

## Registration Form Guidance Notes

### General Points

Please complete the registration form as fully as you can using capital letters and read the guidance notes as you complete the form. The head of household should normally complete the registration form.

Please do not skip questions. We need all the information asked for on the form.

Where a yes/no answer is required, please put a tick (✓) in the appropriate box.

Once you are on the register we will write to you to give you a registration number and other information that you will need. Please keep the letter you receive in a safe place.

Please keep us informed of any change in your circumstances (such as a change of address, or additions to your household) as this may affect your status on the register. We may write to you occasionally to see if you wish to remain on the register.

If you are unsure how to fill in any part of the form, either telephone the Council's Customer Contact Centre 020 8708 5867 or call in to the Housing Advice Centre at 17/23 Clements Road, Ilford, Essex IG1 1AG. The Centre is open 9am - 1pm Monday to Friday.

### Other Points to Note

#### Section A - Details of yourself and your household

**A4** - complete this question only if you wish mail to be sent to a different address from your present home address.

**A7** - please enter all members of your household (i.e. all the people who you wish to be housed with you). For monitoring purposes, please provide us with the ethnic origin of each person in the appropriate column. Please use the codes at the bottom of page 2.

**A10** - It is important that if you answer yes to this question, that you explain why your current home is unsuitable. This will enable us to take account of any special needs you may have.

**A17** - only complete this section if you or anyone included on your application is a citizen of a country other than the United Kingdom. It will be necessary for you to provide documentation to satisfy us that you are eligible to join the scheme.

#### Section B - Your current housing circumstances

**B2** - please tick **ONE** box only in this section. If you are unsure which box to tick please check with your landlord.

**B3** - if you are a Redbridge Council Tenant and would like to move to a smaller property the Council operates a scheme whereby you could receive £2,000 per bedroom you give up.

**B6** - when completing this section it is essential that you only tick boxes if you are sharing a room with someone **not included** on your application.

#### Section C - Where you have lived previously

**C1** - please give details of all the addresses you have lived at in the last 5 years. If you can't remember the exact date you moved in or out, please put the month and year only.

#### Section D - Where you would like to live

**D1** - Sheltered Housing is housing specifically designed for older people (usually over 55 years of age) who are active enough to live independently - perhaps with some help from family or social services - but with the additional support of a warden. Sheltered housing schemes are also linked to a central alarm system providing 24-hour cover when the warden is not available. There are usually communal facilities within each scheme, such as a communal lounge, garden and laundry room.

**D2** - Shared Ownership is a scheme run by Housing Associations for people who work but **cannot** afford to buy their home outright. Further Information available from the Housing Advice Centre.

**D3** - We may be able to nominate you to a local authority in another part of the country.

#### Section E - Declaration

Please carefully read the declaration on the back page of the form and ensure that the head of household signs the form. The form should then either be posted to the address stated, or may be handed in at the Housing Advice Centre.