Dear Applicant

**APPLICATION FOR HOUSING**

Thank you for your interest in Linthouse Housing Association. Please find enclosed our housing application pack and information leaflets. Please ensure that you fully complete the form and return with the information required below:

* **Photographic Identification is required for all persons wishing to move;** documents such as a passport, bus pass or driving licence are acceptable.
* **Proof of residence for the applicant, and any joint applicant;** documents such as Utility bills, Council Tax letters and other official letters are acceptable as long as they are dated within the last 3 months and have your name and the current address.
* **Pregnancy;** if anyone included in the application is pregnant, please send a copy of the Maternity Certificate which confirms the Expected Week of Confinement.
* **Homelessness;** if you have been assessed as unintentionally homeless by the local authority, please provide a copy of the Duty Letter from the homeless case work team.
* **Harassment;** if you are being harassed, please provide confirmation via letter from the police or any other support agencies detailing that you require a move from your home.
* **Mould or Dampness;** if you have serious mould or dampness in 2 or more bedrooms, please provide evidence to enable an assessment to be carried out.
* **Medical;** if your current property does not meet your medical needs, please request a medical form from us.

If you do not have any of these items or have difficulty obtaining the documents, you can still send us your application, however, we cannot process the form until you have provided all of the information, please provide this within 2 weeks of submitting your application form.

The pack can be made available in different formats and languages on request, and we can arrange an interpreter at any stage. Please contact the us on 0141 445 4418 if you require assistance.

Once we have all the information required, we aim to complete the assessment of your application within 10 working days and provide you with details of your points.

Yours faithfully

**Leah McGuire**

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**Housing Assistant**