been asked to leave your home.

Section 2: Housing History

2A. Put your current address first and then list all addresses you have lived at during the last five years including those outside the UK.

Say whether you were a council or housing association tenant, a home owner, renting privately, a lodger or living with parents (continue on a separate page if necessary).

Also if you have ever been a council or housing association tenant please provide the address, the dates that you lived there, the name of the association and your reason for leaving.

Section 3: Income and Savings (including Property Ownership Details)

3A. Ownership of Property

Please provide details of any properties you or the joint applicant owns or have owned in the past. This includes property abroad.

3B. Earned Income

Please complete this section if anyone in your household is working, including if anyone is self employed.

3C. Who is your employer and those of other household members?

If you have answered YES to Section 3B please provide employment details for everyone in your household who is working.

3D. Benefits

If anyone in your household is claiming benefits please provide the details in this section.

3E. Savings/Investments

This section is for any other savings, investments or other source of income.



Section 4: Current Housing Costs

4A. Rent/Mortgage

Please say how much your rent or mortgage is and whether you pay weekly or monthly.

4B. Arrears

Please say if you have any rent arrears or mortgage arrears and how much they are.

Section 5: Housing Need

5A. Relatives

Please provide the details of any relatives living in the Kingston Borough. If you are applying as a homeless household this information may determine whether you have a local connection.

5B. Children's Education

Please provide the details of your children's school or college.

5C. Disability/Health Problems

You may wish to tell us about any medical condition experienced by you or any member of your household that is affected by your housing. Assessments will only be carried out for anyone included as part of your housing application. Because someone is seriously ill it does not necessarily mean that the medical priority will be awarded. It will depend on whether the medical problem is made worse by your housing circumstances, and the degree to which this is happening.

5D. Support

Please provide details of any support or help that you are receiving. If you give us permission to contact the professionals that are providing you with help or support this may help us to assess your housing need.

5E. Areas to Live

Please indicate the types of properties and areas you want to be considered for. We require this information in case we need to make you a direct offer of accommodation or if you would like bids placed automatically for you. Due to the shortage of certain types of property we cannot guarantee to rehouse you in your chosen type of property or area and if you are very limited in your choice of properties or areas, it may be very difficult to rehouse you.

5F. Pets

Many of the properties owned by members of the Kingston Housing Partnership have policies relating to pet ownership. We do not allow cats or dogs in any properties which do not have sole use of, and direct access, to a garden.

Refusing a suitable property because you have a cat or dog will not be accepted as reasonable grounds for refusal.

Section 6: Your Current Housing Need

6A. Type of Home

Please provide details of the type of home that you live in now.

6B. Room details

- Please give details of all rooms used by the people included in your application. Please provide length and width measurements in metres as this will help us to assess your housing need. Please leave blank any rooms that you do not have.
- Please tell us what floor level or levels your housing is on.
- Please indicate whether there is a lift.

6C. Home Ownership

Please say if you would like to receive any information about low cost Home Ownership Schemes.

6D. Extra Information

This section is for you to tell us about anything that you feel is relevant to your housing situation that you have not already told us about elsewhere on your form.

Section 7: Relatives Employed by The Kingston Housing Partnership

This question is to ensure that properties are not being allocated unfairly because of family links with employees of The Kingston Housing Partnership.

Section 8: Equality Monitoring

The Kingston Housing Partnership is strongly committed to promoting equal opportunities. As part of our policy we ask you for equality information at the time you apply for housing.

This information is only used for monitoring purposes in order to make sure that we are providing services fairly to all sections of the community and does not affect your application in any way.

If your first language is not English and you need help in understanding any letters or documents, we can make arrangements for an interpreter or translation.

Section 9: Declaration

This section is to alert you to the fact that it is a criminal offence to give false information to gain a tenancy. Please make sure that you have filled in all sections of the form and signed it before returning it to us. We cannot accept unsigned application forms and if you do not fully complete the form the assessment of your application will be delayed. If you are applying for a joint tenancy both partners must sign the form.





