****Applicant reference:

Name:

**ELIGIBILITY FOR HOUSING/HOUSEHOLD MEMBERS**

|  |  |
| --- | --- |
| **PART 1** | |
| Surname |  |
|  |  |
| Other names |  |
|  |  |
| Title (Mr, Mrs, Ms) |  |
|  |  |
| National Insurance Number |  |
|  |  |
| Address |  |
|  |  |
| What is your nationality? |  |

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| What is your immigrations status?  (Please tick one box only)  **\****European Economic Area* | EEA\* national  Asylum Seeker  Refugee  Other (please give details below) | Right of Abode  Limited Leave to remain  Unlimited leave to remain |
| If you have ticked EEA National, please go to **part 2** |  | |

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| Have you come to live in the UK through a sponsorship Visa? | Yes (please give details below) | No (go to part 2) |
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| Sponsor's name and address |  | |
|  |  | |
| Date of sponsorship |  | |

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| What conditions do you have on your UK visa (please tick all that apply)? ***Please provide proof*** | Work permitted  No work permitted  Other (please give details below) | No Conditions  No recourse to public funds |
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| **PART 2** | | | | | |
| Have you come to live or returned to the UK in the last 5 years? | | | Yes | | No |
| What date did you first enter the UK? |  | | | | |
|  |  | | | | |
| What was the reason you came to the UK? |  | | | | |
|  |  | | | | |
| What date did you last enter the UK? |  | | | | |
|  |  | | | | |
| How long do you intend to remain in the UK? |  | | | | |
|  |  | | | | |
| If you were previously resident in the UK, how long had you lived here before you went abroad? |  | | | | |
|  |  | | | | |
| When did you last leave the UK? |  | | | | |
|  |  | | | | |
| What were your reasons for going abroad? |  | | | | |
|  |  | | | | |
| Please list all the countries you have lived in, and how long you lived in each for the last 10 years. | | | | | |
| Country | | Date arrived | | Date left | |
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| Do you intend to keep links to the countries you previously lived in? | | Yes | No | |
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| If yes, tell us why |  | | | |
|  |  | | | |
| Do you intend to visit those countries regularly? | | Yes | | No |
|  |  | | | |
| If yes, tell us why |  | | | |
|  |  | | | |
| Do any of your family remain in those countries? | | Yes | | No |
| If yes, tell us why |  | | | |

Please list any previous addresses you have had in the United Kingdom

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| **Date from** | **Date to** | **Address** | **Were you the tenant?** | **Landlord details** |
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**Immigration Status Share Code**

Please provide the following details so that we can verify your immigration status:

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| --- | --- |
| Date of birth: |  |
| Immigration status share code: |  |
| Share code expiry date: |  |

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| **PART 3** | | | |
| Are you working at the moment? | Yes (tell us about this below) | | No (go to part 4) |
| Date you started work |  | | |
|  |  | | |
| Number of hours you work each week |  | | |
|  |  | | |
| Salary and frequency paid | £  weekly/ fortnightly/ monthly | | |
|  |  | | |
| Name and address of employer |  | | |
|  |  | | |
| Job title |  | | |
|  |  | | |
| Is your contract permanent or temporary? | |  | |

If you have been employed in this job less than 5 years, please tell us about any previous jobs and/or periods of unemployment, you have had (please give details of all jobs in the last 5 years)

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| **Date started** | **Date ended** | **Employer name and address** | **Hours per week** |
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*If you are a* ***Croatian National****, you need to provide your* ***Worker's Registration card****, to prove your eligibility to work in the UK*

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| **PART 4** | | | |
| Are you self-employed? | | Yes (tell us about this below) | No (go to part 5) |
| Date you started self-employed work |  | | |
|  |  | | |
| Number of hours you work each week |  | | |
|  |  | | |
| What is your business? |  | | |

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| **PART 5** | | | |
| Are you a job-seeker? | | Yes (tell us about this below) | No (go to part 6) |
| Do you claim Jobseekers Allowance? | | Yes | No |
|  |  | | |
| When did you first claim? |  | | |
|  |  | | |
| How much do you receive? |  | | |

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| **PART 6** | | | |
| Are you a student? | | Yes (tell us about this below) | No (go to part 7) |
| Where do you study? |  | | |
|  |  | | |
| What course are you studying? |  | | |
|  |  | | |
| When did your course begin? |  | | |
|  |  | | |
| When will your course end? |  | | |
|  |  | | |
| How many hours a week do you attend college/university? |  | | |
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| How are you funding your studies? |  | | |

*You will need to provide a letter from your college or university confirming you are registered and attending and the course you are enrolled on.*

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| **PART 7** | | | | |
| Do you own or maintain any property abroad? | | Yes (tell us about it below) | | No (go to part 8) |
| Property address |  | | | |
|  |  | | | |
| Is the property owned or rented? | Owned Rented | | | |
|  |  | | | |
| If rented – who is the landlord? |  | | | |
|  |  | | | |
| If owned - is there an outstanding mortgage? | Yes No | | | |
|  |  | | | |
| Property value? |  | | | |
|  |  | | | |
| Does anyone live in the property? | Yes No | | | |
|  |  | | | |
| What is your relationship to the person(s) living in the property? | | |  | |
|  |  | | | |
| What ages are the person(s) living in the property? |  | | | |
|  |  | | | |
| Are any of the people living in the property incapacitated? | Yes No | | | |
|  |  | | | |
| Do you have any personal possessions in the property? | Yes No | | | |
|  |  | | | |
| Do you intend to sell the property? | Yes No | | | |

Do you have any business interests in the UK Yes (tell us about it below) No

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| **PART 8** | | | | |
| Did your family arrive in the UK with you? | Yes (tell us about each person below) | | | No |
| **NAME** | | **RELATIONSHIP** | **DATE OF BIRTH** | |
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| Do any members of your family remain abroad? | Yes (tell us about each person below) | | | No |
| **NAME** | | **RELATIONSHIP** | **DATE OF BIRTH** | |
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| Do you intend to bring them to the UK to join you? | | Yes (tell us about this below) | No |
| If yes, when? |  | | |
|  |  | | |
| Do they own or maintain any property abroad? |  | | |
|  |  | | |
| If No, why not? |  | | |

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| **PART 9 - EUROPEAN ECONOMIC AREA NATIONALS ONLY (EEA NATIONALS)** |

**To qualify for permanent residence an EEA national must normally have continuously exercised a Treaty right in the UK for 5 years, or been a family member of someone exercising Treaty rights, or who has permanent residence.** *The details given below must be supported by evidence.*

Exercising treaty rights can include:

* Employment
* Self-employment
* Seeking work
* Economic self-sufficiency (including retirement)
* Study
* Stopped work due to retirement or permanent incapacity
* Temporarily incapacitated
* Unemployed and undertaking vocational training.

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| **Treaty right exercised** | **From** | **Until** | **Name and address of employer, name of self-employed business, or place of study** | **Please list the evidence you will provide to support this.** |
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| Are you a family member **\*** of a qualifying EEA National? | | | Yes (tell us about it below) | No |
| Please provide the EEA nationals name, address and your relationship to them. | | | | |
| Name |  | | | |
|  |  | | | |
| Address |  | | | |
|  |  | | | |
| Relationship |  | | | |
|  |  | | | |
| How are they a qualifying EEA National (what treaty right have they exercised?)  *Please provide proof of the EEA national’s status, ie payslips for employment* | | In work  Is working as self-employed  A worker who is temporarily out of work, but retained their worker status  A person who has gained permanent right of residence  A person who is economically inactive, but self sufficient | | |

**\*Family Member includes**

* + **Spouses and civil partners,**
  + **Child (or grand-child, or further descendant) of the person or their spouse, or civil partner who is dependent on them, or under 21,**
  + **Parent or grandparent of the person or their spouse or civil partner, who is dependent on them,**
  + **Anyone else’s who has been admitted to the UK on the basis that they are:**
    - **The persons partner**

**Or**

* + - **A dependant or household member (in their country of origin), or so ill that they strictly require personal care from the person.**

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| Are any of your children in full time education? | | Yes (tell us about this below) | No |
| Name of child |  | | |
|  |  | | |
| Date they began school |  | | |
|  |  | | |
| Name of school |  | | |
|  | | | |
| Name of child |  | | |
|  |  | | |
| Date they began school |  | | |
|  |  | | |
| Name of school |  | | |

*Please provide a letter from the school confirming their start date and attendance*

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| **DECLARATION** |

Please read this declaration carefully before you sign and date it:

**WARNING** - any person who provides false statements, information or documents at the time of, or in support of, his or her claim or who continues to receive benefit when he or she knowingly fails to inform the Local Authority of any relevant change of circumstances which occurs, will be liable to prosecution.

* I declare that the information I have given on this form is correct and complete to the best of my knowledge.
* I authorise the Local Authority to make any necessary enquiries to verify the information on this form.
* I authorise the Local Authority to make reasonable enquiries to confirm and add to the information I have provided.
* I understand that if I give information that is incorrect or incomplete I may be prosecuted.

SIGNED:       DATE: