

Housing Application – Change of Circumstances/Address

Ref No:

Please use this form to notify us of any changes in your circumstances. If you require assistance in completing this form, Housing Advice staff will be pleased to help you.

Section 1 – General Information

First name

Surname

Address

Tel No

Mobile No

Section 2 – Notification of Change of Address

New address

Date moved in

Section 3 - Change in current accommodation

3.1 What is your housing situation now? Please tick which best describes your situation

LWP	<input type="checkbox"/>	Living with parents	PSL	<input type="checkbox"/>	Private let	WDA	<input type="checkbox"/>	Housing Association tenant within WDC
BB	<input type="checkbox"/>	In bed & breakfast	LOD	<input type="checkbox"/>	Living with friends/relatives	PRI	<input type="checkbox"/>	In prison
OOC	<input type="checkbox"/>	Owner occupier	HMF	<input type="checkbox"/>	In HM forces accommodation	HOM	<input type="checkbox"/>	Homeless, no fixed abode
WDC	<input type="checkbox"/>	WDC council tenant	WTT	<input type="checkbox"/>	In a tied tenancy	HRI	<input type="checkbox"/>	Hostage, refuge/institution
LAT	<input type="checkbox"/>	Tenant of another council	HAS	<input type="checkbox"/>	HA tenant outwith WDC area	CDW	<input type="checkbox"/>	Living in caravan

3.2 If you are a tenant of a private landlord or housing association, please tell us the name and address of your landlord

Name

Address

Tel No.

3.3 What type of property are you currently living in?

SD		Semi detached house	TPS		Travelling persons site	MSG		Ground floor multi storey flat
ET		End terrace house	DFG		Lower duplex flat - Clydebanks	MSL		1 st - 5 th floor multi storey flat
MT		Mid terrace house	DFU		Upper duplex flat - Clydebanks	MSM		6 th - 10 th floor multi storey flat
SBU		Semi bungalow	PHL		Person flat - Clydebanks	MSU		11 th floor and above multi storey flat
EBU		End bungalow	PTH		Person house – Clydebanks	MML		Mini multi lower
MBU		Mid bungalow	LF		Lower four-in-a-block	MMM		Mini multi middle
TFL		Ground floor flat in a close	UF		Upper four-in-a-block	MMU		Mini multi upper
TFM		1 st floor flat in a close	ML		Maisonette lower	LMS		Lower multi sheltered
TFU		2 nd floor flat in a close	MU		Maisonette upper	MMS		Middle multi sheltered
OAF		One apartment flat	SL		Sheltered housing lower	UMS		Upper multi sheltered
BST		Bedsit	SU		Sheltered housing upper	NFA		No settled accommodation

3.4 Does your accommodation share a close entrance with other families?

(Please tick one box) Yes ☐ No ☐

3.5 How many bedrooms are there in the accommodation?

(Enter number in box)

3.6 How many bedrooms do you and your family actually have use of?

(Enter number in box)

3.7 How many bedrooms would you prefer?

(Enter number in box)

3.8 Does your accommodation lack any of the undernoted facilities? (please tick relevant boxes)

Cooking Yes ☐ No ☐

Inside toilet Yes ☐ No ☐

Bath/shower Yes ☐ No ☐

3.9 Do you share any of the undernoted facilities with anyone other than your immediate family?

Cooking Yes ☐ No ☐

Inside toilet Yes ☐ No ☐

Bath/shower Yes ☐ No ☐

3.10 Please state your main reasons for applying

UOC		Need a smaller house	EMP		To be closer to place of work
OVC		Need a bigger house	MED		Medical reasons
MAR		Getting married	RBD		Relationship breakdown
WOH		Leaving family home	BNF		To be near to family
EOL		End of lease	WGN		Need/want a house with a garden
EVO		Eviction order	TYP		Want a different house type
LTA		Losing tied accommodation	HOM		Homeless
GLR		Granted leave to remain in country	RTA		Return to area
FSA		Future safeguard			

Section 4 - Any other change of circumstance

4.1 Please provide details of any other change of circumstances below:

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Section 5 – Declaration

- I/We declare that the information given on this form is correct
- I/We understand that I/we may be prosecuted if I/we have given false information
- I/We may also lose any home you may have offered me/us
- I/We will tell the local Housing Office immediately if there is any change of circumstance
- I/We give permission for the Council to obtain any information they require from my/our present or previous landlord or other agencies

Signature of applicant

Date

Signature of joint applicant

Date

Form updated by: _____

Date: _____