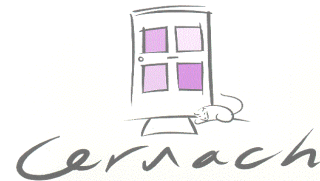


## **SUMMARY OF INFORMATION REQUIRED WHEN YOU MAKE AN APPLICATION**

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In order for Cernach Housing Association to process your Application for Housing effectively there are some documents that we will ask to take a copy of in order to verify your personal details, current circumstances and/or housing need. This information is treated in strict confidence and is not divulged to any other third party without your permission.

Overleaf is a list of the kind of information we may ask from you. Please note that whilst some of the information is required from all applicants, there are other documents that we will ask for that are linked to your own specific circumstances that may not apply to everyone, so please take care to check what you need to provide.

The table provides you with some examples of the kind of documents we will be looking for. These are in 2 sections to help you decide what you need to provide for us.

Ensure that you sign the declaration form before returning to us. Also, where you are making a joint application, please ensure the joint applicant signs the form too.

**Please note that whilst we will still process your application without the documentation, your final points award cannot be confirmed until all information has been supplied and verified and where you cannot provide sufficient evidence your points may be removed.**

# SUMMARY OF INFORMATION REQUIRED WHEN YOU MAKE AN APPLICATION



## 1. INFORMATION REQUIRED FROM ALL APPLICANTS

VERIFICATION REQUIRED	EXAMPLES OF PROOF
Proof of current address	Current tenancy agreement, utility bill, council tax letter, bank account letter or other official addressed document
Proof of National Insurance Numbers	Wage slip, income tax or benefit letter for every person aged 16 or over to be housed
Photographic proof of identification	Passport or driving licence. Alternative forms of ID will be considered when an individual does not possess these.
Proof of dates of birth	Birth certificate for every person to be housed. <b>Please note that if children are sharing a room at the time of applying with us you should notify us: -</b> <b>a) If the children are of the same sex and one reaches 16</b> <b>b) If the children are the opposite sex and one reaches 10</b> You MAY be entitled to more points

## 2. INFORMATION REQUIRED DEPENDING ON YOUR CIRCUMSTANCES

VERIFICATION REQUIRED	EXAMPLES OF PROOF
Proof of custody/legal guardianship	Child benefit letter confirming each child being considered
Proof of pregnancy	Medical certificate or letter from GP or hospital consultant, confirming expected date
Proof of employment (if living outwith Drumchapel)	Contract of employment or letter from employer stating place of work within Drumchapel
Proof of homelessness or threatened with homelessness	Letter from Glasgow City Council, current landlord or mortgage provider (depending on circumstances)
Proof of medical condition	Letter from your GP, medical consultant or similar stating specific medical condition/s for the applicant and/or member/s of their household and why their present accommodation is unsuitable for their condition. Clarification should be provided on why re-housing is necessary to improve quality of life (Physical Disability) <b>or</b> they are experiencing difficulty in their present accommodation and being re-housed would ease or prevent deterioration of the medical condition (Other) <b>Please note that we cannot request a medical report on your behalf if a charge is levied by the supplier.</b>
Suffering from violence, harassment and/or abuse	Police reports, landlord reports, reports from other relevant agencies or interdicts. These should relate to the property your application is being made from.
Providing or receiving care	Level and frequency of support from/for the applicant will be required from the person providing/receiving support AND their GP/Social Worker.

**Thank you for taking the time to fully answer each question on the application form and the interest you have shown in Cernach Housing Association**