<table>
<thead>
<tr>
<th>Name</th>
<th>User PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>User ID</td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Registration No:</td>
<td></td>
</tr>
</tbody>
</table>

**Choice Based Lettings Application Form**

*(for new customers and existing council and housing association tenants)*
Guidance Notes

Please fully answer all the questions on this form. If you have difficulty with any questions, we can help you. Contact the Housing Needs Section at Merton Link, Civic Centre, London Road, Morden, Surrey. Please phone us on 020 8545 3719, 020 8545 3720 or 020 8545 4119.

We are open between 9am and 5pm Monday to Friday. However, if you need to be seen in private for a personal assessment, it would be best if you could come in between 9am and 12noon or from 2pm to 4pm. This could avoid you having a long wait and make sure that we have enough time to deal with your case fully.

We are sorry to have to ask you to fill in such a long form. Please answer all the questions to make sure that any accommodation offer meets our legal requirements, and any advice or help we give takes account of your need. Please remember that if we accept your housing application form, this does not mean that you are entitled to an offer of accommodation.

We can only assess your application if you answer all the questions on this form accurately. Incorrect answers may mean that you do not get all the points due to you or may delay the registration of your application. Remember that we will not consider you for rehousing until we have checked all the information you have sent us.

Please note that we cannot accept unsigned applications.

We will write to you to say if you are eligible for registration. Any change in your circumstances, or those of any other person included on your application, may affect your chances of being rehoused, so you should tell the Housing Needs Section as soon as you can when changes happen.

Data Protection Act 1998

The London Borough of Merton and its partnership organisations may use the information that you give on this form for legal purposes. We may also use the information to prevent and detect crime, and pass it to appropriate organisations for this purpose.

Warning for people applying to our housing register under the Housing Act 1996

Please note that when applying for housing under the above act, it is a criminal offence if you:

- knowingly or carelessly give false information;
- withhold information; or
- fail to tell us as soon as possible of any changes in your circumstances which affect your right to rehousing.

If our enquiries show that you have committed such an offence, we can prosecute you. If you are found guilty, you may be fined up to £5,000.

When you have filled in this form, please return it to the Housing Needs Section, Community and Housing Department, Merton Civic Centre, London Road, Morden, Surrey SM4 5DX.
### Section 1 – People Who Need Accommodation

If you have a partner, both you and your partner must fill in and sign this form.

#### You

Last name ____________________________________________________________
Any other last names you have been known by
___________________________________________________________
First names _________________________________________________________
Address ___________________________________________________________
__________________________________________________________ Postcode ___________________________
National Insurance number ___________________________ / D.O.B. ______________
Phone numbers
Home _____________________________________________________________
Work ________________________________________________________ Extension___________
Mobile ___________________________________________________________
Email address _____________________________________________________

#### Your Partner

Last name ____________________________________________________________
Any other last names they have been known by
___________________________________________________________
First names _________________________________________________________
Address (if different from above) _______________________________________
__________________________________________________________ Postcode ___________________________
National Insurance number ___________________________ / D.O.B. ______________
Phone numbers
Home _____________________________________________________________
Work ________________________________________________________ Extension___________
Mobile ___________________________________________________________
Email address _____________________________________________________
Section 2 – Your Household

Is anybody in this application pregnant?
Please tick the relevant box.

Yes [ ] No [ ]

If ‘Yes’, please give the following details.

Name

Date the baby is due / /

Please send a copy of the certificate of expected confinement. Remember to send a copy of the full birth certificate after the child has been born.

List of household members

Please give details of the people you want to be housed with you, starting with yourself.

<table>
<thead>
<tr>
<th>Last name</th>
<th>First names</th>
<th>Title (Mr, Mrs, Ms, Miss)</th>
<th>Male or Female</th>
<th>Date of birth</th>
<th>Relationship to you</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

If you are divorced or separated, does your ex-partner agree that children from the marriage or relationship should live with you?

Yes [ ] No [ ]

Please send us written confirmation from your ex-partner, together with photocopies of any court orders, showing the arrangements concerning the children, and any parental responsibility agreements.
Section 3 – Your Immigration Status

The law says that if you do not usually live in the UK, or if you are under immigration control, you can only apply for housing in certain circumstances. It is important that you answer the questions below.

What is your nationality?

Are you or anyone on this application form applying for asylum?

Yes □ No □

If ‘Yes’, please give all names.

<table>
<thead>
<tr>
<th>Last name</th>
<th>First names</th>
<th>Date of asylum application</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Are you or anyone in your application under any restriction on claiming funds in the UK, such as no recourse to public funds, or under a sponsor arrangement?

Yes □ No □

If ‘Yes’, please give all names.

<table>
<thead>
<tr>
<th>Last name</th>
<th>First names</th>
<th>Details of restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Have you or anyone in your application been granted refugee status, indefinite leave to remain without condition or limitation or exceptional leave to remain?

Yes □ No □

If ‘Yes’, please give all names.

<table>
<thead>
<tr>
<th>Last name</th>
<th>First names</th>
<th>Date of expiry (where this applies)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Are you or your partner from a country within the European Economic Area (EEA) living in the UK for the purposes of work only?

Yes □ No □

If ‘Yes’, which country are you or your partner from?

-----------------------------
Do all these people live with you now?

Please tick relevant box.

Yes ☐ No ☐

If ‘No’, please give their name and address, and the reason why they do not live with you at the moment.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Reason why they do not live with you at the moment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

For all children under the age of 16 included in your application, please send photocopies of:

(a) a full birth certificate (giving the names of the parents and the child); and

(b) a Child Benefit confirmation letter.

Please give the names and addresses of the schools each child goes to.

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Name and address of the school they go to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
**Section 4 – Equalities Monitoring**

We want to make sure that our housing policies work fairly, and have decided to keep records of everyone who applies for council housing. We would like you to tell us what you consider your ethnic origin, religion or belief, and sexuality to be. We will only use this information for monitoring our housing policies.

<table>
<thead>
<tr>
<th>Main Ethnic Group</th>
<th>Religion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>White</strong></td>
<td>Buddhist</td>
</tr>
<tr>
<td>British</td>
<td>Jewish</td>
</tr>
<tr>
<td>Irish</td>
<td>Christian</td>
</tr>
<tr>
<td>Traveller of Irish heritage</td>
<td>Sikh</td>
</tr>
<tr>
<td>Gypsy/Romany</td>
<td>Hindu</td>
</tr>
<tr>
<td>Other white (please give details)</td>
<td>Muslim</td>
</tr>
<tr>
<td></td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>(please give details)</td>
</tr>
<tr>
<td></td>
<td>I do not want to give this information....</td>
</tr>
<tr>
<td><strong>Mixed</strong></td>
<td></td>
</tr>
<tr>
<td>White and black Caribbean</td>
<td></td>
</tr>
<tr>
<td>White and black African</td>
<td></td>
</tr>
<tr>
<td>White and Asian</td>
<td></td>
</tr>
<tr>
<td>Other mixed (please give details)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Asian or Asian British</strong></td>
<td></td>
</tr>
<tr>
<td>Indian</td>
<td></td>
</tr>
<tr>
<td>Pakistani</td>
<td></td>
</tr>
<tr>
<td>Bangladeshi</td>
<td></td>
</tr>
<tr>
<td>Tamil</td>
<td></td>
</tr>
<tr>
<td>Other Asian (please give details)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Black or Black British</strong></td>
<td></td>
</tr>
<tr>
<td>African</td>
<td></td>
</tr>
<tr>
<td>Caribbean</td>
<td></td>
</tr>
<tr>
<td>Other black (please give details)</td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other background</strong></td>
<td></td>
</tr>
<tr>
<td>Chinese</td>
<td></td>
</tr>
<tr>
<td>Korean</td>
<td></td>
</tr>
<tr>
<td>Any other background (please give details)</td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I do not want to give this information....</td>
<td></td>
</tr>
</tbody>
</table>

We will keep this information confidential and it will not affect your application in any way.
# Section 5 – Your Income

Please give details of all your income and savings.

<table>
<thead>
<tr>
<th>Income</th>
<th>You Every week</th>
<th>You Every two weeks</th>
<th>You Every month</th>
<th>Your Partner Every week</th>
<th>Your Partner Every two weeks</th>
<th>Your Partner Every month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross wage (amount before deductions)</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Child Benefit</td>
<td></td>
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</tr>
<tr>
<td>Maintenance</td>
<td></td>
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</tr>
<tr>
<td>Income Support or Jobseekers Allowance</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Retirement and occupational pension</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Incapacity Benefit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Disability Living Allowance</td>
<td></td>
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</tr>
<tr>
<td>Maternity Allowance</td>
<td></td>
<td></td>
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<tr>
<td>Statutory Sick Pay</td>
<td></td>
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<tr>
<td>Widow's Allowance</td>
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<tr>
<td>Working Tax Credit</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Children's Tax Credit</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Housing Benefit</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Help with mortgage interest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other state benefits</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Name and address of your employer (if this applies)

<table>
<thead>
<tr>
<th>Employer</th>
<th>You</th>
<th>Your Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 6 – Your Health And Welfare Information

Does any person included in this application have a medical condition or disability, which is made worse by their current living conditions?

Please tick the relevant box.

Yes ☐ No ☐

If ‘Yes’, please also fill in our medical assessment form, which should be attached. If it is not, please contact the Housing Needs Section and an officer will send you a form.

Name and address of your doctor

<table>
<thead>
<tr>
<th>Your details</th>
<th>Your partner’s details</th>
</tr>
</thead>
<tbody>
<tr>
<td>GP Name:</td>
<td>GP Name:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Phone Number:</td>
</tr>
</tbody>
</table>

Does anyone on this application use a wheelchair?

Please tick the relevant box.

Yes ☐ No ☐ If ‘Yes’, say who this is. Name:

Is the wheelchair used inside the property?

Yes ☐ No ☐

Do you or your partner have a social worker or community psychiatric nurse (or both)?

Yes ☐ No ☐

If ‘Yes’, please give details.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Phone Number:</td>
</tr>
</tbody>
</table>
Section 7 – Your Housing Options and Choices

As at 30/6/2008, we owned 6360 rentable properties. We have:
- 2054 one-bed properties;
- 2131 two-bed properties;
- 2073 three-bed properties; and
- 99 four-bed properties
- 1 five-bed property

For the year April 2008 to March 2009, we estimate we will let 420 homes.

Most of our homes are flats above ground-floor level on estates.

Seaside and Country Homes

Seaside and Country Homes is a scheme that offers opportunities to move to bungalows and flats throughout the south of England and Midlands.

If you are interested in registering for a Seaside and Country Homes move the lead tenant in your household must be at least 60 years of age and live in Council or Housing Association housing in Greater London.

To request an application form please tick here

For more information you can contact the Seaside and Country Homes team on 08450 21 20 20 or visit www.housingmoves.org

Have you considered a Mutual Exchange?

The Housing Act 1985 provides that a secure tenant may, with the written consent of the Landlord, assign the tenancy to another secure (Council) or assured tenant (Housing Association) who also has the written consent of his/her Landlord.

Mutual Exchange is another way to assist Transfer Applications move home. Finding someone to exchange with you maybe a quicker way of moving than waiting for a transfer.

There are two methods that can help you:

- You can advertise your details on our mutual Exchange Board in Merton Link. Please contact Housing Needs for a form on 020 8545 3626
- You can register online with HomeSwapper for a more wider choice of areas on www.homeswapper.co.uk. HomeSwapper will automatically check for suitable exchange partners for you and send you ‘match alerts’.
In most cases, we let our homes through our choice-based lettings scheme. When a home becomes available, we advertise it and invite people with priority for housing to tell us whether they want it. In special circumstances, we may offer a property to someone without advertising it. In case we need to do this with you, please tell us where you would like to live.

People who only bid for a house, bungalow, ground-floor flat or maisonnette are likely to wait much longer for an offer of accommodation.

The map in the centre of this application form is to help you choose where in Merton you would like to live. Please note that in some areas there is very little council or housing-association accommodation, and if you only choose these areas this will limit your chances of being rehoused.

**Tick the boxes below to show which areas you want to be considered for. The more areas you choose, the greater your chances of being rehoused.**

- Pollards Hill (POLLAR) ☐
- Raynes Park (RN5) ☐
- East Mitcham (RN1) ☐
- Wimbledon (RN6) ☐
- Morden (RN7) ☐
- Lower Morden (RN2) ☐
- South Mitcham (RN3) ☐
- Tadworth (RN8)* ☐
- North Mitcham (RN4) ☐

*We have nomination rights to a small housing estate at Tadworth in the borough of Reigate and Banstead, which is about 25 minutes drive from Merton.

Please tick the appropriate boxes to tell us if you want to be considered for any of the following property types.

- Flat ☐
- House ☐
- Bedsit ☐
- Maisonette ☐
- Bungalow ☐
- Supported by a ☐ warden (elderly people only)

Do you consider yourself a keyworker? Yes ☐ No ☐

Please indicate which keyworker category applies to you:

- NHS Staff ☐
- Teacher ☐
- Police ☐
- British Transport Police ☐
- City of London Police ☐
- Prison Service ☐
- Ministry of Defence ☐
- Probation Service ☐
- Fire and rescue ☐
- Local authority ☐
- Children and Family Court Advisory and Support Service ☐
- Environmental Health Officer/practitioner ☐
- Traffic Officer of the Highways Agency ☐
- Traffic Officer service ☐
Housing Estates and Neighbourhoods

Neighbourhoods
1. East Mitcham
2. St. Helier
3. South Mitcham
4. North Mitcham
5. West Barnes
6. Wimbledon
7. Lower Morden
Estates:
1  Baron Estate
2  Bushey Court
3  Eastfields
4  Edinburgh Court
5  Elm Nursery
6  Glebe Court TMO
7  Grove Farm
8  High Path
9  Lavender
10 Moffatt Court
11 Phipps Bridge
12 Pitt Crescent
13 Portland/Lewis Road
14 Ravensbury
15 Sadler Close
16 Spencer Road
17 Sycamore
18 The Beeches
19 West Barnes Lane
20 Abbey Orchard
21 Shelley/Byfield
22 St. Helier
23 Laburnum Court
24 Whatley Estate
25 All Saints
26 Watermeads
27 Hatfield Mead
Section 8 – Your Present Accommodation

When did you move to your present address?

[ ] [ ] [ ]

Can we write to you at this address?
Please tick the relevant box.

Yes [ ] No [ ]

If ‘No’, give a contact address where we can write to you.

Please tick the box which best describes your present housing circumstances.

A private tenant [ ] Living with relatives [ ]
Council tenant [ ] Housing-association tenant [ ]
Living with parents [ ] Living in a hostel or bed and breakfast [ ]
A Lodger [ ] Living in accommodation provided with a job [ ]
An owner or part-owner [ ] No fixed address [ ]
In armed forces [ ] In prison, an institution or a hospital [ ]
accommodation
Other [ ] Please give details ___________________________________________________________________

Are you living in temporary accommodation that has been provided by:

(a) our Homeless Persons Unit? Yes [ ] No [ ]
(b) any other authority’s Homeless Persons Unit? Yes [ ] No [ ]

If ‘Yes’, which authority? ___________________________________________________________________

If you are a private tenant, have you ever had a written tenancy agreement for this address?
Please tick the relevant box.

Yes [ ] No [ ]

If ‘Yes’, please send a photocopy of the tenancy agreement with this application form. If your landlord gave you a notice of assured shorthold tenancy at the start of your tenancy, please send a copy with this form.
What type of property do you live in?

Please tick the relevant box.

Whole house □  Bungalow □  Hostel □
Flat □  Bedsit □  Bed and breakfast □
Maisonette □  Caravan □  Room in a shared house □

What is your landlord's or landlady's name and address?

[Blank space for name and address]

If you are staying with relatives or friends, give their names here.

Name [Blank]
Address [Blank]
Landlord's phone number [Blank]

Are you related to your landlord?  Yes □  No □

If ‘Yes’, what is the relationship? [Blank]

Do you share any accommodation with your landlord or his or her family?

Please tick the relevant boxes.

Nothing shared □  Kitchen □  Toilet □
Bathroom □  Living area □  Corridor and stairs □
## The accommodation you live in

Please tell us how many rooms are used for all the people included on this application.

<table>
<thead>
<tr>
<th>Number of rooms you and your family live in</th>
<th>Bedrooms</th>
<th>Bed sitting rooms</th>
<th>Living rooms</th>
<th>Kitchen</th>
</tr>
</thead>
</table>

Which floor is your accommodation on (ground, first, second and so on)?

Is there a lift?

### Bedroom

Do you share your bedroom with someone not included in the application? Yes [ ] No [ ]

What relationship are they to you (for example, brother, sister or friend)?

### Living room

Do you have access to a living room? Yes [ ] No [ ]

Do you have to share it with other people? Yes [ ] No [ ]

### Bathroom

Do you have use of a bathroom? Yes [ ] No [ ]

Do you share it with other people? Yes [ ] No [ ]

### Toilet

Is it inside the property? Yes [ ] No [ ]

Do you share it with other people? Yes [ ] No [ ]

### Kitchen

Do you have access to a kitchen? Yes [ ] No [ ]

Do you share it with other people? Yes [ ] No [ ]

### Cooking

Do you have use of a cooker? Yes [ ] No [ ]

If so, where is it?

If not, what other cooking facilities do you have?

### Do you have central heating?

Yes [ ] No [ ]

If you share with other people, what relationship are they to you?

If they are not related, please answer ‘none’.

---

Office use only

Lack of bedrooms

Children under one

Pregnant

Under-occupation

Teenage gap

Sex separation

Two children sharing with parents

Living room

Bathroom

Toilet

Kitchen

Cooker

Waiting time

Living with relatives

Living with dependent relatives

Subtotal
Section 9 – Other Accommodation

Does any person in this application own or has owned in the past any residential or business property in the United Kingdom or in any other country?

Please tick the relevant box.

Yes ☐ No ☐

If ‘Yes’, please give the address.

Date your ownership ended
(where this applies) __/__/____

Please enclose documents that prove this and the amount you received from the sale.

Only fill in this section if you own your accommodation.

Do you have a mortgage? ................................................. Yes ☐ No ☐

What are your monthly repayments? ........................................... £

Are you behind with the mortgage repayments? Yes ☐ No ☐

If ‘Yes’, how much? .............................................................. £

How much mortgage do you still have to pay? .................................................. £

If you do not have to pay any, please write ‘Nil’.

Are you planning to sell your home? Yes ☐ No ☐

Give the current value of your home ........................................... £

Lender’s name and address ...................................................

Mortgage account number .............................................

Is any person in this application the tenant or joint tenant of any other residential property in the United Kingdom or any other country?

Please tick the relevant box. ................................................. Yes ☐ No ☐

If ‘Yes’, please give the address ...........................................

Landlord’s name and address .............................................

Landlord’s phone number ................................................

Give reasons for not living there.

________________________________________________________________________

________________________________________________________________________
Have you or your partner been a tenant of a council or housing association before?
Please tick the relevant box.

Yes ☐  No ☐

If ‘Yes’, what was the address?

Name of council or housing association

Date the tenancy ended............................ /  /

Reason the tenancy ended..........................

Only fill in this section if you are homeless or threatened with homelessness.

Do you have to leave your present address?
Please tick the relevant box.

Yes ☐  No ☐

If ‘Yes’, when do you have to leave?

If ‘Yes’, why do you have to leave?

Have you been given any of the following in relation to your present accommodation?
Please tick appropriate boxes

Verbal notice from your landlord......................... ☐  Court summons for possession......... ☐

Letter from your landlord telling you to leave ...... ☐  Possession order .............................. ☐

Notice to quit or notice of seeking possession...... ☐  Bailiff’s warrant .............................. ☐

If you have received any of the documents listed, please enclose a copy with your application form and contact the Housing Advice Section on 020 8545 3734 or 020 8545 3735.
You should be aware that many tenants can only be evicted by a court order. Do not leave your accommodation until you have contacted the Housing Advice Section.
### Section 10 – Your Previous Accommodation

**Your Addresses**

Start with the address you lived in before you moved to your current home and work back.

<table>
<thead>
<tr>
<th>Most recent address 1</th>
<th>Dates you lived there</th>
<th>Housing arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td></td>
<td>........................./.........../...........</td>
<td>........................./.........../...........</td>
</tr>
</tbody>
</table>

Phone number:  

Reason for leaving:  

Name and address of landlord (if this applies):  

Phone number:  

<table>
<thead>
<tr>
<th>Previous address 2</th>
<th>Dates you lived there</th>
<th>Housing arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td></td>
<td>........................./.........../...........</td>
<td>........................./.........../...........</td>
</tr>
</tbody>
</table>

Phone number:  

Reason for leaving:  

Name and address of landlord (if this applies):  

Phone number:  

<table>
<thead>
<tr>
<th>Previous address 3</th>
<th>Dates you lived there</th>
<th>Housing arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td></td>
<td>........................./.........../...........</td>
<td>........................./.........../...........</td>
</tr>
</tbody>
</table>

Phone number:  

Reason for leaving:  

Name and address of landlord (if this applies):  

Phone number:  

If you have had more than three addresses in the past five years, please provide details.
### Your Partner's Addresses

<table>
<thead>
<tr>
<th>Previous address 1</th>
<th>Dates they lived there</th>
<th>Housing arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From:</td>
<td>Council or housing association</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Private tenancy</td>
</tr>
<tr>
<td></td>
<td>To:</td>
<td>Owner-occupier</td>
</tr>
<tr>
<td></td>
<td>..........................</td>
<td>Staying with friends or relatives</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other (describe)</td>
</tr>
<tr>
<td>Phone number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason for leaving:  

Name and address of landlord (if this applies):

Phone number:  

<table>
<thead>
<tr>
<th>Previous address 2</th>
<th>Dates they lived there</th>
<th>Housing arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From:</td>
<td>Council or housing association</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Private tenancy</td>
</tr>
<tr>
<td></td>
<td>To:</td>
<td>Owner-occupier</td>
</tr>
<tr>
<td></td>
<td>..........................</td>
<td>Staying with friends or relatives</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other (describe)</td>
</tr>
<tr>
<td>Phone number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason for leaving:  

Name and address of landlord (if this applies):

Phone number:  

<table>
<thead>
<tr>
<th>Previous address 3</th>
<th>Dates they lived there</th>
<th>Housing arrangement</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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<td>Private tenancy</td>
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<tr>
<td></td>
<td>To:</td>
<td>Owner-occupier</td>
</tr>
<tr>
<td></td>
<td>..........................</td>
<td>Staying with friends or relatives</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other (describe)</td>
</tr>
<tr>
<td>Phone number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason for leaving:  

Name and address of landlord (if this applies):

Phone number:
Section 11 – Other Application Details

Have you or your partner applied to us before for rehousing?
Please tick the relevant box.
Yes ☐ No ☐

If ‘Yes’, please give the following details.

Date of the application   /   /   
Reference number (if known)   

Have you applied to any other local authority for housing?
Please tick the relevant box.
Yes ☐ No ☐

If ‘Yes’, please give the name of the authority.   

Are you registered on that authority’s housing list?
Yes ☐ No ☐

Reference number (if known)   

Are you employed by the London Borough of Merton?  Yes ☐ No ☐
If ‘Yes’, please say which department.   

Are you related to any member of the Community and Housing Department staff?
Yes ☐ No ☐
If ‘Yes’, please give their name.   

Are you related to a Merton councillor?
Yes ☐ No ☐
If ‘Yes’, please say which councillor.   

Section 12 – Inclusion Statement

Everyone included in your application who is 16 or over (not including yourself and your partner) must fill in the inclusion statement below.

Name

I want to be included in this housing application.

Signature Date: / /

Name

I want to be included in this housing application.

Signature Date: / /

Name

I want to be included in this housing application.

Signature Date: / /

Name

I want to be included in this housing application.

Signature Date: / /

Section 13 – Declaration

I/we confirm that, as far as I know, the information given in this form is correct.

I/we understand that any false statement, made knowingly or recklessly, may result in me/us losing any tenancy that I/we may be granted by the council or a housing association.

I agree to tell the Housing Needs Section about any change in my circumstances given in this application.

I give you permission to make any enquiries that are reasonably necessary to confirm any details given.

Your signature

Print name

Date / /

Your partner’s signature

Print name

Date / /
A reminder of the documents we need to see

If you do not send the following documents, it may delay us in processing your application.

- Certificate of expected date of confinement to confirm your pregnancy
- ID (passport or birth certificate) for all people included in this application
- Immigration documents
- For all children under 16, a copy of the Child Benefit confirmation letter
- Parental agreement for looking after children. Divorce and separation papers showing the arrangements for the children
- Tenancy agreement and any documents asking you to leave your home
- Agreement on residency of children
- Court order for possession or a bailiff's warrant

If you cannot provide photocopies, bring the original documents to Merton Link Reception at the Civic Centre and we will copy them for you.

We will write to you to say if you are eligible to register. Any change in your circumstances or those of any person included in your application may affect your chances of being rehoused, so you should tell the Housing Needs Section as soon as you can when any changes happen.

Photographs

Please make sure that you include two recent colour passport-sized photographs of yourself and any partner (if appropriate), with this application form.

Each photograph should be a fair likeness of the person and have their full name printed on the back with their signature.

If you do not send us these photographs, we will not be able to register your application.
If you would like more information in your own language, please contact us at the address shown in the box below.

Nese deshironi me shume informacion ne gjuhe n tuaj, ju lutemi te na kontaktoni ne adresen e dhene ne kutine me poshte.

إذا أردت معلومات إضافية بلغتك الأصلية الرجاء الاتصال بنا في العنوان المدون ضمن الإطار أدناه.

লজি আপনার নিজের ভাষায় লেখা লাগে আরও তখন চান তাহলে দেখা করে আমাদের সঙ্গে যোগাযোগ করুন, তালার বক্সে আমাদের ঠিকানা রয়েছে।

如果你需要用中文印成的資料，
请按低端方格內提供的地址与我們聯系。

ارگ مایل به اطلاعات بیشتر به زبان خود هستید، لطفاً با ما از طریق آدرس زیر می‌گویید.

Pour tout renseignement complémentaire dans votre propre langue, veuillez nous contacter à l’adresse figurant dans l’encadré du bas.

जो तभी तभी पोतानी स्वाभाविक बांधना दान देने महत्त्वमें जोटी हैं, तो उपर दर्जने

نیچے انتरंग آپے ہولا بھانالمیں دوچاروں سارنامہ امبارے سंपर्क کریں。

Please call us on the number below if you require this information in large print, Braille or on audio tape.

Housing Needs
4th Floor, Merton Civic Centre,
Morden SM4 5DX
Tel: 020 8545 3731