



# ARCON HOUSING ASSOCIATION

12 Lloyd Street, Manchester M2 5ND Telephone 0161 214 4120

**DO NOT USE THIS APPLICATION PACK TO APPLY FOR HOMES IN CRUMPSALL, GORTON, LEVENSHULME, LONGSIGHT OR WHALLEY RANGE.**

**GO TO [WWW.MANCHESTERMOVE.CO.UK](http://WWW.MANCHESTERMOVE.CO.UK)**

## APPLICATION CHECKLIST

Please read the **Applying For An Arcon Home Guide** booklet for help filling these forms.

Your application will not be processed without the required documents. Please read through the list below to make sure you provide all the necessary documents.

### Please tick where provided

	Applicant	Joint Applicant
<b>Application For Housing</b> - make sure all sections of the form are filled in.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proof of Identity</b> - eg. valid passport, driving license.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proof of National Insurance Number</b> - eg. National Insurance card, benefit letter, wage slip.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proof of Child Benefit</b> - for each child in the moving group	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proof of current address</b> - eg. tenancy agreement, bank statement, driving license, utility bill.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Landlord's reference</b> - if you have not been a tenant in the last 3 years please provide two non-landlord references.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Non-landlord Reference</b> - there is a list of suitable referees on the back of the reference form.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supporting Documents</b> - make sure you have included any supporting documentation required in Section 3.	<input type="checkbox"/>	<input type="checkbox"/>
If you have given health or medical reasons for why you want to move you must fill in the <b>Additional Medical Form</b> and provide any further <b>Supporting Documents</b> .	<input type="checkbox"/>	<input type="checkbox"/>

Return all completed forms to

**Arcon Housing Association, FREEPOST RRTJ-CHLL-SXGJ, Manchester, M2 5ND**

**You do not need to use a stamp when you send to the FREEPOST address.**

Or scan and email the forms to **[waitinglist@arcon.org.uk](mailto:waitinglist@arcon.org.uk)**.

**Do not send original documents in the post.** Only send photocopies, or visit our office where we can make copies or email them to **[waitinglist@arcon.org.uk](mailto:waitinglist@arcon.org.uk)**. We will check the original documents at your home visit. You have 4 weeks to return all documents, after which you will have to apply again in full.

**If English is not your first language please call 0161 214 4120 and we can call you back with an interpreter. If you have any other communication requirements, for example large print, please contact call 0161 214 4120 or email [waitinglist@arcon.org.uk](mailto:waitinglist@arcon.org.uk).**