



# ARCON HOUSING ASSOCIATION LTD

1 Jackson's Row, Manchester, M2 5WD Telephone 0161 214 4120

## APPLICATION FOR HOUSING – Shared Ownership

**Scheme Name :** \_\_\_\_\_

Please ensure you have read the accompanying information leaflet **BEFORE** completing this form. You must answer all questions and complete Section 1 of the attached Landlord Reference form (if applicable) and return with your application. Incomplete applications will be returned to the applicant. **WE DO NOT ACCEPT REFERENCES FROM FAMILY OR FRIENDS.**

1. YOU AND YOUR HOUSEHOLD		
	APPLICANT	JOINT APPLICANT (if applicable)
Title (Ms/Mr/Mrs/Other)		
First Name		
Surname		
Date of Birth		
Current address & Post Code		
How long have you lived there?		
If you have lived there for less than 3 years we will need 3 years' of your previous addresses		
Home telephone number		
Mobile number		
Email address		
Occupation		
Employer's name & address		
Daytime telephone contact number		
How long have you worked there		
National Insurance No		
Total annual income (Salary before deductions, excluding overtime and bonuses OR self employed income, net , for your last financial year		
Total Savings		

Who else will be living with you other than the applicant and joint applicant?	Name	Relationship	Date of Birth
1.			
2.			
3.			

**IN ORDER TO ASSESS YOUR APPLICATION PLEASE INDICATE WHICH OF THE FOLLOWING APPLIES TO YOU (please tick)**

(1) Are you unable to buy the type of property you need outright?

(2) Have you worked for the same company for at least 6 months and your job is permanent OR are you self employed & can provide at least 2 years accounts?

(3) Can you obtain a mortgage to cover the cost of purchasing at least 50% of the property?

(4) Have you received Housing Benefit within the last 12 months?

(5) Have you had a County Court Judgement Registered against you or defaulted on a loan in the last 6 years?

2. YOUR CURRENT HOUSING CIRCUMSTANCES		
	APPLICANT	JOINT APPLICANT (if applicable)
Are you:		
A council tenant		
A housing association tenant		
Living with family or friends		
Renting privately		
An assured shorthold tenant		
Other		
Please give the name & address of your current landlord. If you are renting privately, applications WILL NOT be accepted without a landlords reference.		
Are you on a council housing waiting list/register	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please say where and give your reference number		

### 3. EQUAL OPPORTUNITIES & ETHNIC MONITORING

Applications are invited from anyone irrespective of marital status, sex, colour, ethnic or national origin, race, religion, disability or age.

Arcon Housing Association Ltd operates an Equal Opportunities Policy and in order to assess the effectiveness of our policy we monitor the ethnic origin of housing applicants.  
You are not obliged to fill in this section and it will not influence our decision but we would be grateful for your co-operation.

**How would you describe your ethnic origin? Please tick one box (A = Applicant JA = Joint Applicant)**

A	JA		A	JA		A	JA	
<input type="checkbox"/>	<input type="checkbox"/>	White-British	<input type="checkbox"/>	<input type="checkbox"/>	Mixed-White & Asian	<input type="checkbox"/>	<input type="checkbox"/>	Black/Black British:Cariibbean
<input type="checkbox"/>	<input type="checkbox"/>	White-Irish	<input type="checkbox"/>	<input type="checkbox"/>	Mixed – Other	<input type="checkbox"/>	<input type="checkbox"/>	Black/Black British: African
<input type="checkbox"/>	<input type="checkbox"/>	White-Other	<input type="checkbox"/>	<input type="checkbox"/>	Asian/Asian British:Indian	<input type="checkbox"/>	<input type="checkbox"/>	Black/Black British:Other
<input type="checkbox"/>	<input type="checkbox"/>	Mixed-White & Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Asian/Asian British:Pakistani	<input type="checkbox"/>	<input type="checkbox"/>	Chinese/other ethnic group:Chinese
<input type="checkbox"/>	<input type="checkbox"/>	Mixed-White & Black African	<input type="checkbox"/>	<input type="checkbox"/>	Asian/Asian British: Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>	Chinese/other ethnic group:other
			<input type="checkbox"/>	<input type="checkbox"/>	Asian/Asian British:Other	<input type="checkbox"/>	<input type="checkbox"/>	Refused

### 4. DATA PROTECTION ACT 1998

In order to proceed with your application for housing, Arcon Housing Association is required under the Data Protection Act 1998 (The Act) to obtain your consent to process the data you have supplied on this form. Arcon Housing Association has policies in place to ensure that data is processed and held in accordance with the Act and remains confidential where appropriate.

Details regarding Ethnic Origin and medical condition are regarded as being sensitive data under the Act and express consent is required for this data to be processed.

Ethnic Origin data is used by Arcon Housing Association to monitor its Equal Opportunities policy in respect of lettings and to meet the requirements of the Housing Corporation. All data is aggregated and individual applicants are not identifiable.

By signing the Application form below Arcon Housing Association recognises that you are consenting to us processing general information about yourself as well as data concerning your ethnic origin and medical history/health.

### 5. NATIONAL FRAUD INITIATIVE

Arcon Housing Association participates in the National Fraud Initiative Data Matching exercise. This is required under Section 6 of the Audit Commission Act 1998. Tenancy Data (including Housing Benefit claim information) is provided to the Audit Commission for the initiative and is used for cross-system and cross-authority comparison for the prevention and detection of fraud.

### 6. STATEMENT

The above information I have given is true and complete and I consent to Arcon processing my application for housing form. I understand that Arcon Housing Association Ltd will carry out checks to ensure that the information provided is accurate and I give them permission to do so. I am aware that if false information is given it may result in my application being disqualified.

Signed  
(Applicant)

Date

Signed  
(Joint Applicant)

Date