

Surname	OFFICE
First name	USE ONLY
EdIndex no.	

Housing application form and guidance





سترجم کالئے حاضر আ**নন্দের সঙ্গে অনুবাদ করব**

You can get this document on tape, in Braille, **large print** and various computer formats if you ask us. Please contact Interpretation and Translation Service (ITS) on 0131 242 8181 and quote reference number 09267. ITS can also give information on community language translations.

You can get more copies of this document by sending an email to: edindex@edinburgh.gov.uk.



What is EdIndex?

EdIndex is a simple way to apply for properties for rent from the Council and Housing Associations/Co-operatives in Edinburgh.

EdIndex is a partnership between the Council and most of the Housing Associations/Cooperatives in the city. This allows you to apply for housing with them by filling in a single application form.

There are currently 18 partner landlords and they are listed at the back of this form. The landlords have 2 different ways of letting their available homes. They do this through Choice Based Lettings or a Group plus Points System.

You must register with EdIndex before you can bid for general or sheltered housing or be offered a property by any of the partner landlords.

Choice Based Letting

Before you can bid for homes you must create a login for Housing Online. To do this visit www.edindexhousing.co.uk, click on the "Key to Choice" link and follow the instructions. You will need your EdIndex reference number and email address to create your login. Available homes are advertised weekly on a Sunday at 4am. You can view the available homes using the same "Key to Choice" link. You do not need to have a login to view available homes.

Bids must be placed by 3.30am on a Sunday. For more information on Housing Online and how to bid for homes check out the 'Frequently Asked Questions' on www.edindexhousing.co.uk.

Ark Blackwood Homes Cairn City of Edinburgh Council Harbour Homes Hillcrest Homes Home Scotland Link Lister Manor Estates Places for People (Scotland) Prospect Sanctuary Trust Viewpoint West Granton Wheatley Homes (East)

Group plus Points System

The following Housing Associations and Co-operative operate a Group plus Points System:

Hanover (Scotland)

Muirhouse

This means that your application and housing needs are assessed using a different set of rules. When a property becomes available for rent, the individual landlords will contact you directly if you are at the top of their short list. Offers of housing will depend on where you are placed on the short list, your needs, the type of property and area you have selected, and the availability of empty properties for rent

About the Application Form

If you need help to complete this form, please contact one of the landlords listed at the back of this application form. Please mark all boxes with a tick (\checkmark). You must use a pen, write in capital letters and complete the form in full.

You can apply to EdIndex for housing if you are 16 years or older. Please note, if you have come to Edinburgh from abroad it is possible that you might not be able to get Council housing. Please email edindex@edinburgh.gov.uk if you would like more information.

Information from your application form will be placed on a register of applicants. All the partner landlords will have access to this. If you are eligible for housing with the partner landlords, your application will be assessed according to each landlord's allocation rules.

Confidentiality

The information you provide to EdIndex will be used to:

Decide if you are eligible for housing with the partner landlords
Assess your housing needs and current housing circumstances
Enable the partner landlords to match your needs and preferences with available empty homes
Enable partner landlords to decide if a particular empty home will be offered to you
Enable monitoring and provide statistical information as required
Refer you for any housing or services that might meet your needs – we may contact you to discuss this.
Investigate and consider appropriate action with regard to antisocial behaviour; this information may be shared with the City of Edinburgh Council's Community Safety Teams.
Consider qualifying occupiers, succession rights and investigation of tenancy matters

The City of Edinburgh Council manages EdIndex on behalf of all the partner landlords. To provide services to you we need to collect your personal data. The City of Edinburgh Council's Privacy Notice explains how we do this and why. The Privacy Notice is available on the Council's website at www.edinburgh.gov.uk or if you would like a hard copy, please contact the team by sending an email to edindex@edinburgh.gov.uk. We have a duty to comply with the Housing (Scotland) Act and other similar legislation, which places obligations on the Council to process your data. This means that we may share information provided to us through EdIndex with other organisations and authorities. In line with the General Data Protection Regulation 2018, we will only share your information when it is legal and reasonable to do so.

1. About you

If we contact or visit you, do we need an interpreter or someone to help with communication?

Yes No

If yes, what language or other help do you require?

If you are applying jointly please complete both sections.

If you provide an email address, we will use this to send acknowledgement that your application has been processed. **Please write in block capitals.**

	Applicant	Joint Applicant
Title		
First Name		
Last Name		
Maiden Name		
Present Address and Post code		
Date of Birth		
Email Address		
Contact Telephone. No		
Mobile Telephone. No		
Relationship to Appli	cant	

If you want your post sent to a different address or someone else to act on your behalf please provide details below.

Do you want: Your post sent to a different address

Someone else to act on your behalf

Contact name & address	
Telephone Number	
Email	
Email	

If you decide at a later date that you would like someone else to deal with your application, you must inform EdIndex in writing, giving this person permission to act on your behalf.

It is important for us to decide if you are eligible for Council or Housing Association. If you are a refugee seeking asylum in UK you must answer Q2.

2. Under the Housing (Scotland) Act 2014, the Asylum and Immigration Act 2004, and the Immigration (EEA) Regulations 2015, local authorities are required to establish whether a person qualifies for public assistance including housing.

UK resident (If ticked go to Q3)			
Do you have indefinite leave to remain in the UK?	Yes		No
Do you have limited leave to remain in the UK?	Yes		No
Do you have refugee status in the UK?	Yes		No
Do you have humanitarian or discretionary leave to remain?	Yes		No
Do you have any restrictions on your recourse to public funds?	Yes		No
Are you a national of one of the following EEA countries: (Austria, Yes No Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or Switzerland) and a qualified person i.e. a worker, self employed, job seeker or student? Are you the spouse or civil partner of a qualified person from one Yes No of the above listed EEA countries?			
You must answer Q3 and Q4 if you have had any action taken again behaviour or if you are required to register under the Sexual Offence inform us you may lose the home that has been allocated to you.	-		

3. Has anyone ever taken action against you or anyone on your application for antisocial behaviour?

Yes No	
If yes, please give full name of person(s)	
Yes, court action was taken	
Yes, Antisocial Behaviour Order granted	
Yes, less formal action taken such as a written warning	

4. Are you or anyone on your application required to register with the Police under the Sexual Offences Act 2003?

Yes

No L

If yes, please give full name of person(s)

5. Have you left the UK Regular Armed Forces within the last 3 years Yes No

If you have left the UK Regular Armed Forces within the last 3 years your application may be backdated to the date you entered the armed forces. You must provide written evidence of your enlistment date and the date you left before we can backdate your time.

6. Who else will be moving with you? (the members of your household)

Please give the names of all the people who will live with you when you are re-housed, including children who stay under access arrangements and people who do not currently live with you but will when you move. We will only be able to add people to your application where a date of birth and relationship are provided.

First Name	Last Name	Relationship to you	Date of Birth	Sex (M/F)	Do they live with you now (Y/N)	Child Access (Y/N)

If you have children on access you must provide further details at Q17.

- 7. Have you or the person you are applying with rented a home from any Council, Housing Association, Co-operative or Private Sector Leasing Scheme in or outside Edinburgh in the past?
- No

Yes

Note: if you have rented a property in the past and you do not tell us, your application may be cancelled or you may lose any home allocated to you

Please provide details below of your previous address(es) in the past 5 years

Do not include your current tenancy

Landlord's Name	
Tenancy Address	

Name the tenancy was held in	
Dates tenancy held from – to	
Reason for leaving	
Landlord's Name	
Tenancy Address	
Name the tenancy was held in	
Tenancy held from – to	
Reason for leaving	

In some cases the partner landlords will seek information about your current or previous tenancies from the landlord before offering you a house. Please continue on a separate sheet if you need to.

8. Where do you currently stay? - (You must tick one)

Mover

- Council property (you must be the tenant/joint tenant)
- Housing Association/Co-operative property (you must be the tenant/joint tenant)
- Shared Ownership/Shared Equity property (you must be the owner/joint owner)
- Property that comes with your job
 - Own your property (with or without mortgage)

Starter

Property rented from a Private Landlord/ Housing Association Mid Market Rent - (you

must be the tenant/joint tenant)

Parents/Relatives/Friends

- Private Sector Leasing Scheme (PSL)
- Council Temporary Accommodation
- Prison
- Hostel
 - Bed & Breakfast
- Hospital
 - Residential Care/Supported Accommodation
- Student Accommodation
 - Sleeping Rough

If you rent your current home, please give us your landlord's name and address:

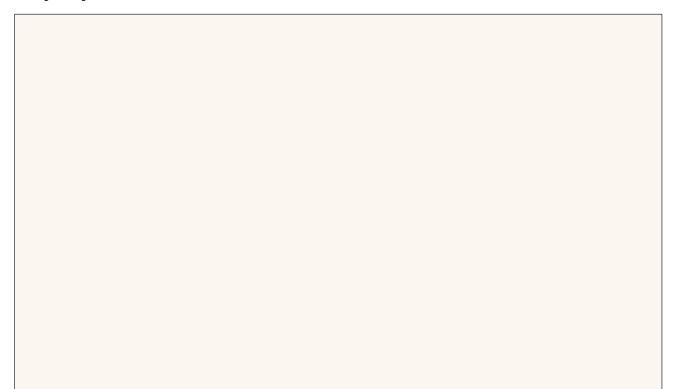
If you are homeless or about to become homeless you can contact one of the Council offices at
the back of this form.

- 9. How many bedrooms does the property you stay at have? How many bedrooms do you and anyone who is moving with you have the use of?
- 10. If you live in a flat or maisonette, what level is your home on?

	Basement1st Floor3rd Floor5th Floor or higherGround2nd Floor4th Floor			
	Do you have access to a lift? Yes No			
11.	What date (dd/mm/yyyy)			
	did you move into your current property?			
	If you are a 'Mover' you must provide the date that you moved into your property so your			

12. Why do you want to move?

application can be assessed accurately.



Housing You Want

General Housing – housing designed for people (single, couples or families) where no special support or design is required.

Sheltered Housing – Small cottages or flats supplied with 24/7 alarm systems, grouped together to provide a protected environment. Support can be provided where required. Some have communal facilities such as community rooms, laundries or guest rooms.

Very Sheltered Housing – as above, with enhanced scheme management by staff, including provision of a meal service.

Amenity Housing – housing designed to meet the needs of older or disabled people with features such as handrails, conveniently located switches and sockets. There is no resident warden service, however, it may be linked to a 24-hour emergency alarm call service.

Within each of the types of housing a property may be suitable for wheelchair use or adapted for someone with a disability. If you require this type of property please answer Q41-Q51 in the Health & Mobility sections on the form.

13.	What type(s) of housing would you like?
	General HousingSheltered HousingSheltered Housing with SupportAmenity Housing
14.	What type(s) of property would you accept?
	House Four in a block Flat Maisonette
15.	What is the highest floor level you would accept?
	With a lift Without a lift (please state floor level)
16.	What size(s) of property would you consider?
	Studio/bedsit 2 bedroom 4 bedroom
	1 bedroom 3 bedroom 5+ bedroom
	ne landlords will only allow a certain house size depending on how many people are inded on your application.

17. If this includes an extra bedroom please provide details below

17.	If this includes and	extra bedroom please provide details below.
	Health reasons	If you need an extra bedroom for health reasons you must provide details of the reason why in the box below
	Support	If you need an extra bedroom for support you must confirm how often support is provided in the box below
	Child access visits	If you need an extra bedroom for child access visits you must confirm how many days you have access in the box below
	Please provide as muc	h detail as possible as the rules on an extra bedroom vary between landlords
18.	Are you aged 25 or	under and a care leaver with the City of Edinburgh Council?
	Yes No	
19.		ed Foster or Kinship Carer with the City of Edinburgh Council?
	Yes No	
		ed for additional bedrooms to accommodate a foster child/children you your City of Edinburgh Council Social Worker.
20.	advertise their prop if you wish to be co	ords use a Group plus Points System (see page 2) and do not perties. They only have properties in the areas shown below, so nsidered for these properties please tick the relevant area(s). If of the areas below you will not be considered for housing with
	Hanover (Scotland)	Housing Association - Sheltered Housing
	Grange	Veitch's Square
	Juniper Green	
	Muirhouse Housing	g Association - General Housing
	Drylaw (including Te	lford)

Muirhouse

Q21 and Q22 a	are for monitoring purposes o	nly and will not be used	when assessing your
application.			

21. How would you describe your household's ethnic group?

White Scottish Other British Irish	PolishUkranianAny other white backgroundPlease specify	
Asian, Asian Scottish or Asian British		
Bangladeshi Chinese	Indian Pakistani Any other Asian background Please specify	
Black, Black Scottish or Black British		
African		
African	Caribbean Any other black background Please specify	
Mixed/Other Mixed Background	Any other black background	

Committee and Staff Connections

22. Please tell us if you, or any person included in your application is or has been in the past 12 months:

•	Employed by the Council or any of the EdIndex landlords	Yes	No	
•	Is related to or friends with a member of staff working within the Council	ne Yes	No	
•	Is related to or friends with a Housing Association/Co-operative employee or Committee/Board member	re Yes	No	
•	Is related to an Edinburgh Councillor	Yes	No	

If you have answered YES to any of the above please provide details in the box below.

Their Name	Relationship to You	Organisation	Position

If your reason for moving is one or more of the following please complete the relevant section(s). If they do not apply to you please go to page 16 and sign the application form

- Harassment and Abuse
- Support Needs
- Economic/Social Needs
- Health Needs
- Mobility Needs

Harassment and Abuse

Only answer Q23-Q25 if you or anyone on your application are suffering from harassment/ abuse in your current property. You should contact your landlord or nearest Council office if you are suffering from harassment. If you are suffering from abuse you should contact Social Care Direct on 0131 200 2324. Someone will speak to you in confidence.

23. Are you suffering from?

Repe	eated	bre	ak-ins		
-					

Domestic abuse/physical assault

Harassment (e.g. disturbance, threatening behaviour)

Antisocial behaviour (e.g. noise/vandalism)

24. How frequently does it happen?

Regularly

Occasionally

25. Have you reported any of the incidents?

Yes No	
If yes, who did you report it to	
Support Only answer Q26-29 if you or anyone	on your application needs to move to get support.

26. If you currently get care or support from any organisation for example Health and Social Care, Housing Support, health agency, voluntary organisation etc. please provide details below.

Name	Tel. no.	
Organisation and Address		

27. What type of support do you get?

	Shopping Emotiona	I Support	General Support	
	How often is the support needed	1?		
	Daily Wee	kly	Monthly	
28.	If you have care needs and do you do yourself?	o not currently	get support which of th	e following can
	Prepare Meals	Yes	No	
	Eating	Yes	No	
	Get on and off the toilet	Yes	No	
	Get in and out of bath	Yes	No	
	Get dressed and undressed	Yes	No	
	Get in and out of bed	Yes	No	
	Manage medicines	Yes	No	
29.	Do you or anyone moving wit	h you have any	of the following?	
	Mental health problem		Physical disability	
	Learning disability		Blind/partially sighted	
	Hearing difficulties		Autism	
	nomic/Social Needs answer Q30-Q32 if you or anyc	one on vour app	lication needs to move fo	or economic/social
reas	,	, , , , , , , , , , , , , , , , , , ,		
30.	Do you need to move to make	it easier to get	t to your place of work/s	study?
	Currently travel more than 10 m	iles each way		
	Currently travel more than 20 m	-		
31.	Do you have social contact w	ith other people	e from outwith your hou	isehold?
•	-			
	Daily Monthly	Weekly Hardly eve	er 📃	
32.	Can you access amenities fro Yes No	m your home?	(e.g. Shop/Post Office	/Bus Stop)

33. What is the name of the person(s) in your household with a health/disability issue?

Please list

Please describe the health/disability issue and how it makes your current property unsuitable

34. If you are not in your own property, are you unable to return due to the health/ disability issue?

Yes No

35. What would help?

Moving to a new property	
Having your current property adapted	

36. Do you need adaptations or further adaptations in your current property?

Yes No

If yes, please tell us about the adaptations you need

lity answer Q37-41 if you or anyone on your application need to move for mobility reasons.
Do you use any of the following walking equipment?
Walking sticks Crutches Walking frame e.g. zimmer frame or trolley
Do you or anyone moving with you need to use a wheelchair in your property? Yes No
Is your current property wheelchair adapted? Yes No No
Does your bathroom have the following?
BathYesNoShower over bathYesNoSeparate shower unitYesNoWet floor shower areaYesNo
Do you have external/internal stairs?
Yes No
If yes, how do you manage these steps?
Have no problem with stepsCan manage only with helpCan manage on own but with difficultyCannot manage steps at all

If you have answered questions in the Health and Mobility sections (Q37 - 41), you need to provide an Occupational Therapist report or consultant letter with your application (GP letter is not sufficient). You may receive a visit from the Housing Accessibility Referral Team to decide the type of property you may need.

Please submit your application once you have read, understood and signed the declaration. Your application will not be processed without it.

We will accept forms signed by individuals on the applicants' behalf, provided this individual has Power of Attorney and a copy of the Power of Attorney authorisation is provided.

If the applicant has signed the form and answered Q1 and would like someone to act on their behalf, we can provide details at their request about the application.

Declaration

Please read through the following statements and sign at the bottom to show you understand and agree with them.

	I/we are eligible to apply for	or housing with EdIndex		
	Any information given by me/us to EdIndex will be made available to all landlords taking part in it, now or in the future			
	I/we will inform EdIndex of	any change in my/our circumstances		
	My/our current or previous landlord(s) can be contacted for a reference			
	My/our doctor, hospital consultant, health visitor, social worker, Police or any other relevant person can be contacted if more information is needed for my/our housing application			
	All information given by me/us to EdIndex is true. If I/we supply any false information or keep back any information my/our application may be cancelled			
	I/we have answered question 22 (about staff connections)			
	If I/we are given a tenancy because I/we have supplied false information or I/we have kept back information, I/we could lose the tenancy			
		nnual Review is returned timeously if I/we wish to remain on e that non-response will result in the cancellation of my/our		
Signature of applicant				
Sigila	iture of applicant			
Date				
Signature of joint applicant				

Date

Checklist

Please use the checklist below to ensure you have completed all the relevant parts of the application form. This will prevent any delay in your form being processed.

Have you read, understood and signed the declaration on page 16		
Where relevant have you supplied a copy of the evidence required for:		
	Q5 – evidence of service in the UK Regular Armed Forces.	
	Q19 – Evidence you are a registered Foster/Kinship carer.	

Suggestions and Complaints

If you would like to make a suggestion or complaint about the way your EdIndex application form has been handled, please contact any of the EdIndex partners listed on pages 20 and 21.

What do I do when I have completed my application form?

You can send your application to the EdIndex team or hand it in to any of the Council Offices listed on page 20.

How will I know when I am registered?

We will send you an acknowledgement letter with your EdIndex reference number. We aim to process applications within 5 working days from the date we receive them. If you have provided an email address, we will send confirmation of your EdIndex number to this address.

If your circumstances change

If, for example, you move to another address, you have a baby, etc, you must inform the EdIndex Team so that your details can be updated.

Email - edindex@edinburgh.gov.uk

Address – EdIndex Team, Clocktower Unit 1, Flassches Yard, South Gyle Crescent, Edinburgh, EH12 9LB

Cancelling your application form

If you want to cancel your application, please confirm in writing/by email to the EdIndex Team (details are listed above).

Annual review

We will write to you every year to confirm if you still wish to remain registered with EdIndex. If you do not respond to the letter, your application will be cancelled from the register.

Suspending applicants from rehousing

We may refuse to consider you for housing in certain circumstances. This includes:

Anti social behaviour

Eviction for crimes such as drug dealing

Violence towards staff

Rent arrears and unpaid rechargeable repairs

Damage to property

If you are suspended you will be informed in writing. You will have the right to appeal against this suspension in writing. Your suspension will be reviewed on a regular basis. You may contact any of the EdIndex partners for advice on suspensions. Details of your suspension will be shared between all EdIndex partners.

EdIndex Team

Waverley Court, Level C.3 4 East Market Street EDINBURGH, EH8 8BG edindex@edinburgh.gov.uk www.edindexhousing.co.uk

EdIndex Partner Landlords

Ark: People, Housing, Care

The Priory, Canaan Lane EDINBURGH, EH10 4SG Tel 0131 447 9027 Fax 0131 478 8173 www.arkha.org.uk

Blackwood Homes

160 Dundee Street EDINBURGH, EH11 1DQ Tel 0131 317 7227 Fax 0131 317 7294 info@mbha.org.uk www.mbha.org.uk

Cairn Housing Association

Murdostoun House, 5 Linnet Way Strathclyde Business Park Bellshill, ML4 3RA Free from landlines 0800 990 3405 Local rate from mobiles 0300 456 1245 www.cairnha.com

Hanover (Scotland) Housing Association Ltd

95 McDonald Road EDINBURGH, EH7 4NS Tel 0800 111 4646 Fax 0131 557 1280 eastinfo@hanover.scot www.hanover.scot

Harbour Homes

108 Constitution Street EDINBURGH, EH6 6AZ Tel 0131 554 0403 Fax 0131 555 1504 www.polha.co.uk

Hillcrest Homes

160 Dundee Street EDINBURGH, EH11 1DQ Tel 0131 558 8555 Fax 0131 558 9888 edinburgh@hillcresthomes.org.uk www.hillcrest.org.uk

Home Scotland

20 Harvest Road, Newbridge EDINBURGH, EH28 8LW Tel 0131 335 6810 Fax 0131 336 5004 www.homeinscotland.org.uk

Link Housing Association Ltd

Watling House, Callendar Business Park FALKIRK, FK1 1XR Tel 0345 140 0100 Fax 01324 417 184 CSC@linkhaltd.co.uk www.linkhousing.co.uk

Lister Housing Co-operative Ltd

36 Lauriston Place EDINBURGH, EH3 9EZ Tel 0131 229 6176 Fax 0131 228 3904 info@lister.coop

Manor Estates Housing Association

11 Washington Lane EDINBURGH, EH11 2HA Tel 0800 093 8823 www.manorestates.org.uk

Muirhouse Housing Association

11 Muirhouse Medway EDINBURGH, EH4 4RW Tel 0131 336 5282 Fax 0131 336 5182 www.muirhouseha.org.uk

Places for People (Scotland)

1 Hay Avenue EDINBURGH, EH16 4RW Tel 0131 657 0600 Fax 0131 657 0700 PFPSCustomer@placesforpeople.co.uk www.placesforpeople.co.uk

Prospect Community Housing

6 Westburn Avenue, Wester Hailes EDINBURGH, EH14 2TH Tel 0131 458 5480 Fax 0131 453 2868 enquiries@prospectch.org.uk www.prospectch.org.uk

Sanctuary Scotland Housing Association Ltd

77-78 Burns Road Cumbernauld, G67 2DQ https://scotland.sanctuary.co.uk/ Tel 0800 131 3348

Trust Housing Association Ltd

12 New Mart Road EDINBURGH, EH14 1RL Tel 0131 444 1200 Fax 0131 444 4949 www.trustha.org.uk

Viewpoint

4 South Oswald Road EDINBURGH, EH9 2HG Tel 0131 668 4247 Fax 0131 662 0700 admin@viewpoint.org.uk www.viewpoint.org.uk

West Granton Housing Co-operative Ltd

26 Granton Mill Crescent EDINBURGH, EH4 4UT Tel 0131 551 5035 Fax 0131 551 7235 mail@westgrantonhc.co.uk

Wheatley Homes (East)

8 New Mart Road EDINBURGH, EH14 1RL Tel 0131 478 8888 Fax 0131 624 5766 talk@wheatleyhomes-east.com https://www.wheatleyhomes-east.com/

Council Offices

The City of Edinburgh Council

Waverley Court 4 East Market Street EDINBURGH, EH8 8BG Tel 0131 200 2000

Customer Hub

249 High Street EDINBURGH, EH11 1YJ 0131 529 7061

North East Locality Office

101 Niddrie Mains Road EDINBURGH, EH16 4DS 0131 529 3111

North West Locality Office

8 West Pilton Gardens EDINBURGH, EH4 4DP 0131 529 5050

The Drumbrae Library Hub

81 Drum Brae Drive EDINBURGH, EH4 7FE 0131 529 7440

South East Locality Office

40 Captain's Road EDINBURGH, EH17 8QF 0131 529 5151

South West Locality Office

10 Westside Plaza EDINBURGH, EH14 2ST 0131 527 3800

Council Satellite Offices

Kirkliston Library

16 Station Road KIRKLISTON, EH29 9BE Tel 0131 529 6920

South Queensferry

53 High Street SOUTH QUEENSFERRY, EH30 9HP Tel 0131 331 1590