



ACCOMMODATION APPLICATION FORM

INFORMATION ABOUT TENANT CLAIMING LHA (INCLUDING CLAIM TO BE TREATED AS VULNERABLE)

PLEASE READ CAREFULLY AND ANSWER AS COMPLETELY AS POSSIBLE. WE CHECK ALL APPLICANTS AGAINST VARIOUS CREDIT, HOUSING AND CRIMINAL DATABASES – SO PLEASE TAKE CARE TO ANSWER TRUTHFULLY – A POOR HISTORY DISCLOSED NOW MAY BE ACCEPTABLE, WHEREAS A RELEVANT FACT DISCOVERED DURING OUR CHECKS WILL ALMOST CERTAINLY RESULT IN REJECTION OF YOUR APPLICATION.

Completion of the application form, the Information about Tenant Form and this form does not mean you will be guaranteed acceptance. You are making an application for an indefinite license. Once your application is granted, you may stay as long as you like as long as the license fee is paid when due in full and on time and/or the license agreement is not breached in any other way. The Owner always reserves the right to end your license with seven days' notice.

You are required to give one-week notice should you wish to leave.

You agree that the information provided in the application form and the Information Tenant Form is true and correct. A false statement made knowingly or recklessly to induce the grant of accommodation may result in you being evicted and is a criminal offence.

"I agree to having my data stored for purposes of this application, & any tenancy and it will only be used to contact you by J9. If you refuse to agree to us holding this data, then we will be unable to continue with your application. We do not store any details of any criminal record or credit record once the information has been used to decide your application"

Please tick this box to give your consent

☐

NAME:

DATE:

LOCATION INTERESTED IN:

FOR OFFICE USE ONLY

SUCCESSFUL

UNSUCCESSFUL

TSD	
Address	
Weekly Rent	



J9 ACCOMMODATION

Application No:

11 PINFOLD STREET, DARLASTON, WS10 8SY

TEL: 0121 568 7400 - EMAIL: apply@j9accommodation.com

ACCOMMODATION APPLICATION FORM

INFORMATION ABOUT TENANT CLAIMING LHA
(INCLUDING CLAIM TO BE TREATED AS VULNERABLE)

Please TICK your answers: Yes / No where applicable.

If you answer No move to next question

Application Details:

Name:		Nationality:	Marital Status:
D.O.B:	Age:	Mobile:	N.I. Number:
Any previous names/maiden name:		Dependents/children/ages?	
Email address:			Gender:
Next of kin or person to be contacted in emergency:			
Name: _____ Relationship: _____			
Address: _____			
Contact phone number: _____ To be verified.			
Present address:			

Date moved in _____ What is the reason you want to move?			

Landlord's name and contact number:			

Previous address:			

Date moved in _____ Date Moved Out _____			
Why did you move?			

Landlord's name and contact number			



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Reference:

Please supply the name of someone we can ask for a character reference **(not a friend or family member)**.

A former employer, landlord, social worker etc is ideal.

Name _____

Relationship to you _____

Contact numbers: Work: _____ Mobile: _____

Address: _____

Guarantor:

A guarantor is someone willing and able to cover any shortfall in your rent should you be unable to make payments.

Can you obtain a guarantor? YES ☐ / NO ☐ If yes, is this person in full time employment? YES ☐ / NO ☐

Does this person own their own home? YES ☐ / NO ☐

Name: _____ Relationship: _____ Tel: _____

Address: _____

About your previous Housing

Have you ever held your own tenancy?	Yes ☐	No ☐
Have you ever claimed Housing Benefits?	Yes ☐	No ☐
If yes, Which council and when		
Have you ever been in rent arrears	Yes ☐	No ☐
If Yes, How much?	Did you clear the arrears?	Yes ☐ No ☐
Why were you in arrears? _____		
At what address		
Have you ever been evicted or asked to leave a property	Yes ☐	No ☐
If yes why?		
Have you ever been in a hostel	Yes ☐	No ☐
If yes Where: _____.		
Date when left Hostel? _____ How long for? _____		
Why were you in the Hostel?		



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About your income/finances

Do you currently receive benefits? If Yes, which benefits?	Yes ☐	No ☐
How much do you receive a month?		
Do you have any deductions? If yes what for?	Yes ☐	No ☐
Are you currently working?	Yes ☐	No ☐
• How many hours per week? _____ • Who do you work for? _____ • What is your job title? _____ • Where is your work based? _____ • Work telephone number? _____ • How long have you been working there? _____ • How much do you receive? £ _____ Per _____		
Do you have any major monthly expenses such as: Loans, Finance Payments, Car Payments, Child Support, If Yes, how much do you pay?	Yes ☐	No ☐
Do you have any County Court Judgments for nonpayment of debts/bills: If yes, What for?	Yes ☐	No ☐
Do you have a Bank account? If yes, who do you bank with?	Yes ☐	No ☐
Do you have a credit card?	Yes ☐	No ☐
How much do you have towards your first month's rent in advance? £		
Have you ever been a J9 Tenant before? If yes where?	Yes ☐	No ☐
Do you know/are you related to anyone who works at J9? If yes who?	Yes ☐	No ☐



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Have you ever been to Prison?	Yes ☐	No ☐
If yes, What for? _____		
How long was your sentence? _____		
How long did you serve? _____		
When were you released? _____		
Do you have a probation officer?	Yes ☐	No ☐
If yes, Name: _____ Phone Number: _____		
Do you have any Criminal convictions?	Yes ☐	No ☐
If Yes, please list here 		

Are you planning on staying with J9 for 6 months or more?	Yes ☐	No ☐
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About your health/ Ability to cope

Drug Dependency:	Yes ☐	No ☐	Recovery ☐	Are you on medication for this?
Alcohol:	Yes ☐	No ☐	Recovery ☐	Are you on a programme?
Mental Illness:	Yes ☐	No ☐	Do you have support?	
Learning Difficulties/Dyslexia:	Yes ☐	No ☐	What type?	
Gambling Addiction:	Yes ☐	No ☐	Are you on a programme?	
Prescribed Medication	Yes ☐	No ☐	What is it for?	

Do you think you need support to maintain your tenancy with any of the above?	Yes ☐	No ☐
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IF YES PLEASE NOTIFY US AS SOON AS POSSIBLE.



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Have you been referred to us?					Yes ☐	No ☐
By who?						
Sandwell Council ☐	Walsall Council ☐	Wolverhampton Council ☐	Birmingham Council ☐	Dudley Council ☐		
Name of person who referred you?						

Where did you hear about us?					
Open Rent ☐	Zoopla ☐	Spareroom ☐	Gumtree ☐	Word of mouth ☐	J9 Signs ☐
A friend in J9:	Name:		Property:		

APPLICANTS CONSENT FORM

Allows us to request information about you

Officer dealing with case:

Name:	Department:	Address:
Telephone:	Email:	

AUTHORITY TO ACT FOR

Name:	Address:
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I hereby give my authority for J9 Accommodation to obtain information about me from other agencies relevant to my application, including health, housing circumstances and supporting financial information and any criminal convictions.

I understand that you may use or access any information I have provided in connection with my Housing Benefit claim or any other claim for Social Security Benefits that I have made or may make.

I also authorize J9 Accommodation to share evidence with other agencies if J9 Accommodation considers it appropriate in the circumstances.

Signed _____ Date _____



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KEY FACTS

Name: _____

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You agree that the information provided in the application form and the Information Tenant Form is true and correct. A false statement made knowingly or recklessly to induce the grant of accommodation may result in you being evicted and is a criminal offence.

If you are on a drug and/or alcohol related support programme and you consume alcohol and/or use drugs, have substances on you and/or in your accommodation, you have breached your license agreement and you will be evicted.

The Local Housing Allowance is provided to pay the license fee. Any Local Housing Allowance directly paid to you, has to be paid to the Owner immediately. On application a request is made to pay the Local Housing Allowance either directly to the Owner or the relevant credit union with request to pay the Allowance to the Owner. If you alter the agreed payment process, do not sign-on on a regular basis and/or cease to make the payments when due and subsequently have to be evicted, you will be reported to the council as being intentionally homeless.

Please note that when the council knows you have made yourself intentionally homeless, the council does not have the legal obligation to re-house you.

The Owner is a member of a default register and failure to pay your license fee on time or other default will be registered and this may prevent you getting accommodation or credit in the future. By agreeing to a license, you are agreeing to be registered should you default.

By signing this form, you agree you have read and understood the above and agree that the information contained in this form, the Application form, the Information about tenant form and the License agreement may be shared with others. You give permission to any person representing J9 Accommodation to approach the reference mentioned in the Information about tenant form.

Print Name: _____

Signed: _____ Date: _____