

## **Application for Housing with CVCH**

### **IMPORTANT**

#### **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE COMPLETING THIS FORM**

1. When filling out this form please make sure to write clearly.
2. Make sure you have answered all of the questions that are relevant to you. If you do not fully answer all the questions relevant to you, we may have to return the form to you and it would delay your application. **Only fully completed applications will be processed.**
3. You must supply the relevant supporting documentation so your application can be processed. Please use the checklist provided to make sure you have included everything which is needed to consider your application.

4. In determining if a household has a local connection to Castle Vale, one of the following must apply:

**You have lived for a continuous 2 year period in Castle Vale.**

**An immediate relative has lived for a continuous 2 year period in Castle Vale.**

**You have a continuing caring responsibility for someone who has lived for a continuous 2 year period in Castle Vale.**

5. In determining if a household will be awarded priority for community contribution, one of the following must apply:

**You are in paid or unpaid employment for a minimum of 16 hours per week in the Castle Vale area including: Minworth Industrial Estates, Kingsbury Road Retail Park & Industrial units, JLR Castle Bromwich, Commercial units within the vicinity of Kingsbury Rd, Chester Rd or Fort Parkway.**

**You are in further or higher education, either full time or part time.**

6. For the purpose of assisting your application, CVCH may obtain any relevant information about you and your household from relevant agencies, which may include, but are not limited to, any Police Force, DWP, previous landlords, Departments of Local Authorities.

7. Any change to the details given, should be notified to CVCH immediately so that your application can be updated.

8. False or misleading information may result in your application being cancelled and may result in criminal proceedings against you.

If you need assistance to complete this form, then please contact us on 0121 748 8100.

### **Application for Housing Checklist**

**Please ensure that your application includes a COPY of the following documents where applicable:**

Fully completed application form, including signed declarations

Photographic Identification (Passport and/or relevant visa, driving license)

Birth certificates for all household members

Proof of current address (utility/ council tax bill, or rent statement, dated within the last 3 months, Tenancy Agreement)

Proof of income and savings (Bank/Building Society statements or wage slips for past 3 months)

Proof of National Insurance number (NI card, or NI letter, or letter from DWP or wage slips)

Proof of 2 years local connection (tenancy /rental agreement, or evidence of immediate family's residence in Castle Vale, or evidence of Carer's Allowance)

Proof of 2 years community contribution (contract of employment, or letter from employer/ volunteer agency, wage slips or further /higher education enrollment evidence)

Medical evidence if adapted property, bungalow, or ground floor property is required (letter from GP or Consultant or Occupational therapist, or healthcare specialist)

Proof of service in the armed forces or reserves.