



5. APPLICATION FOR HOUSING

If you have read, understood and agreed with Parts 1, 2, 3 then you may now complete an application form. Please ensure that you do not leave any question blank or unanswered. If for any reason, you need some help filling in the form then please contact the PCHC office during office hours. If you need more space to answer any questions please continue on a separate sheet of paper.

Any forms that are incomplete or unreadable will be rejected and your application for Co-op membership will be cancelled.

Please note that the completion of this application form does not constitute an offering for housing. When you have completed the form please send it to the PCHC office.

This front sheet is removed and remains confidential to PCHC Management only

Personal Details

Name:					DOB:				
Address:					Male: ☐	Female: ☐			
Post Code:					Telephone:				
Borough:		Email address:							
Preferred method of contact:	Post: ☐				Email: ☐				Tel: ☐
UK National Insurance Number:									

Are you on the Council waiting list?	Yes ☐	No ☐
If so, for which borough?		

Next of Kin

Name:					Telephone:				
Address:									
Relationship to you:									

References

Please provide details of two people that can give you a reference -
If possible one personal and one professional (current employer)

Name:		Name:	
Address:		Address:	
Post Code:		Post Code:	
Telephone:		Telephone:	
Relationship to you:		Relationship to you:	

About You

- please continue on another sheet is necessary

How would you describe yourself?

Tell us about your interests, hobbies, life-style etc:

Types of employment you've had in the past?

Do you have any experience of voluntary or community work?

Did anyone help you fill in this form?

Yes ☐

No ☐

If yes, please state who they were and why you needed their help:

We monitor our membership procedure

Please can you help us by explaining any problems you had when completing this form:

About Your Housing

What is your present housing situation?			
Please mark the box that best describes your current housing situation:			
Privately Rented Accommodation	☐	Family	☐
Halls of Residence	☐	Friends	☐
Bed & Breakfast	☐	Squatting	☐
Hostel or Night Shelter	☐	Sleeping Rough	☐
Other (please give details below)	☐	Co-op or Community	☐

How did you hear about PCHC?
In addition to PCHC, have you applied for or been referred to, any other organizations providing accommodation? Please name them:
Why do you want to leave you present accommodation?
Are there any special circumstances that you feel we should take into consideration in assessing your need for housing? Please specify reason/s:

What type of accommodation have you lived in over the 4 or 5 years?
How many times have you moved in the last 4 or 5 years?
Have you ever had to leave a previous accommodation because you had difficulties paying the rent?

Co-ops & Shared Accommodation

What type of accommodation are you looking for?		
Shared only ☐	Self contained only ☐	No preference ☐

Why do you want to live in the Co-Op?
What skills and experiences do you have to support your application for membership for PCHC?

Have you ever lived at PCHC in the past?	Yes ☐	No ☐
If yes, please tell us when and which property:		
Do you know any PCHC members past or present?	Yes ☐	No ☐
If yes, please tell us who:		

Please describe your experience (if any) of living in a shared accommodation, coop or community:
Please list some of your positive and negative experiences of shared accommodation:
Positive aspects:
Negative aspects:
Please describe how you would deal with negative situation within a shared house?
What social attitudes or behaviours do you consider to be unacceptable in shared housing?

Financial

What is your current source of income?			
Please mark the box that best describes your current housing situation:			
Full-time Employment	☐	Job Seekers Allowance	☐
Part-time Employment	☐	Sickness/Disability Benefit	☐
Self Employed	☐	Income Support / ESA	☐
Student Loan/Grant	☐	Training / Apprenticeship	☐
Other (please give details below)	☐		

Are you willing to set up a Standing Order to pay your rent?	Yes ☐	No ☐
If your answer is no, please give your reason		
If you claim Housing Benefit are you willing to make payments direct to the Coop?		
If your answer is no, please give your reason		

Do you have any criminal convictions?	Yes ☐	No ☐
If yes, please tell us the details (continue on a separate sheet is needed):		

THANK YOU FOR COMPLETING THE APPLICATION FORM

DECLARATION

I hereby declare that the information provided is true, accurate and to the best of my knowledge. I agree that PCHC may approach my referees for a reference.

I have read, understood and agreed on Application Information forms parts 1, 2, 3

I understand that should any information be found to be incorrect or falsified in anyway, my application or any successful subsequent tenancy will be terminated.

Signed:

Date:

Equal Opportunities Questionnaire

Ethnic Group White ☐ British ☐ Irish ☐ Other (please specify)			Asian or Asian British ☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Other (please specify)			Chinese ☐ Chinese ☐ Other (please specify)		
Mixed ☐ White & Black Caribbean ☐ White & Black African ☐ White & Asian ☐ Other (please specify)			Black or Black British ☐ Caribbean ☐ African ☐ Other (please specify)			Any other background ☐ any other background ☐ (please specify)		
Gender ☐ Male ☐ Female ☐ Transgender								
Sexual Orientation ☐ Heterosexual ☐ Prefer not to say ☐ Gay / Lesbian ☐ Bisexual								
Religion / Belief (please specify)					Disability ☐ Yes ☐ No			

EQUAL OPPORTUNITIES STATEMENT

Phoenix Community Housing Co-operative wishes it to be known that we are committed to the policy of equal opportunities. This means that:

1. The Co-operative will seek to ensure equality of opportunity for all people within those groups that we aim to house (as laid down in our membership criteria).
2. No person or group of persons applying for housing or for a job or for a contract with the Co-operative will be treated less favourably on grounds of their colour, ethnic or national origin, religion, disability, sex, sexual orientation or because they are unemployed or on a low income.
3. The Co-operative will try to find out the needs of the disadvantaged groups within the boroughs of Hackney and Tower Hamlets by developing relationships with those groups.
4. In carrying out its equal opportunities policy the Co-operative will actively assist disadvantaged groups to benefit from its services.
5. To help fulfil its commitment to equal opportunities the Co-operative will collect and monitor records of the ethnic origin of all those applying for housing or seeking employment with the Co-operative.
6. In the composition and operation of its committees the Co-operative will be mindful of its commitment to equal opportunities.
7. In the employment of staff the Co-operative will be mindful of its commitment to equal opportunities.
8. In the hiring of contractors and other agencies the Co-operative will be mindful of its commitment to equal opportunities.
9. Once a year the Co-operative intends to renew its current equal opportunities policies and practices to ensure that they are in line with the principles outlined in this statement.