



MONMOUTHSHIRE HOMESARCH SIR FYNWY

Change of Circumstances

Os ydych chi angen y cais hon yng nghymraeg blesio cysylltwch ni ar **0345 900 2956**.

IMPORTANT – If you are already on the Housing Register, please use this form to tell us if your circumstances have changed.

Application Number:

1. Your details (main applicant)

Title: Mr Miss Mrs Ms

First Name(s):

Surname:

Address:

Email Address:

Phone Number:

2. What has changed?

Are you, or anyone in your household pregnant? Yes No

If yes, please provide your Expected Date of Delivery:

Note: You will need to post us your proof of pregnancy

Have you had a new baby? Yes No

Baby's Name: Date of Birth:

Has your employment status changed since you originally registered for housing? Yes No

(Please explain if yes)

2. What has changed? (continued)

Do you want to add or remove any people from your application?

Person.1 Add Remove

Name:

Relationship to you:

Date of Birth:

Do you want to add or remove any people from your application?

Person.2 Add Remove

Name:

Relationship to you:

Date of Birth:

If you want to add a person, please confirm their 5 year address history:

If you want to remove a person, please give a brief explanation why:

Please use this section to tell us of any other changes you think we should know about:

3. Your current home

ONLY COMPLETE THIS SECTION IF YOU HAVE MOVED HOME SINCE YOUR ORIGINAL APPLICATION

Current living status (please tick as applicable):

- | | |
|---|--|
| Melin Homes tenant | Charter tenant |
| Monmouthshire HA tenant | Other Housing Association tenant |
| Private tenant | Living with family or friends |
| Council tenant | Lodger/house-share |
| Homeowner/buying home | Tied home, or where home goes with a job |
| Temporary accommodation provided by MCC | Other temporary accommodation |
| Caravan | No fixed abode |
| Other (please describe) | |

If 'No Fixed Abode' please give full details of where you sleep, take your meals and keep your belongings:

If No Fixed Abode you must have provided an address where we can send mail to you.

If possible, ensure we always have current telephone contact details for you.

What type of property do you currently live in?:

- | | | | |
|--------------|----------------------|-------------------|-------------|
| House | Flat | Bedsit | Studio Flat |
| Bungalow | Maisonette | Hostel | B & B |
| Caravan | Prison | Disabled Property | Hospital |
| Nursing Home | Other (please state) | | |

How long have you lived at this property?:

If you live in a flat or maisonette which floor is it on?:

- | | | | |
|--------|-------|--------|-----------------------|
| Ground | First | Second | Higher (please state) |
|--------|-------|--------|-----------------------|

How many bedrooms are in your home?:

- | | | | | | | |
|---|---|---|---|---|---|----|
| 0 | 1 | 2 | 3 | 4 | 5 | 5+ |
|---|---|---|---|---|---|----|

How many bedrooms do you have for the exclusive use of yourself and those who will be moving with you?:

- | | | | | | | |
|---|---|---|---|---|---|----|
| 0 | 1 | 2 | 3 | 4 | 5 | 5+ |
|---|---|---|---|---|---|----|

3. Your current home (continued)

ONLY COMPLETE THIS SECTION IF YOU HAVE MOVED HOME SINCE YOUR ORIGINAL APPLICATION

Do you currently share any of these bedrooms with anyone who will not be moving with you?:

Yes No

Please list family members who share a bedroom:

Do you have access to the following facilities?:

	None	Shared with people who will not be moving with you	Exclusive (for the use of yourself and those who will be moving with you)
Inside Toilet			
Bath or Shower			
Cooking Facilities			
Electricity			
Gas			
Hot Water Supply			
Cold Water Supply			

If you have ticked 'None' to any of the above questions, please give further information:

List here details of anyone who is living in your current home who will not be moving with you:

Full name	D.O.B	Relationship to you

Declaration

If you give false information that leads to you or possibly someone else obtaining a property from any of the MONMOUTHSHIRE HOMESEARCH partner Housing Associations you will have committed a criminal offence.

You may be prosecuted for the offence and you or anyone who obtained a property may have that property taken off them.

You must tell us at once if anything you have said on this form changes before you receive an offer of a tenancy otherwise a criminal offence may have been committed.

In signing this form you are confirming that the information that you have provided in this application is true.

Information sharing

As part of a 'sharing of information' protocol and in compliance with the Data Protection Act, we may ask other organisations for information about you or give them information about you or your household to check if it is accurate. This may also include sharing information with local authorities, other housing organisations, landlords or other agencies.

In signing this form you are agreeing to the sharing of information as detailed above.

The partner Housing Associations reserve the right to rescind any offer of accommodation made to any applicant.

If you are sending this form to us electronically, you do not need to complete your signature.

Lead applicant

Sign here:

Date:

Joint applicant

Sign here:

Date:

Sending this form back digitally:

- 'Save as' the file somewhere safe on your computer and email it to **info@monmouthshirehomesearch.co.uk**.
- However, if you wish to post this form, please print it out and send it to the **Monmouthshire Homesearch Team, Nant-Y-Pia House, Mamhilad Technology Park, Monmouthshire, NP4 0JJ**

Privacy statement:

Monmouthshire Homesearch is a partnership between five registered social landlords who operate in Monmouthshire and Monmouthshire Council. These are Melin Homes, Charter Housing, Derwen, United Welsh and Monmouthshire Housing Association. Monmouthshire Homesearch provides administrative functions for the Common Waiting List and Choice Based Lettings Scheme and is hosted by Monmouthshire Housing Association (MHA).

The information you have provided on this form will be used for the basis of processing your housing application form, onward referrals to Occupational Therapy or Health Teams and assessing the suitability of any offers of accommodation which may be made to you by any member of the Monmouthshire Homesearch Partnership.

Once received and processed, this information will be stored securely on your housing application file and is accessed by authorised personal in the Monmouthshire Homesearch Partnership. MHA has an information security policy and information which is held electronically or on paper is stored securely with appropriate controls and higher levels of security around sensitive personal data. To see a copy of our Information Security Policy, please go to **www.monmouthshirehousing.co.uk**

You can also refer to the Homesearch Partner's privacy notice through their respective websites. Homesearch's privacy statement in relation to you housing application is available at **www.monmouthshirehomesearch.co.uk**



MONMOUTHSHIRE HOMESEARCH

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Mamhilad, Monmouthshire, NP4 0JJ

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Email: homesearch@monmouthshirehousing.co.uk

Web: www.monmouthshirehomesearch.co.uk