



Updated: September 2011

Reference No:

## Persons Joining the Household Housing Application Amendment Form

**This form allows you to change details of your housing application relating to your current household. Please complete this form if someone joins your household.**

**Please make sure you fill this form in with ink and in BLOCK CAPITALS.**

If you need help to fill in this form contact us on 0300 1234566.

***For office use only:***

<b>Form received by:</b>	
<b>Form checked by:</b>	
<b>Date:</b>	
<b>Supporting Documents</b>	

**Personal details**

<b>Name</b>		<b>Reference No:</b>	
<b>Permanent address</b>			
<b>Correspondence address</b>			
<b>Phone number</b>			

1. If you wish to add people to your housing application please fill in the table below. Please note if to be considered as a joint applicant please tick and sign declaration.

Surname	First name	Sex M/F	Date of birth			National Insurance Number	Nationality	Relationship to you	Joint Applicant ✓

2. Are any of the above persons pregnant?  
If yes, please provide proof of pregnancy.

Yes No

3. Do you have access to any of the above persons following a relationship breakdown or by instruction of the courts?  
If yes, please provide proof of this.

4. Use of bedrooms – please advise of all persons currently living at your present address and any additional people included in this form.

	Name	Age
Bedroom 1		
Bedroom 2		
Bedroom 3		
Bedroom 4		

5. Are any of the persons being added to the application disabled or have a medical condition that is affected by their current accommodation? Yes  No

If yes, we will forward a medical assessment form for completion.

6. Do they require any of the following facilities in any property offered?

Property suitable for wheelchair	<input type="checkbox"/>	Ground floor accommodation	<input type="checkbox"/>	No external steps or stairs	<input type="checkbox"/>
Downstairs toilet	<input type="checkbox"/>	Garage or parking space	<input type="checkbox"/>	Sheltered housing	<input type="checkbox"/>
Other	<input type="checkbox"/>				

7. Please list the address history for the last five years, of persons being added to application. You can use box 9 if you need to give more information.

<b>Name</b>				
<b>Current address</b>				
	Postcode:			
<b>Name of landlord or Authority</b>				
<b>Address of landlord or Authority</b>				
	Postcode			
<b>Dates</b>	From		To	
<b>Name of tenancy-holder</b>				
<b>Reason for leaving</b>				

**Address history (continued)**

<b>Name</b>				
<b>Previous Address</b>				
	Postcode:			
<b>Name of landlord or Authority</b>				
<b>Address of landlord or Authority</b>				
	Postcode			
<b>Dates</b>	From		To	
<b>Name of tenancy-holder</b>				
<b>Reason for leaving</b>				

<b>Name</b>				
<b>Previous address</b>				
	Postcode:			
<b>Name of landlord or Authority</b>				
<b>Address of landlord or Authority</b>				
	Postcode			
<b>Dates</b>	From		To	
<b>Name of tenancy-holder</b>				
<b>Reason for leaving</b>				

**Address history (continued)**

<b>Name</b>				
<b>Previous address</b>				
	Postcode:			
<b>Name of landlord or Authority</b>				
<b>Address of landlord or Authority</b>				
	Postcode			
<b>Dates</b>	From		To	
<b>Name of tenancy-holder</b>				
<b>Reason for leaving</b>				

**8. Are you, or anybody else included on this application:**

- a) A Councillor or: Yes  No
- b) A council employee or; Yes  No
- c) Related to a Councillor or a council employee? Yes  No

If yes, please give details of their name, position, and your relationship to them.




**10. Declaration**

- I can confirm that all my answers on this form are true. I understand that if I am offered a tenancy because of false or misleading information that I have given, the landlord has the right to take legal action to get the property back, and also I may face prosecution. I understand that if I deliberately give false or misleading information my application will be cancelled and also I may face prosecution.
- I give you my permission to check the information I have given in this form or obtain further relevant details in relation to my housing circumstances. The Moray Council may seek references from present or previous landlords (if any) when processing my application.
- I understand that the information provided in this form will be covered by the Data Protection Act 1998 and you will not pass it on to others without my permission.
- I agree that the Moray Council may process, use and disclose any information given on this form for statistical information on housing needs.
- I understand that I must inform the Housing and Property Service immediately if my circumstances or address change as this may affect my application for housing. **(Failure to inform the Housing and Property Service of any changes may result in you missing out on an offer of accommodation or your application being removed from our housing list).**

Your signature	<input type="text"/>	Date	<input type="text"/>
Joint applicant's signature (if any)	<input type="text"/>	Date	<input type="text"/>
Person joining household's signature (if over 16)	<input type="text"/>	Date	<input type="text"/>

**Once completed please return this form to:**

**Housing and Property  
The Moray Council  
PO Box 6760  
Elgin  
IV30 9BX**

For office use only:

Actioned by	<input type="text"/>	Checked by	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>