



Devon Home Choice Application Form

Please read this information and the overview of Devon Home Choice (pages 22 & 23) before completing the form.

Please answer all of the questions that are relevant to you. Your application will not be dealt with until you have answered these questions and supplied any additional information requested on the application form.

Please mark all the boxes that apply to you with an X.

Please ensure you have the following information when completing the application:

- Your current address including postcode
- Your contact telephone number
- Email address. Please note that this is important as we may email applicants to make them aware of homes that could meet their needs, or for which they are being considered
- Contact details of your landlord if you are renting your home
- Date of birth for everyone on your application
- National Insurance numbers for anyone over 16 years old
- Any other address(es) of anyone on your application aged over 18 have had over the last 5 years. You will need to provide the postcode for each address and the dates that you lived there, as well as the contact details of the landlord if any of the homes were rented
- Details of any properties you own or have a financial interest in
- The total annual income for you and anyone who needs to be rehoused with you
- Contact details of anyone who provides you with support (for example Social Services or a voluntary agency)

Please note that if you have not:

- lived in Devon for either, 6 of the last 12 months, or 3 of the last 5 years, or
- held a full or part-time job (at least 16 hours a week) for the last 6 months in Devon, or
- got any immediate family members who live in Devon

your application will be placed in either Band D (Low housing need) or Band E (No housing need).
If you need help completing your application please contact your local housing team (please see page 24 for details)

Section 1: Everyone must answer all of the questions in this section

Put an 'X' in the box

Which local authority area in Devon do you live in? This will not affect where you can bid for homes. Please mark only 1 local authority with an 'X'

East Devon Exeter Mid Devon North Devon Plymouth
South Hams Teignbridge Torbay Torridge West Devon
I live outside Devon

If you live outside Devon, which local authority area in Devon would you prefer to live in? This will not affect where you can bid for homes.

To help us gain an understanding of the demand for housing in particular parts of Devon please indicate which place in Devon you would prefer to live in

Place in Devon:

Are you homeless or at risk of becoming homeless? Yes No
If Yes please contact your local housing team as soon as possible

Do you need to move to escape violence (including domestic violence) or harassment? Yes No
If Yes please contact your local housing team as soon as possible

Is your health and/or wellbeing (or that of anyone who needs to be rehoused with you) made worse by your current home, or lack of a home? Yes No
If Yes we will send you a separate 'Health and Wellbeing Assessment Form'. Please complete and return that form. Failure to do so will result in your application being delayed or may result in you not receiving sufficient priority.

Do you need to move to be near to family to give or receive support? Yes No

Do you need to move because your current home is in very poor condition? Yes No
Please note that you will need to provide further evidence and proof that you have raised the problem with your landlord (if appropriate) in writing before any priority is awarded

Do you need to move to a larger home because you don't have enough bedrooms for your household? Yes No

Are you a council or housing association tenant who wants to move to a home with fewer bedrooms? Yes No

Are you ready to move from supported accommodation to independent living? Yes No

Do you share a kitchen, toilet or bathroom with other people who are not going to be rehoused with you and are not included on this application? Yes No

Do you need to move for work, where you would otherwise have to travel more than 30 miles (each way) from home to work? Yes No

Are you interested in a *Rent Plus or Rent to Buy product?

Yes No

*These are homes which you rent for a set number of years before purchasing.
You will need to be in employment to be considered for these homes.

Please note that if you have answered 'No' to all of the above questions your application is likely to be placed in Band E (No Housing Need).

Are you currently serving or have you served in the regular UK armed forces?

Yes No

If Yes, when did you or do you plan to leave the regular armed forces?

Please enter your service number

Do you want to live in accommodation for older people (commonly known as sheltered housing)?

Yes No

Are you in receipt of benefits relating to a disability or long-term ill-health?

Yes No

Are you struggling to afford your current home?

Yes No

Please complete [Section 2](#).

Section 2: Main Applicant

(Everyone must complete all the questions in this section)

1. Your details

Title First Name(s) Surname

Male Female Other Date of Birth

National Insurance number

Your current address

Post Code

Date Moved In

If you would like your mail to be sent to a different address please enter the full address and post code in the box below.

If you rent your home from a council or housing association in Devon please confirm your landlord:

Do you give consent for details of your Devon Home Choice application to be shared with your landlord? This will enable your landlord to assist you to ensure that you are ready to move if you are offered a home. Please note that any information you give on, or to support, your Devon Home Choice application can be seen by the landlords taking part in it, now or in the future if you bid on one of their properties. Yes No

2. If you rent from a private landlord please provide your landlord's contact details

Name: Telephone No.

Address

Post Code

3. Address History

Please give details of any previous addresses over the past 5 years, including any addresses outside the UK.

Address (including postcode)	Date moved in	Date moved out	Reason for leaving	If rented, provide the landlord's name & phone number

Please provide details of any additional addresses on a separate

4. Your contact details

Please provide the following details and mark with an 'X' on the left hand side how you would like us to contact you

Email

Telephone no. (1)

Telephone no. (2)

Please contact your local housing team if you do not have a contact telephone number.

Are you pregnant? Yes No

If Yes when is the baby due?

Have you ever been known by another name? Yes No

If Yes what was your previous name?

Which of the following describes your nationality?

British/ UK National *European Union National *Other

*Please specify country

(If you are not a UK National please provide a copy of your passport and evidence of your immigration status)

Date you entered the UK

What is your immigration Status?

Do you have a disability? Yes No

Disability can be described as any long-term illness, health problem or disability which limits your daily activities or the work you can do, including problems that are due to old age. If Yes please put an 'X' in all the boxes that apply.

Hearing impairment Mental illness Speech impairment Autism

Learning disability Physical disability Visual impairment

Other please specify

Please go to:

Section 2b if you are applying with a partner

Section 2c if you do not have a partner but there are other people who need to be rehoused with you (for example your children)

Section 3 if you are applying on your own and you have answered Yes to at least one of the questions in Section 1

Section 7 if you are applying on your own and you have answered No to all of the questions in Section 1

Section 2b: Joint Applicant

(for example your wife, husband or partner)

5. Joint Applicant details

Title First Name(s) Surname

Male Female Other Date of Birth

National Insurance number

Their relationship to you

Is this person pregnant? Yes No If Yes when is the baby due?

Has this person ever been known by another name? Yes No

If Yes what was their previous name?

6. Address History

If this person's address has not been the same as the main applicant please provide their address history for the last 5 years starting with the current address.

Address (including postcode)	Date moved in	Date moved out	Reason for leaving	If rented, provide the landlord's name & phone number

Please provide details of any additional addresses on a separate

7. Joint Applicant contact details

Email

Telephone no. (1)

Telephone no. (2)

Which of the following describes this person's nationality?

British/ UK National *European Union National *Other

*Please specify country

(If they are not a UK National please provide a copy of your passport and evidence of your immigration status)

Date they entered the UK

What is this person's immigration status?

Does this person have a disability? Yes No

Hearing impairment Mental illness Speech impairment Autism

Learning disability Physical disability Visual impairment

Other please specify

Please go to:

Section 2c if there are other people who need to be rehoused with you (for example, your children)

Section 3 if there are no other people who need to be rehoused with you and you answered Yes to at least one of the questions in Section 1

Section 7 if there are no other people who need to be rehoused with you and you have answered No to all the questions in Section 1

Section 2c: Other people who need to be rehoused with you

8. (Only complete this section if there are other people who need to be rehoused with you, such as your child or children. Please only include children who live with you permanently. If you are applying with your partner, please provide their details in Section 2)

Applicant 3

Title First Name(s) Surname

Male Female Other Date of Birth

Their relationship to you

National Insurance Number

Is this person pregnant? Yes No If Yes when is the baby due?

Has this person ever been known by another name? Yes No

If Yes what was their previous name?

Which of the following describes this person's nationality?

British/ UK National *European Union National *Other

*Please specify country

(If they are not a UK National please provide a copy of your passport and evidence of your immigration status)

Date they entered the UK

Does this person have a disability? Yes No

If Yes please put an 'X' in all the boxes that apply.

Hearing impairment Mental illness Speech impairment Autism

Learning disability Physical disability Visual impairment

Other please specify

Applicant 4

Title First Name(s) Surname

Male Female Other Date of Birth

Their relationship to you

National Insurance Number

Is this person pregnant? Yes No If Yes when is the baby due?

Has this person ever been known by another name? Yes No

If Yes what was their previous name?

Which of the following describes this person's nationality?

British/ UK National *European Union National *Other

*Please specify country

(If they are not a UK National please provide a copy of your passport and evidence of your immigration status)

Date they entered the UK

Does this person have a disability? Yes No

If Yes please put an 'X' in all the boxes that apply.

Hearing impairment Mental illness Speech impairment Autism

Learning disability Physical disability Visual impairment

Other please specify

Applicant 5

Title First Name(s) Surname

Male Female Other Date of Birth

Their relationship to you

National Insurance Number

Is this person pregnant? Yes No If Yes when is the baby due?

Has this person ever been known by another name? Yes No

If Yes what was their previous name?

Which of the following describes this person's nationality?

British/ UK National *European Union National *Other

*Please specify country

(If they are not a UK National please provide a copy of your passport and evidence of your immigration status)

Date they entered the UK

Does this person have a disability? Yes No

If Yes please put an 'X' in all the boxes that apply.

Hearing impairment Mental illness Speech impairment Autism

Learning disability Physical disability Visual impairment

Other please specify

Please provide details of any additional people on a separate sheet

Please go to:

Section 3 if you answered Yes to at least one of the questions in Section 1

Section 7 if you answered No to all of the questions in Section 1

Section 3: Rent Arrears/Eviction

(Only complete this section if you answered Yes to any of the questions in Section 1)

9. Do you or anyone who needs to be rehoused with you have rent arrears or tenancy related debt* of over £500 from either your current or previous accommodation? *Tenancy related debt includes court costs, rechargeable repairs and former and current rent arrears.

Yes No

If Yes please give details (including the amount of rent arrears, dates and any repayment plans)

10. Have you or anyone who needs to be rehoused with you ever been evicted? Please answer Yes if you are at threat of being evicted from your current home.

Yes No

If Yes please give details (including dates etc)

Please go to [Section 4](#)

Section 4: Your current accommodation

(Only complete this section if you answered Yes to any of the questions in Section 1)

11. What accommodation do you currently live in? Please mark with an 'X'

- Bedsit Bungalow Caravan or Mobile Home Flat or Maisonette
 Hospital or Care Hostel House Rough Sleeper Supported Accommodation
 Sofa Surfer or No Fixed Abode Other Please specify:

12. Are you, and the people who need to be rehoused with you: Please mark with an 'X'

- In accommodation linked to your job In temporary accommodation or hostel
 Lodger Sharing with friends or family Owner Supported Accommodation
 Renting from a council or housing association Renting privately

Rough sleeping Sofa Surfing or No Fixed Abode Other Please specify:

13. If you stated in Section 1 that you are a council or housing association tenant seeking to move to a home with fewer bedrooms, how many bedrooms would you want in a new home?

14. How many bedrooms are available for the exclusive use of you and the people who need to be rehoused with you?

For example: If you live in a 2 bedroom flat you should answer '2' even if you currently don't use one of the bedrooms as a bedroom.

If you are sharing a 3 bedroom house with family or friends, and you and the people who need to be rehoused with you only have the use of 1 bedroom you should answer '1'.

0 1 2 3 4 5 6

15. If you live in a flat, a bedsit or a maisonette, what floor level is it? Please mark with an 'X'

Basement Ground Floor 1st floor 2nd floor 3rd floor
 4th floor or above

16. Is there a lift you can use?

Yes No

17. Do you have any pets you want to live with you?

Yes No

If Yes please provide details of the type(s) of pet(s), including breed where appropriate (e.g. Alsatian dog).

Please note that pets are not allowed in some homes let through Devon Home Choice

18. Please provide any further information about why you need to be rehoused

Please complete **Section 5**.

Section 5: Your financial details

(Only complete this section if you answered Yes to any of the questions in Section 1)

19. Do you or anyone who needs to be rehoused with you own or have a beneficial interest in a property? Please include your own home if you own it or have a mortgage on it.

Yes No

If Yes please detail who owns the property:

Please detail the address of the property

Address

Post Code

Current estimated value £

Mortgage outstanding if applicable £

Please provide details of any additional properties on a separate sheet.

20. Please detail the total annual income for you and anyone who needs to be rehoused with you.

In working out your annual income please include:

• Income from employment • Income from self employment • Benefits* • Pensions Benefit
Interest from savings or investments • Rent from property • Any other forms of income (such as maintenance payments or grants) • Dividends received from any shares owned

Please do not deduct: Tax, National Insurance, Health Insurance payments, Pension contributions

* Please do not include Attendance Allowance or Disability Living Allowance/ Personal Independence Payments

£ Per Year

21. Do you have savings, investments or capital over £16,000?

Yes No

If Yes, please detail the total amount.

Savings and investments include: bank and building society accounts; stocks and shares; unit trusts, National Savings, Premium Bonds, Capital held in self employed or partnership business, etc.

Please complete [Section 6](#).

Section 6: Local Connection

(Only complete this section if you answered Yes to any of the questions in Section 1)

To have a local connection to an area means you must either:

- Live there, or
- Work there, or
- Have immediate family members who live there

If you live outside Devon your application will be placed in Band D or Band E, or not registered, if you do not have a local connection to Devon.

To be considered for some areas you will need to have a local connection to that area (for example a village or parish).

It is very important that you complete this section, as this could make a difference to your chances of being offered a home where a local connection is required. You will also need to let us know if your circumstances change.

Please do **not**:

- Provide any names or addresses of your employer or immediate family
- Answer 'Devon' below. If you do not let us know that you have a local connection to an area (e.g. village or parish) you will not be considered for a home there if a local connection is required to that area.

22. Have you, or anyone who needs to be rehoused with you, lived in Devon for 3 years in the last 5 years, or 6 months out of the past 12 months?

Yes No

If Yes, please ensure you have provided details of where you or they lived in Devon (including the dates you or they lived there) above.

23. Do you, or anyone who needs to be rehoused with you, currently hold a permanent, full or part time* job in Devon which you have held for at least 6 months?

Yes No

* Part-time means at least 16 hours per week

If Yes please provide the following details:

Name of household member who is working	Date started job	City, Town or Village of workplace

24. Have you, or anyone who needs to be rehoused with you, got immediate family who have lived in Devon for the last 5 years?**

Yes No

**Immediate family means parent, brothers, sisters, or children who are over 18, although other long-established close relationships may be considered.

If Yes, please ensure that you provide details of all immediate family who have lived in Devon for 5 years that you, or anyone who needs to be rehoused with you, have.

Which household member has immediate family who have lived in Devon for the last 5 years?	What is their relationship to the household member?	City, Town or Village of immediate family	Date Moved in*

If the moved in date was less than 5 years ago please provide details of any other City, Town or Village in Devon they have had over the past 5 years on a separate sheet, including dates of moving in and moving out.

It is important that you let your local housing team know if you or anyone else who needs to be rehoused with you have any further immediate family who have lived in Devon for 5 years.

Please complete **Section 7**

Section 7: Health and support

Everyone must complete all of the questions in this section

25. Which of these statements best describes you and anyone who needs to be rehoused with you

- No mobility issues** (e.g. I/We can walk unaided and manage more than 3 steps)
- Use a wheelchair all of the time** **Use a wheelchair some of the time**
- Cannot manage steps or stairs** **Can only manage a maximum of 3 steps or stairs**

26. Are you, or anyone who needs to be rehoused with you, currently receiving support (including support to maintain your tenancy) from:

- Social Services**
- The Community Mental Health Team**
- A voluntary agency**

If Yes please provide the following details of the person or organisation that provides you with support:

Name of support worker

Organisation **Phone No.**

Support worker Email Address

By providing this information you give us permission to contact the named person or agency above.

We want to make sure that everyone has an equal chance of taking part in Devon Home Choice.

By answering question 27 you will help us put any necessary support in place, whilst Question 28 gives you a chance to choose someone to act on your behalf.

27. Do you or anyone who needs to be rehoused with you need additional support to take part in Devon Home Choice?

Yes No

If Yes please give details

28. Do you want to nominate someone to act on your behalf in Devon Home Choice? For example a family member, a friend or support worker? When you provide information about household members/next of kin we assume that you do so with their full knowledge and consent.

Yes No

If Yes please give their name and a contact phone number

1. Name: Relationship

Phone No. Email Address:

2. Name: Relationship

Phone No. Email Address:

Please complete [Section 8](#)

Section 8

Everyone must complete all of the questions in this section

29. Criminal convictions

The information requested in this section will be treated in confidence and will not automatically exclude you, or anyone who needs to be rehoused with you, from Devon Home Choice. The information will not be disclosed to other parties without your consent, except as outlined in the declaration at the end of this form. It is important that we have this information to help us identify your support needs, and to ensure that any tenancy that you might obtain through Devon Home Choice will be sustainable. In some instances we may also need to take into account the safety and security of yourself and others. This will allow us to provide the best possible service to applicants and existing tenants.

Please note that The Rehabilitation of Offenders Act 1974 applies to this section and 'spent' convictions need not be disclosed. If you need any advice and guidance on any of these points before completing this form, please contact your local housing team.

Do you or any of the people who need to be rehoused with you have any 'unspent' convictions for arson, offences involving violence, hate crime, offences of a sexual nature, possession, supply or possession with intent to supply any illegal drugs, or offences relating to social housing fraud or benefit fraud?

Yes No

Name of the person convicted and signature of the person convicted

Name: Signature:

By signing above you give us permission to contact the police and other agencies as appropriate

Detail of the offence(s)	Date of conviction(s)	Nature and length of sentence(s)	Probation officer details (name and phone number)

30. Have you or anyone who needs to be rehoused with you had any legal action taken against you/them as a result of anti social behaviour? This includes any current Anti Social Behaviour Order, Acceptable Behaviour Contract, Crime Prevention Injunction, Criminal Behaviour Order or Community Protection Notice etc.

Yes No

Name of the person and signature of the person

Name:

Signature:

By signing above you give us permission to contact the police and other agencies as appropriate

Please provide details and the date(s) of any Anti Social Behaviour offences:

Detail of Anti social Behaviour offences	Date (s)	Who took action?	What action was taken (e.g. Anti Social Behaviour Order etc)?

31. Family connections with members of Devon Home Choice

Are you or anyone who needs to be rehoused with you an employee, board member or councillor of any council or housing association in Devon, or related to anyone who is?

Yes No

If Yes please give details (e.g. position held, organisation, name of relative etc).

Please complete **Section 9**

Section 9: Privacy Notice

Your privacy is important to us. This privacy notice explains what personal data we collect from you and how we use it.

Please take time to read and understand this information.

Why do we need your personal information?

The information you provide on this form is held on the Devon Home Choice Housing Register. It will be used to assess and manage your housing application.

If you are housed by one of the Devon Home Choice partner landlords your information will be passed to that landlord, so that they can manage your tenancy.

Provision of some of the information requested by us is part of a 'contractual requirement'. Without this information, we will be unable to accept an application for services. For example, we cannot see if you are eligible for a tenancy or check that an application is not fraudulent without being able to verify your identity. Please contact your local authority if you have any concerns.

Where information relates to household members, it is our legitimate interests to know who is applying for housing. We will use this information to check that accommodation offered is adequate for your household's needs, and to ensure that the local community will have quiet enjoyment of their homes.

If this form is completed on behalf of someone else, or personal details or contact data about a third party are provided, then it is your responsibility to make sure that you have informed that person of **Will my personal information be secure?**

The information will be held securely in the UK and will be used in accordance with the General Data Protection Regulation (Regulation (EU) 2016/679) and the Data Protection Act 2018. You are entitled to know how we will use the information you provide.

Who will manage your personal information?

If you live in Devon your application will be assessed and managed by the local authority where you live. If you live outside Devon your application will be assessed and managed by the local authority in Devon where you have said you would like to live.

Please see below contact details of the local authority data protection officers:

East Devon District Council: dataprotection@eastdevon.gov.uk

Exeter City Council: data.protection@exeter.gov.uk

Mid Devon District Council: DPO@middevon.gov.uk

North Devon Council: dataprotection@northdevon.gov.uk

Plymouth City Council: DataProtectionOfficer@plymouth.gov.uk

South Hams District Council: data.protection@swdevon.gov.uk

Teignbridge District Council: dataprotectionofficer@teignbridge.gov.uk

Torbay Council: infocompliance@torbay.gov.uk

Torrige District Council: dpo@torridge.gov.uk

West Devon Borough Council: data.protection@swdevon.gov.uk

what you have told Devon Home Choice.

How will your personal information be used?

The 10 local authority partners in Devon Home Choice will use your information for the following purposes:

- To decide if you are eligible to be join the Devon Home Choice register
- To assess your application and give you priority for housing, in line with the Devon Home Choice policy. This may include sharing information with medical and housing professionals as part of a Health & Wellbeing Assessment panel or to assess your housing needs.
- To provide you with advice and help about your housing options
- For administration and auditing purposes to ensure that everyone is treated equally
- To provide reports
- To plan for future housing needs. This may include sharing data with Devon Communities Together (on behalf of the Devon Rural Housing Partnership) and contacting you as part of a survey.
- To seek your views

Devon Home Choice partner landlords will use your information for the following purposes:

- To decide if you are eligible to be housed by them
- So they can decide if they will offer you a property
- If you are housed by one of the Devon Home Choice partner landlords your information will be passed to that landlord, so that they can manage your tenancy.

See the Devon Home Choice Partners page for details (<https://www.devonhomechoice.com/partners>)

We may check any information you provide or information we have about you with other information held by the organisations which comprise Devon Home Choice.

Anonymous information may also be passed to other organisations to assist in the planning and monitoring of services, or to initiatives such as Data Plymouth (www.dataplymouth.co.uk), that aim to provide easy access to data on housing and other key topics. It will not be possible to identify you from this data.

In addition, the Devon Home Choice service must cooperate with the prevention and detection of crime and fraud, which may result in your information being passed to others in support of the National Fraud Initiative.

Your information will not be used for any other purpose, and will not be passed onto any other third party without your permission.

Will my priority be automatically awarded by a computer?

No. Whilst the IT system can tell from the information you have provided if you are overcrowded, or sharing facilities, your application will always be reviewed by a member of staff.

How long will your personal information be kept?

The local authority managing your application will contact you each year to ask you if you want to remain on the Devon Home Choice register.

Your personal data will be deleted 7 years after you have been housed, or your application is cancelled or rejected.

What are your rights?

- You have the **right to be informed** about how we process your data. This Privacy Notice provides this information.
- You have the **right of access** to personal data we hold about you.
- You have the **right to have your personal data corrected if it's inaccurate**
- You have the **right to have your personal data removed**
- You have the **right to restrict processing of your data**
- You have the **right to obtain an electronic copy of your personal data (right to data portability)**

If you need to ask any questions, please do not hesitate to contact us. Please see the Devon Home Choice website for contact details (www.devonhomechoice.com).

How do you make a complaint?

Please contact your local authority's data protection officer (please see the contact details above).

For independent advice about data protection and privacy, or if you wish to make a complaint, contact the Information Commissioner's Office (www.ico.org.uk).

Please complete **Section 10**.

Section 10: Declaration (Everyone must complete this section)

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

I understand that if I have not provided all the information required that my application will not be processed.

The details given on this application form are correct. I understand that if any false information has been given, this application may be refused, and any offers made may be withdrawn, and any tenancies granted may be forfeited.

I understand that it is a criminal offence to make a false statement, or deliberately withhold information in order to seek a tenancy through Devon Home Choice.

I understand that members of Devon Home Choice may prosecute if an offence is committed. This could lead to a fine of up to £5,000 or imprisonment, and may also lead to legal action for the possession of any accommodation found to have been obtained by deliberately allowing false information to be used.

Any information I give on, or to support, my Devon Home Choice application can be seen by the landlords taking part in it, now or in the future if I bid on one of their properties.

I will tell Devon Home Choice if my circumstances change.

I understand that members of Devon Home Choice have the right to carry out any necessary enquiries. This entitles any member of Devon Home Choice to have access to any information they need in conjunction with this housing application.

You can contact my current or previous landlords for a reference and rent account balance.

You can visit me at home before entering into any tenancy arrangements, or undertake a credit check with a credit reference agency.

If you need to contact my doctor, hospital consultant or health visitor etc. because you need more information about how my health and wellbeing is affected by my current home, you will need me to give my consent to allow them to provide this information

If you need to contact a social worker or someone

similar you will need me to give my consent to allow them to provide this information

If I have disclosed any relevant information relating to convictions for arson, offences involving violence, offences of a sexual nature or convictions for possession, supply or possession with intent to supply any illegal drugs, or offences relating to social housing fraud or benefit fraud, or that legal action has been taken against me as a result of anti-social behaviour, I have confirmed on the application if I give you permission to contact the police and/or other agencies as appropriate. I acknowledge that it may impact on the assessment of suitability if I withhold authorisation.

If this form is completed on behalf of someone else, or personal details or contact data about a third party are provided, then it is your responsibility to make sure that you have informed that person of what you have told Devon Home Choice.

Signatures (if more than one person is applying, all applicants must sign the declaration below)

Signature of applicant:

..... Date:

Signature of joint applicant:

..... Date:

Application filled in on behalf of the person applying

If this form has been filled in by someone other than the person applying, please tell us your name and address, explain why you are filling in this form for the applicant.

Name:

Contact No:

Why are you filling in this form for someone else?

About Devon Home Choice

Devon Home Choice is a way of looking for council and housing association homes.

Under Devon Home Choice you can:

- Choose which homes interest you
- Move within Devon

Register

The easiest way to join the Devon Home Choice register is to visit www.devonhomechoice.com and complete the online application form. To do this please click on 'Register with Devon Home Choice' from the home page. Alternatively you can complete this application form and return it, with any additional information requested on the form, to your local housing team.

How applications are assessed

All applications to join the Devon Home Choice register will be assessed and placed in 1 of 5 priority bands. This will be based on our assessment of your housing need, and whether or not you have a local connection to Devon.

The 5 priority bands are:

- Band A: Emergency Housing Need
- Band B: High Housing Need
- Band C: Medium Housing Need
- Band D: Low Housing Need
- Band E: No Housing Need

Please note that Exeter, Teignbridge and Torbay councils do not register households assessed to have no housing need (Band E).

For more information please see the Devon Home Choice policy, available at: www.devonhomechoice.com

How homes are advertised

Council and housing association homes available to let in Devon are advertised each week:

- On www.devonhomechoice.com
- On the Devon Home Choice App for Android and Apple phones
- In a newsletter that is available in a variety of locations

Homes are advertised from 12:00am on Wednesday to 11:59pm the following Monday. No homes are advertised on a Tuesday.

The adverts tell you the landlord, location, size, rent and other features of the home.

The advert also tells you if there are any special requirements that the applicant must meet. For example any minimum age if it is older persons accommodation, or whether a local connection to a particular area in Devon is required.

Where homes have been adapted, adverts will make clear that priority will be given to applicants who have a mobility need or disability.

Bidding for homes

Once your application has been accepted onto the Devon Home Choice register you can tell us which homes you would like to be considered for. This is called bidding. Bidding does not mean that you will part with any money.

You can bid for up to 3 homes each week:

- On **www.devonhomechoice.com**
- On the Devon Home Choice App for Android and Apple phones
- In person at Council offices

In order to bid for homes you will need:

- Your User ID (Application number)
- Your password.

You can only bid for homes that match your household needs. For example, if you only need 2 bedrooms you will not usually be able to bid for 3 or 4 bedroom homes.

- Under Devon Home Choice each of the following are assessed as requiring a separate bedroom:
 - People living together as a couple
 - Other adults, aged 16 years old or over
 - 2 children or adolescents under 16 years old of the same gender
 - 2 children who are both under 10 years old regardless of sex

Any exceptions to these rules will be clearly set out in the advert for a home.

For more information on how Devon Home Choice works please see **www.devonhomechoice.com** or contact your local housing team.

Contact Details

EAST DEVON DISTRICT COUNCIL

Telephone: 01395 517469

Email: devonhomechoice@eastdevon.gov.uk

EXETER CITY COUNCIL

Telephone: 01392 265889

Email: devonhomechoice@exeter.gov.uk

MID DEVON DISTRICT COUNCIL

Telephone: 01884 255255

Email: devonhomechoice@middevon.gov.uk

NORTH DEVON COUNCIL

Telephone: 01271 388870

Email: customerservices@northdevon.gov.uk

PLYMOUTH CITY COUNCIL

Telephone: 01752 305496

Email: devonhomechoice@plymouth.gov.uk

SOUTH HAMS DISTRICT COUNCIL

Telephone: 01803 861234

Email: devon.homechoice@swdevon.gov.uk

TEIGNBRIDGE DISTRICT COUNCIL

Telephone: 01626 215200

Email: devonhomechoice@teignbridge.gov.uk

TORBAY COUNCIL

Telephone: 01803 207126

<https://forms.torbay.gov.uk/HousingEnquiry>

TORRIDGE DISTRICT COUNCIL

Telephone: 01237 428849

Email: devonhomechoice@torridge.gov.uk

WEST DEVON BOROUGH COUNCIL

Telephone: 01822 813600

Email: devon.homechoice@swdevon.gov.uk

