



# Housing Application Information

Interested in applying to Latch? If you are thinking of applying please read this information first.

You can apply to Latch for housing if we have an available property that is suitable for you. Please check our Available Homes page on the Latch website at [www.latch.org.uk](http://www.latch.org.uk)

## Are you:

- Aged 18-64?
- Living in temporary accommodation – Homeless or at risk of homelessness – Living in poor housing conditions?
- In need of housing related support?
- Willing to participate in support and self help activities?
- Entitled to claim Housing Benefit?
- Registered with Leeds Homes with A or B priority? If not, please contact us about this.

If you can answer yes to all the above questions then Latch may be suitable for you.

Please note that Latch does not allow pets in any of our homes.

## What size home are you looking for?

One bed home – for single people or couples.

Two and Three Bed Homes – for people who have children living with them.

## When completed please return this form to

Latch, 176 Chapeltown Road, Leeds LS7 4HP

[info@latch.org.uk](mailto:info@latch.org.uk)

T: 0113 2374482

## What happens next

We will review this form to see whether you meet our criteria for housing and support and contact you within 7 working days.

If your application meets our criteria, we will invite you to visit us for an assessment.

After the assessment we will write to you with a decision about whether you have been accepted for housing.

If you are accepted we will either offer you a property, or put you on our waiting list until a suitable property becomes available.

If you are not accepted we will offer advice and signposting to other suitable housing.



# Housing Application Form

Please read the information on the front sheet before you apply. Complete all the questions on the form. If you need help completing this form please contact the Latch office on 0113 2374482

## Eligibility Questions

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Are you aged 18-64?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you living in temporary accommodation / homeless or at risk of homelessness / living in poor housing conditions / at risk of violence, abuse or harassment at home / sofa surfing? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you in need of housing related support?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you entitled to claim Housing Benefit?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If the answer to any of the above questions is no, we are sorry that you are not eligible for Latch housing. If you want more information about this please contact us on 0113 2374482. Please do not submit an application as it will be turned down.

## Your Details

|              |       |           |
|--------------|-------|-----------|
| Name         |       | NI number |
| Phone number | Email |           |

Address

If you are invited to an assessment do you need any support E.g. interpreter, advocate, ground floor room

**Referrer's Information**

Please complete if you are referring someone else.

Name Organisation

Phone number Email

Address

How long have you known the applicant? Has the applicant consented to this referral?
 Yes  No

Does the applicant have a current risk assessment?  Yes  No
If yes, please enclose with the application.

Will you continue to be involved and if so what support will you provide?

**Your Current Housing**

Are you currently:
 Homeless?  In a difficult housing situation?  Neither

Please describe your current housing situation

Are you registered for housing with Leeds City Council?  Yes  No

If yes, what is your housing priority?  A or A+  B  C  Don't know
Bidding number

**Your Housing History**

Have you ever had your own tenancy?  Yes  No

If yes, please list your addresses over the last 3 years

Table with 6 columns: Move in date, Move out date, Address, Landlord, Reason for leaving, Arrears amount. It contains 4 empty rows for data entry.

Have you ever been evicted or turned down for re-housing for anti-social behaviour?

Yes     No

If yes, please tell us the reasons for this

Have you ever been banned from a hostel or other emergency accommodation?

Yes     No

If yes, please tell us the reasons for this

Do have any rent arrears?     Yes     No

If yes, approximately how much in total?

Are you having deductions made from your Housing Benefit?     Yes     No

If yes, how much per week?

### Your Household

#### People who will live with you

| Name | Relationship to you | Date of birth | Living with you now |    |
|------|---------------------|---------------|---------------------|----|
|      |                     |               | Yes                 | No |
|      |                     |               | Yes                 | No |
|      |                     |               | Yes                 | No |
|      |                     |               | Yes                 | No |
|      |                     |               | Yes                 | No |
|      |                     |               | Yes                 | No |

Do you have any pets?     Yes     No

### Your Housing Preferences

What type of property would you prefer?     House     Flat     Any

How many bedrooms do you need?     1     2     3     4

Latch has housing in a few areas of Leeds. Where would you consider living?

Chapeltown     Harehills     East End Park / Richmond Hill / Cross Green

Burley     Any

## Supporting You

Latch provides supported housing for people who have been homeless or in a housing crisis. What would you need support with?

- |   |   |
|---|---|
| <input type="checkbox"/> Money Management e.g. budgeting, paying bills, debts | <input type="checkbox"/> Tenancy management e.g. getting on with neighbours,                |
| <input type="checkbox"/> Mental or emotional health                           | <input type="checkbox"/> Friends and family e.g. meeting new people, getting on with family |
| <input type="checkbox"/> Physical health                                      | <input type="checkbox"/> Parenting  |
| <input type="checkbox"/> Finding work, training or volunteering               | <input type="checkbox"/> Drug or alcohol use  |
| <input type="checkbox"/> Daily structure e.g. having regular activities       | <input type="checkbox"/> Offending  |
| <input type="checkbox"/> Self care and living skills e.g. cooking, cleaning   | <input type="checkbox"/> Other  |
|   | <input type="checkbox"/> Nothing  |

Please tell us more about this.

Please tell us about any disabilities or long term health conditions that are relevant to your housing or support.

## Monitoring Information

### Gender

- Female     Male     Other

### Date of Birth

### Sexuality

- Heterosexual     Lesbian/Gay/Bisexual     Other     Prefer not to say

### Religion

- Christian     Muslim     Jewish     Hindu     Sikh     Buddhist     Other     No religion     Prefer not to say

|  |  |
|--|--|
| <b>Ethnicity</b><br><input type="checkbox"/> White British<br><input type="checkbox"/> White Irish<br><input type="checkbox"/> White Eastern European<br><input type="checkbox"/> Gypsy/Romany/Traveller<br><input type="checkbox"/> White Other<br><input type="checkbox"/> Black or Black British - Caribbean<br><input type="checkbox"/> Black or Black British - African<br><input type="checkbox"/> Black or Black British - Other<br><input type="checkbox"/> Chinese<br><input type="checkbox"/> Arab | <input type="checkbox"/> Asian or Asian British - Indian<br><input type="checkbox"/> Asian or Asian British - Pakistani<br><input type="checkbox"/> Asian or Asian British - Bangladeshi<br><input type="checkbox"/> Asian or Asian British - Other<br><input type="checkbox"/> Mixed: White / Black Caribbean<br><input type="checkbox"/> Mixed: White / Black African<br><input type="checkbox"/> Mixed: White / Asian<br><input type="checkbox"/> Mixed: Other<br><input type="checkbox"/> Other ethnic group<br><input type="checkbox"/> Prefer not to say |
|--|--|

**Nationality**  
 UK national resident in the UK    UK national returning from overseas    Other nationality    Prefer not to say

If other, please state your nationality:

**Employment Status**  
 Full time work (30 hours or more)    Part time work (less than 30 hours)  
 Not able to work due to sickness or disability    Job seeker  
 Not looking for work    Full time student

**How did you hear about Latch?**  
 Housing Options  
 From another worker or organisation  
 Friend or family  
 Latch poster or leaflet  
 Latch website, email or social media  
 Other

**Declaration and Permission**  
 The information I have given in this form is accurate and complete. I understand that if I have given incorrect or incomplete information then my application may be cancelled.  
 Yes    No

Latch will use the information you give on this form to process your application and decide whether to offer you an assessment/interview.  
 I consent to Latch storing and using my personal information in this way.  
 Yes    No

I agree to Latch contacting my referrer and Leeds Homes, and consent to them giving the information that Latch requires  
 Yes    No

Name:

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|