**Deptford Housing Co-op**

16 Rochdale Way, Deptford, London SE8 4LY [housingofficer@deptfordhousing.coop](mailto:housingofficer@deptfordhousing.coop)

[applications@deptfordhousing.coop](mailto:applications@deptfordhousing.coop)

Application for Housing

Form number (for co-op use only):

Please write clearly. Read the whole form before completing your application. Submit to email above.



**Personal details**

Title:

Name:

Address:

Postcode:

Telephone:

Email:

Date of birth:

Preferred/first language:

I am over 18:

# Your housing situation

Please describe your current housing situation. Give details if possible, for example physical conditions (e.g. damp, overcrowding, lack of heating etc).

Are you a:

private tenant:

council tenant:

housing association/co-op tenant: living with family:

sofa surfing/staying with friends:

squatting:

homeless:

Why are you looking for housing?

Homeless (please say how long you have been homeless):

Threatened with homelessness:

Where I live now is overcrowded:

Where I live now is in a poor state of repair:

I cannot afford the rent on my present accommodation:

I am staying with friends:

Other reason:

Please give details below:

*Please see the back of the form for a list of supporting evidence that may help us assess your housing need.*

Do you own or let/sublet a property to others?

# Your housing history

Please give details of your recent housing history over the past three years. Start with your present accommodation (continue on a separate sheet if necessary).

Address:

Start date:

Reason for leaving:

Landlord details if applicable:

End date:

Address:

Start date:

Reason for leaving:

Landlord's details if applicable:

End date:

Address:

Start date:

Reason for leaving:

Landlord's details if applicable:

End date:

Address:

Start date:

Reason for leaving:

Landlord’s details if applicable:

End date:

Address:

Start date:

Reason for leaving:

Landlord's details if applicable:

End date:

Other than Deptford Housing Co-op, where else have you tried to find housing? Please give details.

Have you lived at Deptford Housing Co-op or another Co-op before?

Yes No

If yes, please give details:

Have you applied unsuccessfully to Deptford Housing Co-op before?

Yes No

If yes, approximately when was this:

Do you know anyone living at Deptford Housing Co-op?

Yes No

If yes, please give their names so we can ensure an impartial interview panel:

How did you hear about the Co-op?

Have you ever had to leave previous accommodation because you were behind with the rent?

Yes No

If yes, please give details:

# About living with other people

Applicants need a positive attitude to sharing and interacting with other people, from a range of backgrounds and cultures. Co-op members living in shared houses have their own room and share communal facilities - kitchen/ living room and bathroom - with nine house-mates. Responsibility for the running and managing of the co- op is shared equally by all members.

To help us assess your suitability for housing please give details below of your experience of living with other people:

# About living in a housing co-operative

Please give details of any experience you have of work in the voluntary sector (eg in a co-operative, collective or charitable/community organisation). Please say if this was in a paid or voluntary capacity. Give approximate dates for each activity and contact details for somebody who can verify this if necessary.

The day-to-day running and long-term survival of the Co-op relies on members being actively involved. We would like members to contribute in ways that fit their particular skills or interests. Please tick any of the areas of work below that you feel would suit you:

Practical

General building maintenance:

Gardening and related tasks:

Helping maintain wi-fi:

Being a house rep:

Distributing information and publicity material:

Administrative

Recruiting and interviewing new members:

Finance and book-keeping:

Creating information materials and advertising the Co-op:

Taking minutes:

Helping members sort out their differences:

Chairing and managing meetings:

Facilitating and organising training:

What skills, experience and personal qualities have you got which you feel could be helpful in the running of the co-op?

What is your understanding of how a co-op works and what do you think you could contribute?

Why do you want to live in a housing co-operative rather than other types of accommodation and what appeals to you about it?

Deptford Housing Coop is passionate about Equality, Diversity and Inclusion. What is your understanding of Equality, Diversity and Inclusion and what could you do to ensure that the Coop is a fair and inclusive place for everyone?

If your application is successful, would you be willing to have your skills entered on a database to help the co-op in recruiting suitable volunteers for co-op work?

Yes No

# About the rent

Where will the money come from to pay your rent?

**Would you be willing to set up a Standing Order or Direct Debit for the rent, or have Housing Benefit paid directly to us?**

Yes No

If not, please say why:

Please give any other information you would like us to know about you:

**Declaration**

**Please sign and date the declaration below:**

* I declare that to the best of my knowledge the information provided in this application is true and accurate.
* I agree that I have permanent residence in the UK (British/EU passport or indefinite leave to remain)

□I confirm I am aged 18 or over at the time of this application.

* I confirm I have read and accept the Data Protection Statement below.
* I confirm that I have recourse to

public funds (Universal Credit and/or Housing Benefit)

* I understand that should any of the information above be found to be incorrect or falsified in any way, that my application or any subsequent tenancy will be terminated.

**Signed:**

**Date:**

**Deptford Housing Co-op will process personal information, including where relevant, sensitive personal data, about you and those living with you, to perform the functions of your application for housing and the provision of general housing and support needs. Any processing will be undertaken in accordance with the provisions of the relevant data protection legislation (including the General Data Protection Regulation and the Data Protection Act 2018) and our policies and procedures. This includes information we obtain from you, and those which we obtain from and share with third parties. If your application is successful, the information you provide in this application will be stored on your tenancy file and may be used for other purposes related to the management of your tenancy. You have the right to to obtain a copy of the information we hold about you. There is no fee for this. If your application for housing is unsuccessful this application form will be securely destroyed.**

**Thank you for your interest in Deptford Housing Co-operative!**

**Please ensure you have read the information on being part of our co-op.**

**Once your application is received, you will be contacted, and your eligibility confirmed. You will then be placed on a list for interview as vacancies are available.**

**Supporting Documents**

Email [housingofficer@deptfordhousing.coop](mailto:housingofficer@deptfordhousing.coop) at any time with questions about the application and interview process. State that you are applying for Deptford Co-op.

Please also attach to your email:

* + One photo of 1 piece of government issued photo ID (Passport/ residence card or permit showing indefinite leave to remain/permanent residence, and a photo of you holding this ID.
  + Proof of address e.g. a bill, bank statement.
  + Two references and proof of income or Universal Credit. You will not be able to proceed to an interview without these.

At the moment all interviews are conducted on zoom and you will be expected to produce the original copies the first time that you meet with either the housing officer or the M and E coordinator.

If having face to face interviews you will be expected to bring the original ID and references to the panel. Without these the interview will not take place.

**If your application deems you eligible for an interview with the Deptford Housing Co-operative Membership + Education Committee, Allocation Panel, you will be invited to an interview and asked to provide the following supporting documentation.**

**You may only have 7 days notice of interview so we encourage you to organize these documents soon.**

Get a code: https://[www.gov.uk/view-prove-immigration-status.](http://www.gov.uk/view-prove-immigration-status) Provide us with that code to input here:

https://[www.gov.uk/check-immigration-status](http://www.gov.uk/check-immigration-status) to confirm you have indefinite leave to remain.