

Permission to reside

- You have told us that someone wants to move into your home to live with you. Please complete this form and provide as much information as you can. This will help us to make a decision as quickly as possible. Completing this form does not guarantee that you will be given permission to reside. **We will provide this form on request at no cost, translated, in large print, in Braille, on tape or in another non-written format.**

Section 1 Your details

Tenant details			
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx
Name			
Pronouns			
Address			
Postcode			
Telephone no.		Mobile no.	
Email address			
Applicant details			
Name of person applying for permission to reside in the property			
Date of birth (dd/mm/yyyy)			
National Insurance no.			
Current address (or previous address if you have now moved in)			
Postcode			
Telephone no.		Mobile no.	
Email address			
Are any of the people who are going to be living in the property on the Sex Offender Register?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 1 (continued)

Your details

Is everyone on the application a UK National?

Yes

No

If you answered 'No', what is their country of origin?

We welcome applications for housing from individuals looking to live, work or study in the UK. Applications will be checked to make sure that everyone detailed is:

- not subject to immigration control
- has entitlement to a tenancy.

Non UK National will be required to provide supporting documentation confirming their right to reside in the UK.

Section 2

Your household

What is your relationship to the tenant?	
What size is the house you are applying to move into?	
What size and type of house are you moving out of?	

Please provide more details of your reason for requesting permission to reside:

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Name everyone who is going to be living with you, starting with yourself	Relationship to you	Sex (biological)	Date of birth (dd/mm/yyyy)	National Insurance Number (if over 16)
	Applicant			

Section 3
Additional information

Has anyone living at the current address had an order for recovery of possession granted against them for reason of anti-social behaviour in the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details of the landlord who obtained the order:	

Is anyone at the current address subject to an anti-social behaviour order?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details of the order:	

This information will be taken into account when a decision is being taken but will be dependent on the order and the details held.

Please provide us with the person's previous details for the last three years			
Address	Were you a tenant, owner, lodger or other (please state)	Date of leaving (dd/mm/yyyy)	Reason for leaving

Have they used another name in the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please detail here:	

Section 4 Declaration

“Wheatley Group is registered under the Data Protection Act 1998. Wheatley Group is under an obligation to properly manage public funds. Accordingly information that you have provided on this form may be used to prevent and detect fraud and may also be shared for the same purpose with public bodies and other organisations which handle public funds”.

If you become a Wheatley tenant, your tenancy agreement requires you to pay your rent charge from day one when you get your keys. If you receive, or are entitled to receive, housing benefit this will be taken into account. If you are on Housing Benefit/ Universal Credit, and your home is considered to have more bedrooms than you need under the UK Governments’ guidelines, you will be required to pay a proportion of your rent yourself. Your home will be at risk if you do not keep up with your rent payments.

Consent

I hereby confirm that the information given in this form is correct and that any false or misleading information or withholding of relevant information now and at any time may result in the tenancy granted to me being terminated. I understand that it is my legal responsibility to inform Wheatley Group of any persons aged 16 and over who live in my home.

Tenant	
Signature	
Date (dd/mm/yyyy)	

Applicant	
Signature	
Date (dd/mm/yyyy)	

Would you like more information?



Scotland's largest social landlord, with almost 43,000 affordable homes in Glasgow.

Call us on **0800 479 7979**.

You can email us at **talk@wheatleyhomes-glasgow.com** or you can visit online at **www.wheatleyhomes-glasgow.com**



With more than 10,200 homes across Dumfries and Galloway.

Call us on **0800 011 3447**.

You can email us at **talk@wheatleyhomes-south.com** or you can visit online at **www.wheatleyhomes-south.com**



With more than 6400 affordable homes in Edinburgh, the Lothians and Fife.

Call us on **0800 561 0088**.

You can email us at **talk@wheatleyhomes-east.com** or you can visit online at **www.wheatleyhomes-east.com**



With more than 2500 affordable homes in the central belt.

Call us on **0800 952 9292**.

You can email us at **talk@lorettoha.co.uk** or you can visit online at **www.lorettoha.co.uk**

Would you like more information?

English

We can produce information on request in other formats, including large print, Braille and audio.

It is also available in other languages. If you need information in any of these formats, you can request this by:

- Calling our Customer First Centre on 0800 479 7979
- Emailing info@wheatley-group.com
- Webchat through your online account
- Contacting your Housing Officer.

Portugese

Mediante solicitação, podemos produzir informações noutros formatos, incluindo letras grandes, Braille e áudio.

Também estão disponíveis noutros idiomas. Se necessitar de informações em qualquer um destes formatos, pode solicitá-las do seguinte modo:

- Contactar o nosso Centro de Atendimento ao Cliente através do número 0800 479 7979
- Enviar um e-mail para: info@wheatley-group.com;
- Webchat através da sua conta online;
- Contactar o seu Responsável pela Habitação Officer.

Polish

Na życzenie możemy przygotować informacje w innych formatach, w tym dużą czcionką, alfabetem Braille'a i audio.

Informacje dostępne są także w innych językach. Jeśli potrzebujesz informacji w którymkolwiek z tych formatów, możesz o to poprosić:

- Zadzwoń do naszego Centrum Obsługi Klienta pod numer 0800 479 7979
- E-mail: info@wheatley-group.com
- Czat internetowy za pośrednictwem Twojego konta online;
- Skontaktuj się ze swoim urzędnikiem ds. mieszkaniowych.

DARI

اگر درخواست کنید ما می توانیم در فورمت های دیگری معلومات را تولید کنیم، شمول پرینت کلان، بریل و فورمت صوتی.

معلومات به لسان های دیگر نیز قابل دستیابی است. اگر به معلومات در هر یک از این فورمت ها ضرورت دارید، می توانید از طریق ذیل درخواست کنید:

- با ما به نمبر تلفون مرکز اول مشتری ما Customer First Centre به تماس شوید 0800 479 7979
- ایمیل به info@wheatley-group.com روان کنید
- ویب چت از طریق حساب آنلاین شما
- با مامور مسکن خود به تماس شوید

URDU

ہم درخواست پر دیگر صورتوں میں معلومات مہیا کر سکتے ہیں، جس میں بڑے حروف، بریل اور آڈیو شامل ہیں۔

یہ دوسری زبانوں میں بھی دستیاب ہے۔ اگر آپ کو ان میں سے کسی صورت میں بھی معلومات درکار ہوں تو آپ درج ذیل کے ذریعے درخواست کر سکتے ہیں:

- ہمارے کسٹمر فرسٹ سینٹر کو 0800 479 7979 پر کال کر کے؛
- info@wheatley-group.com پر ای میل کر کے؛
- آپ کے آن لائن اکاؤنٹ کے ذریعے ویب چیٹ کر کے؛
- اپنے ہاؤسنگ آفیسر سے رابطہ کر کے

ARABIC

يمكننا إنتاج معلومات عند الطلب بتنسيقات أخرى، بما في ذلك الطباعة الكبيرة وبطريقة برايل والصوت.

وهو متوفر أيضًا بلغات أخرى. إذا كنت بحاجة إلى معلومات بأي من هذه التنسيقات، يمكنك طلب ذلك عن طريق:

- الاتصال بمركز خدمة العملاء أولاً على الرقم 08004797979؛
- إرسال بريد إلكتروني إلى info@wheatley-group.com؛
- الردشة عبر الإنترنت من خلال حسابك على الإنترنت.
- الاتصال بمسؤول الإسكان الخاص بك

Office use only

Application details

Application reference	
Date received (dd/mm/yyyy)	
Location received	
Former tenant check carried out	<input type="checkbox"/> Yes <input type="checkbox"/> No

If anyone has answered yes to the sex offender question, has the Group Protection Liaison Manager been notified?

Yes Not applicable

Decision (please tick)

Permission awarded

Permission refused

Date of decision (dd/mm/yyyy)

Reason for refusal

Further information if required

Date requested (dd/mm/yyyy)

Date received (dd/mm/yyyy)

Housing officer details

Name

Signature

Date (dd/mm/yyyy)