



SHORT-TERM ACCOMMODATION APPLICATION FORM

Please indicate (by ticking the box) which short-term accommodation property you are applying for:

St Louise

Bethany House

ALL SECTIONS OF THIS FORM MUST BE COMPLETED

APPLICANT

Surname	
First name/s	
Email	
Telephone	

REFERRER (if applicable)

Referring Agent	
Address	
Postcode	
Name of Worker (In print)	
Email	
Telephone	
Fax	



APPLICANT DETAILS

Date of birth	
Nationality	
NI Number	
Immigration Status	
Date of leave to remain in UK	
ID provided	

Please attach copy of your ID

Please provide two passport size photographs

Are you pregnant?

PERSON TO CONTACT IN CASE OF EMERGENCY

Surname	
First name/s	
Relationship	
Address	
Postcode	
Contact number(s)	
Email	

HOUSING HISTORY

Please tell us about your current and previous accommodation over the last five years including hospital admissions, living with relatives, custodial sentences etc.



		Type of tenancy e.g. rented,	Who held the		
Date from	Date to	Shorthold	tenancy	Full Address	Reason for leaving
current	current	current tenure	current	current Address	current



INCOME, BENEFITS and SAVINGS

	yes	no
Are you in receipt of any state benefits?		

Please list all sources of income

Including any state benefits, employment and student loans.

Description	Income(£) /cycle			
	Weekly	Fortnightly	4-weekly	Monthly
1.				
2.				
3.				
4.				

Proof of income must be provided (e.g. copy of benefit letter or current payslip)

Please list savings you have (enter nil if applicable)

Name of Bank/Building Society	Amount
1.	£
2.	£
3.	£

You must notify us of any changes in your financial circumstances immediately. This includes starting/ending employment or education or anything that could affect your ability to pay rental costs.

Data Protection

Sapphire Independent Housing needs to process personal data in order to deliver our services to you:

To provide, manage and develop affordable housing.

To provide property management & property maintenance services.

We are committed to treating your information securely, with respect and in line with GDPR legislation.

A copy of our Privacy Statement is also available on the Privacy Notice section of the publications page of our website: www.sih.org

By signing this form you are consenting to Sapphire Independent Housing processing your personal data. You also confirm that the information you have provided above is correct and accurate. If we discover that false information was provided to us, we reserve the right to terminate your licence agreement.

Signed by Applicant

date

RISK ASSESSMENT

Client surname	
Client forename/s	
Date of birth	

yes **no**

1.	Has the client/applicant any history of mental illness? <i>(If yes, please provide details (e.g. symptoms exhibited, triggers))</i>

yes **no**

2.	Does the client/applicant have any alcohol or drug misuse issues? <i>(If yes, please provide details (e.g. behaviours/signs))</i>

yes **no**

3.	Has the client/applicant any convictions for violence or arson? <i>(If yes, please provide details (e.g. dates and circumstances))</i>

yes **no**

4.	Has the client/applicant exhibited any signs for aggression or violence? <i>(If yes, please provide details (e.g. symptoms exhibited, triggers))</i>

		yes	no
5.	Has the client/applicant been involved in any disputes? <i>(If yes, please indicate how disputes resolved)</i>		

		yes	no
6.	Does the client/applicant show any sign of self-neglect? <i>(If yes, please provide details)</i>		

7.	Please provide any other relevant information

Assessor's signature

Date

Name in print

Organisation

Contact number



Equal Opportunities Monitoring

Sapphire Independent Housing Limited aims to be an equal opportunities housing provider. In order to monitor the effectiveness of our Equality & Diversity policy, we ask all applicants to assist us by providing the information below. Completion of any or all of the questions is not a requirement, but we would appreciate your co-operation.

This page will be separated from the remainder of the form and will be kept strictly confidential.

By completing and returning this form, you are consenting to Sapphire Independent Housing processing this information for general ongoing monitoring purposes to enable us to assess the diversity of our organisation and housing provision.

1. Please tick the description which you feel is the most appropriate description of your ethnic origin.

A White	B Mixed	C Asian of Asian British
British	White & Black Caribbean	Indian
Irish	White & Black African	Pakistani
Other*	White & Asian	Bangladeshi
	Other*	Other*
D Black of Black British	E Chinese or Other Ethnic Group	F Refused
Caribbean	Chinese	Refused
African	Other*	
Other*		



Other* : please specify

2. Do you consider yourself as:

Lesbian/Gay Heterosexual Bisexual _____ Do

3. Which of the following, if any, is your religion/belief?

<input type="checkbox"/> Atheism	<input type="checkbox"/> Christianity	<input type="checkbox"/> Judaism	<input type="checkbox"/> Do not wish to state
<input type="checkbox"/> Agnosticism	<input type="checkbox"/> Hinduism	<input type="checkbox"/> Rastafarianism	<input type="checkbox"/> None
<input type="checkbox"/> Baha'i	<input type="checkbox"/> Islam (Muslim)	<input type="checkbox"/> Sikhism	<input type="checkbox"/> Other*
<input type="checkbox"/> Buddhism	<input type="checkbox"/> Jainism	<input type="checkbox"/> Zoroastrianism (Paris)	

4. Do you consider yourself to be disabled? yes no

If yes, please state _____

The **Equality Act 2010** is a law which protects you from discrimination. It means that discrimination or unfair treatment on the basis of certain personal characteristics, such as age, is now against the law in almost all cases.