



MEMBERSHIP FORM



CONFIRMING YOUR IDENTITY

Why do we need you to provide ID?

From January 2010 Leeds City Council will be changing the way we verify our customers identity.

As a customer of Leeds City Council, you will be asked to provide evidence of your identity and address. This is a check that we are required to make for all customers in order to prevent fraud.

Why is this?

Identity is checked to prevent members of the public using false names and addresses and claiming to be someone else in order to fraudulently claim social housing.

Please be assured that we will try to minimise any inconvenience or delay by discussing at an early stage what options are available for you to confirm your identity and complete the checks as quickly as possible.

What identity documents will you need to provide?

Generally, the simplest option for you will be to bring to the office personally (do not send) at least two original documents that provide identity evidence, one of your personal identity and the other of your main home address . The reason we need to see you in person, together with your documents, is to be able to certify that you match the photograph on any photo-identity, so if you are a couple you will each need to bring in your own documents.

The documents that will most easily meet this requirement, if you have them, are

- Passport or photocard driving licence (current, signed and with your current address), and
- Recent utility bill or bank statement (but not a mobile phone bill) to verify your address details.

If one or both of these documents are not available, there are a range of acceptable alternatives. We can discuss with you what documents you might be able to provide to meet the requirements.

What if you cannot come to the office with the documents?

Hopefully you will be able to bring identity documents to your local housing office, perhaps when handing in your application form. If, however, you are unable to come to the office (perhaps through distance or mobility problems) we can accept photocopies of your identity which can be sent through the post to register your application. This is only in exceptional circumstances.

At the point of tenancy sign up however we would insist that you attend in person to sign up for the tenancy with original copies of the relevant ID as we will require photographic identification at this point.

What happens once your identity is confirmed?

When you provide documentary evidence we will take photocopies of the documents and store the information with your application.

Such information will be stored securely and only used for personal identification purposes (as obliged by the Data Protection Act). Original documents will be given back to you.

Which documents do you need to Provide?

Can you produce any Photographic ID from Group 1?

YES

2 documents must be seen One document from Group 1 plus any one From Groups 1 or 2

NO

3 documents must be seen from Group 2

Group 1: List of Valid Identity Documents

Passport – any nationality
UK issued Driving Licence – England/Wales/Scotland/
Northern Ireland/Isle of Men
EU National Identity Card (EU countries only)
HM Forces ID Card (UK)
UK Firearms Licence
Adoption Certificate (UK)

Group 2: List of Valid Identity Documents

UK Birth Certificate – issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

Marriage Certificate/Civil Partnership Certificate

Financial Statement** e.g. pension, endowment, Vehicle Registration Document (Doc V5 old style & V5C new style)

Birth Certificate

Mail Order Catalogue Statement*#

UK Court Claim Form** (documentation issued by Court Services)

Utility Bill*# - inc. mobile phone contract/bill

TV Licence**

Credit Card Statement*#

Store Card Statement*#

Mortgage Statement**#

Insurance Certificate**

UK Council Tax Statement**

UK Connexions Card

Letter from Head Teacher*

UK P45/P60 Statement**

Bank/Building Society Statement*#

Exam Certificate e.g. GCSE, NVQ, O'level

Addressed Payslip*

UK National Insurance Card

UK NHS Card

Benefit Book Statement (Child Allowance/Pension)

UK Certificate of British Nationality

UK Work Permit/Visa**

CRB Disclosure Certificate**

Asylum Registration Card

A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)* e.g. Department for Work and Pension, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus and Social Security

* Documentation should be less than 3 months old

** Issued within past 12 months

If you intend to use more than 1 document of this type, ensure that it is from a different organisation. **Internet documents are not acceptable.**

If you require this form in Large Print please contact the Leeds Homes Team on 0113 224 4413.

Translations	Yes ✓	No ✓
Do you require translation?		
If 'Yes', which language?		

<p>English</p> <p>If you need help filling in this form, please contact your local housing office.</p>	<p>Hindi</p> <p>यदि आपको इस फ़ॉर्म भरने में सहायता की ज़रूरत हो तो कृपया आपकी स्थानीय हाउसिंग ऑफिस से मदद के लिए मांग करें।</p>
<p>Arabic</p> <p>إذا احتجتم لمساعدة لملء وتعبئة هذه الاستمارة؛ الرجاء طلب المساعدة من مكتب إسكانكم المحلي.</p>	<p>Kurdish</p> <p>گەر پێویستت بە هاوکاری ههیه له پرکردنهوهی ئەم فۆرمه دا، تکایه داوای یارمهتی له ئۆفیسێ خاڵوو بهردی (هاوسینگ ئۆفیس) ناوچهکهی خۆت بکه.</p>
<p>Bengali</p> <p>এই ফরমটি পূরণ করতে যদি আপনার সাহায্যের দরকার হয় তাহলে দয়া করে আপনার স্থানীয় হাউজিং অফিসে সাহায্য চান।</p>	<p>Portuguese</p> <p>Se precisar de ajuda para preencher este formulário, queira pedir esta ajuda no Escritório dos Serviços de Habitação da sua área.</p>
<p>Chinese</p> <p>如需協助填寫這份表格者 請前往該區房屋服務辦事處求助</p>	<p>Pushto</p> <p>که چرې تاسو ته ده په فارم په مکمل کولو کېږه ده مدد ضرورت وی نو بهرېانی اوکړئ او خپل مقامی هاؤسنگ آفس کېږه ده مدد په پاره تپوس اوکړئ.</p>
<p>Dari</p> <p>اگر شما برای تکمیل کردن این فورمه ضرورت به کمک دارید، لطفاً از اداره مسکن محلی خود تقاضای مساعدت کنید.</p>	<p>Punjabi</p> <p>ਜੇਕਰ ਤੁਸੀਂ ਇਸ ਫਾਰਮ ਨੂੰ ਭਰਨ ਲਈ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਆਪਣੇ ਸਥਾਨਕ ਹਾਊਸਿੰਗ ਅਫਿਸ ਵਿੱਚ ਸਹਾਇਤਾ ਲੈਣ ਲਈ ਪੁੱਛੋ।</p>
<p>Farsi</p> <p>اگر شما برای تکمیل این فرم نیاز به کمک دارید، خواهشمند است که از اداره مسکن محلی خود درخواست کمک نمایید.</p>	<p>Vietnamese</p> <p>Nếu bạn cần sự giúp đỡ để hoàn thành lá đơn này, hãy vui lòng hỏi tới sự giúp đỡ tại văn phòng nhà cửa ở địa phương bạn.</p>
<p>French</p> <p>Si vous avez besoin d'aide pour remplir ce formulaire, adressez-vous au Bureau de Logement (housing office) le plus proche.</p>	<p>Urdu</p> <p>اگر آپ کو یہ فارم مکمل کرنے میں مدد درکار ہے، تو براہ مہربانی معاونت کیلئے اپنے مقامی ہاؤسنگ آفس (دفتر مکانات) سے رجوع کریں۔</p>
<p>Polish</p> <p>Je eli potrzebuj Pa stwo pomocy w wypełnieniu tego formularza, prosimy o skontaktowanie si ze swoim lokalnym urz dem mieszkaniowym.</p>	<p>Tigrinya</p> <p>እዚ ቐጺ ንምምላእ ሓገዝ ምስ እትደልዩ ኣብ ጥቓኹም ንዘሎ ቤት ጽሕፈት ኣባይቲ ክትውክሱ ትከእሉ ኢኹም።</p>

EQUALITY MONITORING

This information will not affect your registration

We want to make sure that all our services are fair and accessible to all. We are asking you the following questions so that we can make sure that our services include everyone's needs.

The information you provide will be kept confidential.

We will use your answers to produce statistical information that the Council will use to check the fairness of any services you receive. This information will only be used by Leeds City Council or shared with Education Leeds, the Leeds Arms Length Management Organisations and the Belle Isle Tenant Management Organisation. They will only use this information for the same purposes as the Council.

You do not have to answer these questions, and if you choose not to this will not affect your registration or the service you receive.

What group below do you feel best describes your ethnic background?

A. White

British

Irish

Any other White background please write

B. Mixed Race

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background please write

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Kashmiri

Any other Asian background please write

D. Black or Black British

Caribbean

African

Any other Black background please write

E. Other ethnic groups

Chinese

Gypsy/Traveller

Any other background please write

What is your Faith/Religion?

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

No Religion

Other (please specify)

Do you consider yourself to be disabled?

Yes

No

What is your sexuality?

Straight/Heterosexual

Lesbian/Gay woman

Gay Man

Bisexual

1. INFORMATION ABOUT YOU

It is essential that you answer all the questions in the following sections, otherwise, we will not be able to register your application. If someone else is applying with you, as a joint applicant, please fill in their details as well.

A. Your household	You	Joint applicant
Title (Mr, Mrs, Miss, Ms and so on)		
First name		
Middle name (if you have one)		
Last name		
Previous name (if this applies)		
Sex (Male or Female)		
Date of birth	/ /	/ /
Relationship to you (for example, wife, husband, partner, civil partner, friend)		
Current address and postcode		

B. Contact details	You	Joint applicant
Day time phone number		
Home phone number		
Mobile phone number		
E-mail address		

C. National Insurance Number	You	Joint applicant

2. NATIONALITY

A. What is your and the joint applicant's nationality?	You ✓	Joint applicant ✓	
United Kingdom Citizen (living in the UK)			
United Kingdom Citizen (returning from overseas)			
Bulgarian			
Czech			
Estonian			
Hungarian			
Latvian			
Lithuanian			
Polish			
Romanian			
Slovakian			
Slovenian			
Other European Economic Area (EEA)* country			
Any other nationality			

*Other European Union (EEA) countries:

Austria	France	Italy	Netherlands (Holland)
Belgium	Germany	Liechtenstein	Portugal
Cyprus	Greece	Luxembourg	Spain
Denmark	Iceland	Malta	Sweden
Finland	Ireland	Norway	Switzerland

B. Have you, or anyone who will be rehoused with you, come to live in the UK in the last 5 years or are you/they subject to immigration control?	Yes ✓	No ✓
If 'Yes', please list their names		

3. OTHER MEMBERS OF YOUR HOUSEHOLD

A. Please list everyone who **will be rehoused with you.** (Continue on an extra sheet if necessary)

Title	Sex		First Name	Last Name	Date of Birth	Relationship to you
	Male	Female				
					/ /	
					/ /	
					/ /	
					/ /	
					/ /	
					/ /	
					/ /	

B. If you are living with people who **won't be rehoused with you, please give their details below.** (Continue on an extra sheet if necessary)

Title	Sex		First Name	Last Name	Date of Birth	Relationship to you
	Male	Female				
					/ /	
					/ /	
					/ /	
					/ /	

C. If you or any member of your household is pregnant please give their names and due dates. (Continue on an extra sheet if necessary)

Name	Due Date
1	
2	
3	

D. Do you have legal access to children who **won't be rehoused with you?**

Yes No

If 'Yes', how many children?

How often each month will they stay with you?

4. WHERE YOU LIVE NOW

A. Please tick one box that best describes the type of home you live in now

		✓	✓
Leeds City Council tenancy			
Housing Association tenancy			
Other local authority tenancy			
Private rented tenancy			
Owner occupier with a mortgage			
Owner occupier without a mortgage			
Living with friends			
Living with parents/relatives			
Bed and breakfast			
Care Home			
Hospital			
Hostel			
Prison/Youth Offending Institute			
Lodger			
Mobile Home			
No fixed address			
Sleeping rough			
Supported Housing			
Tied accommodation			

B. What type of building is your current home?

		✓	✓
House			
Maisonette			
Flat			
High rise flat			
Bungalow			
Bedsit			
Sheltered accommodation			

Other, please specify:

C. If you have a landlord who are they?

Name:

Address:

Telephone No:

Email:

D. How many bedrooms are there?

E. When did you move into your current home?

F. If you are an owner occupier what is the estimated value of the property?

G. If you have a mortgage who is this with?

H. Approximately how much of your mortgage is left to be paid?

5. REASONS FOR WANTING TO MOVE

Do you want to be rehoused for any of the following reasons:

A.	Have you been served with a Notice Seeking Possession?	Yes ✓	No ✓
		<input type="checkbox"/>	<input type="checkbox"/>
If 'Yes', please send us a copy of the notice.			
B.	Have you been served with a Warrant for Eviction?	Yes ✓	No ✓
		<input type="checkbox"/>	<input type="checkbox"/>
If 'Yes', please send us a copy of the notice.			
C.	Are you unable to afford to pay your rent or mortgage?	Yes ✓	No ✓
		<input type="checkbox"/>	<input type="checkbox"/>
If you have answered 'Yes' to A, B or C please explain why?			

D.	Is your home no longer suitable to meet your, or a member of your household's, health or mobility needs?	Yes ✓	No ✓
		<input type="checkbox"/>	<input type="checkbox"/>
E.	Are you, or a member of your household, disabled and require an adapted property?	Yes ✓	No ✓
		<input type="checkbox"/>	<input type="checkbox"/>
F.	Are you elderly and require sheltered housing with support from a warden?	Yes ✓	No ✓
		<input type="checkbox"/>	<input type="checkbox"/>
G.	Are you leaving hospital/residential care?	Yes ✓	No ✓
		<input type="checkbox"/>	<input type="checkbox"/>
If you have answered 'Yes' to D, E, F or G please explain why?			

H.	Are you a young person leaving the care of the local authority?	Yes ✓	No ✓
		<input type="checkbox"/>	<input type="checkbox"/>
If 'Yes', who is your social worker?			
I.	Have family or friends asked you to leave?	Yes ✓	No ✓
		<input type="checkbox"/>	<input type="checkbox"/>
If 'Yes', when do you need to leave?			

Do you want to be rehoused for any of the following reasons:

J.	Does your home lack basic facilities such as hot and cold running water, or is your home in a poor state of repair?	Yes ✓	No ✓
K.	Are you experiencing violence or harassment which means you can no longer live in your current home?	Yes ✓	No ✓
L.	Are you leaving the Armed Forces?	Yes ✓	No ✓
M.	Have you been asked to leave tied accommodation, (accommodation provided as part of your job)?	Yes ✓	No ✓
If 'Yes', how soon must you leave?			
N.	Are you leaving prison?	Yes ✓	No ✓
If 'Yes', what is your release date?			
O.	Are there any other reasons why you want to be rehoused? Please explain the reason(s) below.		

P.	Do you want to move to Leeds from another area?	Yes ✓	No ✓
If 'Yes', do you or any member of your household want to move for any of the following reasons:			
Connection		✓	Please give details below of names, addresses and your relationship to family members to show why you have a connection to Leeds.
Family Connection			
To give support			
To receive support			
Employment			
Other reason			
Details:			

6. WHERE YOU USED TO LIVE

It is essential that you tell us where you have been living for the past 5 years. Without this information we cannot register your application.

If you or the joint applicant haven't lived in your current home for the last 5 years, please tell us all the addresses where you or they have lived. Include any time you have spent living with your parents, in hospital, in prison, in another country and so on. Start with the most recent address first. Please continue on an extra sheet if necessary.

	You	Joint applicant
Address		
When did you move in?	/ /	/ /
When did you move out?	/ /	/ /
Who owned this accommodation? (for example, a council or a housing association, private landlord, parents)		
If you rented this address, what was your landlord's name and address?		
	You	Joint applicant
Address		
When did you move in?	/ /	/ /
When did you move out?	/ /	/ /
Who owned this accommodation?		
If you rented this address, what was your landlord's name and address?		
	You	Joint applicant
Address		
When did you move in?	/ /	/ /
When did you move out?	/ /	/ /
Who owned this accommodation?		
If you rented this address, what was your landlord's name and address?		

We may contact your previous landlords for a reference.

7. INFORMATION ABOUT YOUR FINANCES AND ASSETS

A. If you are employed what is your and the joint applicants combined yearly salary (before tax)?



Up to £15,000

£15,000 - £24,999

£25,000 - £35,000

Over £35,000

B. Do you or the joint applicant receive benefits?

Yes ✓

No ✓

If 'Yes', please give details

You ✓	Joint applicant ✓	Type of benefit	Amount £	How often

C. Do you or the joint applicant have any savings or investments worth over £6000?

Yes ✓

No ✓

D. Do you, or any other person who will be rehoused with you, own any other property either in the UK or abroad?

Yes ✓

No ✓

If 'Yes', who owns this property?

What is the address?

What is the estimated value of the property?

8. WHERE WOULD YOU LIKE TO LIVE

A. Please name one area where you would most prefer to live. You may also provide two other choices. Please refer to the list below.

You will still be able to bid for any of the homes we advertise.

1.

2.

3.

List of Locations:

Aberford	Farnley	New Farnley
Adel	Garforth	Osmondthorpe
Allerton Bywater	Gildersome	Otley
Alwoodley	Gipton	Pool
Armley	Great Preston	Pudsey
Bardsey	Guiseley	Rawdon
Barwick in Elmet	Halton Moor	Richmond Hill
Beeston Hill	Harehills	Robin Hood
Belle Isle	Harewood	Rodley
Boggart Hill	Hawthorn	Rothwell
Boston Spa	Headingley	Roundhay
Bramham	Holbeck	Scarcroft
Bramhope	Horsforth	Scholes
Bramley	Hunslet	Seacroft
Burley	Hyde Park	Shadwell
Burmantofts	Ireland Wood	Stanningley
Calverley	Kippax	Swarcliffe
Chapel Allerton	Kirkstall	Swillington
Chapelton	Ledston	Thorner
Clifford	Lincoln Green	Thorp Arch/Walton
Collingham	Little London	Thorpe
Colton	Meanwood	Tinshill
Cookridge	Methley	Weetwood
Cottingley	Micklefield	Wetherby
Cross Gates	Middleton	Wortley
Drighlington	Moortown	Yeadon
East Keswick	Morley	
East/ West Ardsley		
Ebor Gardens		

B. If you are a council or housing association tenant, you have the right to apply for an exchange with another tenant. If you want to exchange your home with another tenant, we can provide free advertising and a computer matching service to put you in touch with each other.

Would you consider a mutual exchange?

Yes ✓

No ✓

9. YOUR SUPPORT NEEDS

A. Are you currently receiving support from an agency?	Yes ✓	No ✓
If 'Yes', what is the name and contact details of your support worker?		
Name		
Agency		
Phone number		
Address		
email		
Do you feel you will need help to manage your new home around issues such as mental health, physical disability etc. If 'Yes', please state	Yes ✓	No ✓

10. FOR SOMEONE TO ACT ON YOUR BEHALF

If you would like to give permission for someone else, such as a relative or a support agency, to bid for homes on your behalf, complete the 'Advocate details' below. You will be giving us your consent to share the information we hold on your housing application with the person or organisation you specify.

Advocate details:

Name	Phone number
Address	
Agency (if this applies)	
Relationship to you	
You can withdraw this permission at any time by notifying any one-stop centre or housing office.	

11. RELATIONSHIPS

Are you employed by or related to an employee of any of the following:

Leeds City Council, a Leeds City Council Arms Length Management Organisation and the Belle Isle Tenant Management Organisation. A housing association that is part of the Leeds Homes register. An elected councillor of Leeds City Council. A member of a Leeds Homes register housing association committee or board?

Yes ✓

No ✓

If 'Yes', what is their name(s)?

12. DECLARATION

Data Protection Act

The information you provide on this form is treated in the strictest confidence and is protected under the Data Protection Act 1998. It will be stored on computer and in paper records and will not be kept for longer than is necessary. Once you cease to receive services from Leeds Homes your information will be destroyed.

Under the Data Protection Act, you have a right to see information kept on file about your application and to ask for any inaccurate information to be destroyed.

All the information you give us will be placed on the Leeds Homes Housing Register. By signing the Declaration you agree to Leeds Homes sharing this information with housing associations or other landlords who could help rehouse you.

In exceptional circumstances we may share your information without consent where there is a legal requirement to do so. This would include:

- For child protection purposes
- To prevent or detect a crime, or apprehend offenders
- By order of court

I/We confirm that the information I/we have given on this form is correct and understand that it is an offence to withhold or give false information.

I/we agree to tell you about any changes in the information I/we have given you.

I/we understand that any information given by me/us relating to my/our registration will be placed on the Leeds Homes Housing Register and may be viewed by any landlord who takes part in the scheme either now or in the future. This information will only be retained by them if they are going to provide me/us with accommodation.

We may use the information to detect and prevent fraud and share it with other organisations, agencies and private landlords.

Your signature:

Date:

Joint applicant's signature:

Date:

13. ADDITIONAL DOCUMENTATION

Please check that you have included all relevant documentation, without this your application cannot be processed.
DO NOT SEND ORIGINAL DOCUMENTS AS WE ARE UNABLE TO RETURN THEM.

Documentation	✓
Pregnancy. If you, the joint applicant or other members of your household are pregnant, have you enclosed confirmation of the pregnancy – Mat B1 form	
Immigration Status. If you have come to live in the UK in the last 5 years have you included the necessary documentation – <i>for example passport, leave or right to remain in the UK, Worker's Registration documentation?</i>	
Signatures. Have you and the joint applicant signed and dated the form?	

How to contact us

Write to us:

Leeds Homes Team, Environment and Neighbourhoods, Leeds City Council,
Merrion House, Merrion Centre, Leeds LS2 8BB

Phone: 0113 224 4413 **Email:** leeds.homes@leeds.gov.uk **Web:** www.leedshomes.org.uk

Please return this form to your local housing office, one stop centre or post it to the address above.

For our use

Customer's name:	
Address:	
Verified by:	
Status:	
Name and Office:	
LHR number:	

LHR Verification Form

	Yes ✓	No ✓	N/a ✓
Signed by main applicant:			
Signed by joint applicant:			
Full 5 year housing history supplied:			
One area of choice selected:			
Eligibility issues (Nationality)			
Live application:			
Cancelled application:			
Reinstated:			

Person Database Information

	Person Number	Thorough search of Person Database carried out but not found
Main applicant:		
Joint applicant:		
Additional household members:		
1.		
2.		
3.		
4.		
5.		
6.		

Date stamp:

March 2009