



# Transfer/Waiting list application form

This form has been designed so you can tell us about your current housing situation and if you fill it in fully we will be able to make a more accurate assessment of your circumstances. You might find it helpful to read the Supporting Information for Applicants booklet that is in this pack before you fill in this form.

**Please note: You must complete all sections and supply all information required in order for us to process your application.**

## For office use only

<b>Date received:</b>	<input type="text" value=" / /"/>	<b>Date inputted:</b>	<input type="text" value=" / /"/>
<b>Application number:</b>	<input type="text"/>	<b>Inputted by:</b>	<input type="text"/>
<b>Acknowledgement letter sent:</b>	<input type="text" value=" / /"/>	<b>WL</b> <input type="checkbox"/>	<b>TL</b> <input type="checkbox"/> <b>MX</b> <input type="checkbox"/>

**Please use block capitals.**

## 1. About you and your partner

A partner is someone you are married to or living with as if you were married.

You		Your Partner	
Title:	<input type="text" value="Mr/Mrs/Miss/Ms"/>	Title:	<input type="text" value="Mr/Mrs/Miss/Ms"/>
Surname:	<input type="text"/>	Surname:	<input type="text"/>
First name:	<input type="text"/>	First name:	<input type="text"/>
Address and postcode:	<input type="text"/>	Address and postcode:	<input type="text"/>
Date of birth:	<input type="text" value=" / /"/>	Date of birth:	<input type="text" value=" / /"/>
National Insurance Number	<input type="text"/>	National Insurance Number	<input type="text"/>
Telephone Home/Daytime	<input type="text" value=" /"/>	Telephone Home/Daytime	<input type="text" value=" /"/>
Telephone Mobile	<input type="text"/>	Telephone Mobile	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Are you an expectant mother?	<input type="text"/>	Are you an expectant mother?	<input type="text"/>
Date baby due:	<input type="text" value=" / /"/>	Date baby due:	<input type="text" value=" / /"/>

**Please inform us of any changes to your contact details on 0151 290 7000.**

## Employed

Employer:

Address and postcode:

Start date:

Income:

Frequency:

## Unemployed

Are you claiming benefit? Yes  No

If so, which benefit(s)

Benefit	Start Date	Amount	Weekly or Monthly
	/ /	£	
	/ /	£	
	/ /	£	
	/ /	£	
	/ /	£	
	/ /	£	
	/ /	£	
	/ /	£	

## 2. Where you live now

Are you currently:

A KHT tenant

A tenant of another Housing Association

In a hostel

Staying with family

Staying with friends

A council tenant

Owner occupier

A tenant of a private landlord

In a tied or service tenancy

Name, address and telephone number of landlord (if applicable):

When did you move to your current address?

What type of property do you currently live in? Bungalow  Flat  House  Sheltered accommodation

Maisonette  Multi-storey block  Other (please give details)

How many bedrooms are there? 1  2  3  4  5  6

Reason for application:

## 3. Other members of your household

In the space below, give details of everyone else who: - is living with you and/or will be moving with you.

	First person	Second person	Third person	Fourth person
Surname:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Male? <input type="checkbox"/> Female? <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Date of birth:	/ /	/ /	/ /	/ /
National Insurance Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to you:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are they living with you? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Will they move with you? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Please supply additional information in Section 10 and if required on separate sheets.

**4. Where you used to live.** Please list all addresses in the last 5 years.

**This information is mandatory.**

If you do not provide us with this information we will not be able to process your application.

You		Your Partner (if applicable)	
Address and postcode:		Address and postcode:	
Date moved in:	/ /	Date moved in:	/ /
Date moved out:	/ /	Date moved out:	/ /
Reason for leaving?		Reason for leaving?	
Did you own or rent the property or live with family/friends		Did you own or rent the property or live with family/friends	
Name of landlord or Building Society:		Name of landlord or Building Society:	
Contact number of landlord or Building Society		Contact number of landlord or Building Society	
Address and postcode of landlord or Building Society		Address and postcode of landlord or Building Society	

You		Your Partner (if applicable)	
Address and postcode:		Address and postcode:	
Date moved in:	/ /	Date moved in:	/ /
Date moved out:	/ /	Date moved out:	/ /
Reason for leaving?		Reason for leaving?	
Did you own or rent the property or live with family/friends		Did you own or rent the property or live with family/friends	
Name of landlord or Building Society:		Name of landlord or Building Society:	
Contact number of landlord or Building Society		Contact number of landlord or Building Society	
Address and postcode of landlord or Building Society		Address and postcode of landlord or Building Society	

Please supply additional addresses if appropriate in Section 10 and if required on separate sheets.

## 5. Where you want to live

What type of property are you requesting? Bungalow  Flat  House  Sheltered accommodation

Maisonette  Multi-storey block

If you chose flat, maisonette or multi-storey block, which floor would you prefer? Ground  Upper

Would you be interested in low cost home ownership? Yes  No

*If yes, we will send you further information.*

Do you wish to apply for a mutual exchange? Yes  No

## 6. Areas of choice

Please indicate only those areas/neighbourhoods where you would consider offers of accommodation.

Tick as many as you like.

### Any area of Knowsley

#### Prescot Area

- All  
 Prescot Town Centre  
 The Wood  
 Kingsway/Shaw Lane  
 High Hills

#### Whiston Area

- All  
 Hazel Avenue  
 Lickers Lane  
 Whiston Village/  
 Admirals Estate  
 Royal Oak

#### Towerhill Area

- All  
 Eastcroft  
 Fallowfield  
 Heathfield

- Moorfield  
 Mosscroft  
 Ravenscroft  
 Fairhaven  
 Summerfield  
 Westcroft  
 Windermere/Rydal

#### Northwood Area

- All  
 Northwood  
 Warrenhouse/  
 Shacklady

#### Westvale Area

- All  
 Westvale  
 Kirkby Park

#### Southdene Area

- All  
 Gaywood Green  
 Park Brow  
 Old Farm

#### Knowsley Village Area

- Knowsley Village

#### North Huyton New Deal for Communities Area/ Page Moss

- All  
 Tenant Management Organisation  
 Fincham  
 Finch House  
 Prime Alt  
 Woolfall  
 Hillside

#### North Huyton Area

- All  
 Longview  
 Huyton Farm

#### Huyton Area

- All  
 Swanside  
 The Hagg  
 Western Avenue  
 Broomfield  
 Brookhouse/  
 Bakers Green  
 Pluckington Farm  
 Mosscroft  
 Bluebell  
 St Johns East  
 St Johns West

#### Halewood Area

- All  
 Cronton  
 Leathers Lane  
 Mackets Lane  
 New Hutte  
 Torrington Drive  
 Merrivale

## 7. Relative and business interest

Are you a KHT Board Member or related to a KHT Board Member? Yes  No

Are you a KHT Employee or related to a KHT employee? Yes  No

If you have answered yes to any question, please give details.

## 8. Criminal convictions

Has anyone on your application any criminal convictions or had any action taken against them for anti-social behaviour?

Yes  No

If yes, please give details.

## 9. Anything else we need to know

Do you or anyone living with you have a permanent or a serious medical condition, illness or disability which we should consider when looking to provide you with accomodation? Please give details below.

**Please note: By providing this information your application for a KHT property will not be compromised. KHT is committed to equal opportunities and all the information you provide is treated confidentially. The information you provide is useful in notifying our adaptations team of your possible future requirements.**

## 10. Additional information

Please use this section of the form to include any extra information that you feel is relevant to your application:

**Please supply additional information in Section 10 and if required on separate sheets.**

## 11. Declaration

As far as I know the answers given on this form are true. I understand that if I, or anyone acting on my behalf, have given any false information, you can reject my application and that I may lose any tenancy granted. I understand that I need to tell you immediately if there are any changes in my circumstances. I understand that by signing this declaration I am giving Knowsley Housing Trust permission to contact any previous landlords and relevant agencies, including local authorities, other housing associations, Department for Work and Pensions, the Police, Probation, Social Services and Health Agencies to check the information I have given and for them to release any relevant information. I agree to the information provided being shared with other housing agencies.

### DATA PROTECTION ACT 1998

We will use your information in accordance with our notification under the Data Protection Act 1998. We will not disclose your details unless either you authorise us to do so, or we are required to do so under a legal obligation.

The details I have given on this form are correct. I understand that if I have deliberately given any false or misleading information, this could lead to the loss of any future Knowsley Housing Trust tenancy.

Your Signature

Date

Joint applicant's signature

Date

**You must tell us if any of the information you have given on this form changes, particularly if you change your address. Please inform us of these changes on one of the telephone numbers below.**

**Waiting List Applicants (i.e. not KHT tenants) please send your application to the Allocations Team at the below address.**

**Waiting List Application**  
Allocations Team  
Link Road  
Huyton  
L36 6AP  
Telephone 0151 290 7000

**Transfer Applicants (current KHT tenants) please send your application to the relevant address.**

**Transfer Application  
(Huyton, Halewood or Prescot)**  
Page Moss Office  
603 Princess Drive  
Huyton  
L14 9ND  
Telephone 0151 290 7000

**Transfer Application  
(Kirkby)**  
Unit 1, Moorfields  
Tower Hill  
Kirkby  
L33 1DS  
Telephone 0151 290 7000



Knowsley Housing Trust  
Lakeview, Kings Business Park, Prescot, L34 1PJ  
Telephone: 0151 290 7000  
[www.k-h-t.org](http://www.k-h-t.org)