

Dear Applicant,

## **APPLICATION FOR HOUSING**

Please find enclosed your Linthouse Housing Association housing application form and pack.

The pack includes  
Housing Application Form  
Information Leaflet: Help to Complete the Housing Application Form  
Summary of the Points

When you complete the form you need to send it back to our office with two **documents with your name and address on them** to confirm that you are the person who has made the application and that you stay at the address on your application.

**Please send the application form with two documents or letters that you have received recently (within the last 3 months). The following list is the types of things we will accept:**

- a letter/statement/ bill from Glasgow City Council or your local council,
- a letter/statement/ bill from your gas or electric company
- payslip with address
- a DWP letter
- a Housing Benefit or Universal Credit letter
- a letter or bill from the Council Tax,
- a letter from your landlord, your tenancy agreement or private sector lease,
- a bank or building society letter or statement;
- a current photographic driving license with your address on it; or
- a national health card
- other official correspondence as appropriate

If you are having problems getting the documents you can still send us your application but we cannot process it until you have provided the information.

The housing application form and information pack can be made available in different formats and languages on request and we can arrange an interpreter at any stage in the process if this is required.

If you need any help or assistance with the contents of this letter or would like to discuss how we allocate our houses, please do not hesitate to contact the Customer Services Team at the office on 0141-445-4418.

Yours sincerely,

*C. Stewart*

**Caryn Stewart**  
**Customer Services Assistant**