**ST. LUKE’S HOUSING SOCIETY LIMITED**

*Application for housing*

Please return to: The House Manager, 7 McMaster House, Latimer Road, Headington, Oxford OX3 7PX

Email:housemanager@saintlukeshs.uk

**This application will be treated *in confidence* in accordance with our General Data Protection Regulation (GDPR) Statement which is attached for your information.**

***Please give as much detail as you can. We will shortlist based on need and suitability for the accommodation we have available and will use your application form to do this.***

**1. Name of main applicant…………………………………………………………….**

 **Married/Single/Widowed………Date of Birth………………………………**

 **Spouse/Partner………………………………………………………...................**

 **Married/Single/Widowed………Date of Birth………………………………**

**2. Address……………………………………………………………………………………..**

 **…………………………………………………………………………………………………..**

 **…………………………………………………………………………………………………..**

**3. Telephone No. ……………………………………Mobile…………………………..**

**4. Contact details if different to applicant (e.g. son/daughter)**

**…………………………………………………………………………………………………**

 **…………………………………………………………………………………………………**

 **…………………………………………………………………………………………………**

 **Please sign here to confirm that you agree to named person(s)**

**being contacted on your behalf ……………………………………………….**

**5. Ethnic origin ……………………………………………………………………………**

**6. Your current accommodation:**

**House (how many bedrooms)………………………………………………………….**

**Flat (indicate bedrooms and floor level) ……….bedrooms ………floor**

**Is there a lift: Yes/No**

**Rented/owner-occupier/lodger/other**

**Do you share any facilities such as bathroom/kitchen/living room? Please give details:**

**Continue on a separate sheet if necessary**

 **How long have you lived here? ………………………………………………………**

 **If less than 5 years, please give details of previous accommodation:**

**Continue on a separate sheet if necessary**

**7. Have you ever been evicted from your home or received a tenancy warning letter in the last 5 years? Please give details.**

**Continue on a separate sheet if necessary**

**8. Do you have any unspent criminal convictions? Please give details.**

**Continue on a separate sheet if necessary**

**9. Approximate monthly income:**

|  |  |  |
| --- | --- | --- |
| **Source (pension, benefit etc)** | **Amount** | **Frequency (p.c.m. etc.)** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

**10. Present Rent/Mortgage £…………………………...per month**

**11. Do you have a car? Yes/No**

**12. Are you related to a member of the Board? Yes/No**

**13. Please give details of any health or disability issues (physical and mental health).**

**Continue on a separate sheet if necessary**

**14. Please give details of regular medication**

**Continue on a separate sheet if necessary**

**15. G.P. Name……………………………..Telephone No…………………………..…**

 **Address…………………………………………………………………………………….….**

 **……………………………………………..……………………………………………………...**

 **If necessary, may we contact your G.P? Yes/No/Please ask me first**

 **16. What help (if any) do your or your partner need with day-to-day**

**living? Include care needs and aids/adaptations that you use or need.**

**Continue on a separate sheet if necessary**

**17. Please tell us why you want to move to McMaster House.**

**Continue on a separate sheet if necessary**

**18. Do you have a right to reside in the UK? Yes/No**

**19. I am interested in: 1-bedroom flat**

 **Studio flat**

***Please tick one or both. The wider your choice, the more chance we will be able to help.***

**Signature of applicant(s)……………………………………………………………………………**

**Date of application: ….………………………………………………………………………….**

**We will acknowledge receipt of your application form, and contact you at least annually. If accommodation does become available, you will be interviewed, and will need to provide proof of ID, current accommodation etc. Please advise us if you move or your circumstances change as this may affect your priority for receiving an offer.**

**St Luke’s Housing Society – Fair Processing Statement**

St Luke’s Housing Society is a provider of sheltered housing. In order to allocate housing and then provide housing management and support services we need to collect and process personal data on our applicants and tenants.

SLHS shall comply with the GDPR principles for processing personal data, which are:

**Lawfulness, fairness and transparency**

We gather and use personal data in a way that is legal, fair and understandable. You have the right to know what is being gathered and have this corrected or removed if incorrect. You have the right to review the personal data we hold on you by making a ‘subject access request’ to the General Manager.

**Purpose limitation**

We only use data for a legitimate purpose specified at the time of collection. We will not share the data we hold with third parties, without permission, unless there is a clear legal basis to do so.

**Data minimisation**

We only collect data to carry out our function as a provider of sheltered housing. We use personal data to assess eligibility for housing, provide support, housing management and repairs services, assist you in the event of emergencies, and ensure fair treatment.

**Accuracy**

We ensure that the personal data we hold is accurate and kept up to date. If it is no longer accurate, it is corrected or deleted.

**Storage limitation**

We only keep personal data for as long as is necessary and use guidelines issued from the National Federation of Housing Associations to help us determine this.

**Integrity and confidentiality**

We hold personal data in a safe and secure way and take all reasonable steps to ensure the security of this information and avoid accidental loss, misuse or destruction.

*St Luke’s Housing Society Limited*, May 2018