



Wolverhampton Homes

Pre-Offer Checklist

Application reference number	
Address being let	

Please confirm who you currently live with	Relationship to you	Does this person live at the address full time or part time? (tick relevant column)	
		Full Time	Part Time
	Yourself		
Please confirm who will be moving with you to the address being let	Relationship to you	Living at the address full time or part time? (tick relevant column)	
	Yourself	Full time	Part time

Do you, or anyone in your household <i>currently</i> own, or have you or anyone in your household <i>previously</i> owned any property in the UK or abroad (including property purchased jointly with someone else)? If Yes, provide further details below	Yes/No
Have you, or anyone in your household EVER been known by any other name? If Yes, provide further details below	Yes/No
Has anyone joined your household in the last 18 months? If Yes, provide further details, include the reason they have joined	Yes/No
Has anyone left your household in the last 18 months? If Yes, provide further details, include the reason why they have left	Yes/No
Is there anyone in your household who does not have permanent residency in the UK? If Yes, please provide details below	Yes/No
Have you, or any member of your household, EVER been a tenant of Wolverhampton City Council / its managing agent or another local authority (council) or housing association? If Yes, please provide details	Yes/No
Have you, or any member of your household EVER been evicted from a Wolverhampton City Council or any other Local Authority (Council) or Housing Association property? If Yes, please provide details below	Yes/No
Have you, or any member of your household EVER been investigated for anti-social Behaviour? If Yes, please provide details	Yes/No
Are there any restrictions on where you can live within Wolverhampton? E.G. licence conditions, injunction, etc? If Yes, please provide details below	Yes/No

**Where have you and any joint applicant been living for the last 5 years?
Please provide details below, include addresses and dates (starting with your current address first).**

Applicant 1

Address		Date from	Date to	Household Status* (Council tenant / Housing Association tenant / Private tenant / Owner-occupier or Lodger)
Address 1				
Address 2				
Address 3				
Address 4				
Address 5				

Applicant 2

Address		Date from	Date to	Household Status*
Address 1				
Address 2				
Address 3				
Address 4				
Address 5				

Please record any further addresses on a separate sheet of paper.

Your Money

We need you to tell us about the amount of money you have coming in and the average amounts you have to pay out.

This simple personal budget sheet will help you to decide whether you will be able to afford to take on a tenancy and help us to provide the correct type of support to ensure that you are able to maintain a tenancy.

When filling in your personal budget sheet we have pre populated average weekly figures for priority bills and you will need to add in any additional personal expenses.

Further information about the cost of running a home can be found in the Cost of running a home booklet and at www.wolverhamptonhomes.org.uk/corah

Don't mix weekly and monthly amounts.

Make sure that all your incomings and outgoings are changed into weekly amounts. If you receive some of your income monthly change this to a weekly figure by multiplying the amount by 12 and then divide by 52.

Incomings

	Amount	Frequency weekly
Wages		
Universal Credit		
Housing Benefit		
Job Seekers Allowance		
Income Support		
Employment support Allowance or Incapacity Benefit		
Personal Independence Payment or Disability Living Allowance		
Child Benefit		
Child Tax Credit		
Working Tax Credit		
Pension		
Pension Credit		
Maintenance		
Other (industrial Injuries)		
Total (A)		

Add all of your income together which will give you Total (A) and enter in the yellow box.

Outgoings

	Amount	Frequency weekly
Rent		
Council Tax		
Water		
Gas		
Electricity		
Home Contents Insurance		
Other Insurance		
TV Licence		
Cable / Satellite TV		
Food and other		
Household expenses		
Clothing		
Car insurance and tax		
Petrol / diesel		
Public transport		
Child care costs		
School meals		
Laundry costs		
Credit card		
Loan repayments		
Store cards		
Landline / mobile/Internet/Broadband		
Total (B)		

Add all of your outgoings together which will give you Total (B) and enter in the yellow box.

Total A £	-	Total B £	=	£
-----------	---	-----------	---	---

Now take total B away from total A to find your expendable income. If it's a minus you do not have enough income to run a home.

Can you afford to take on a tenancy and maintain it?

Supporting People In Need

Wolverhampton Homes aims to support tenants where needed to maintain their tenancy. Please let us know if you need any support with the any of the following.

Type of support required:	Tick if required	Please tell us more about who needs this support and the support you need		Office use only
Do you need support due to mobility difficulties?				VI 1 VI 8
Do you support with written or verbal communication due to a sensory, learning or hearing disability?				VI 2 VI 3 VI 4 VI 5 VI 6
If English is not your first language do you require support with translations?				VI 12
Do you require support due to poor health, including mental health?				VI 7 VI 9
Do you need support as you or a member of your family is a young person leaving care?				VI 23
Do you require any support to assist you with budgeting?				VI 16
Do you require support to managing rent arrears?				VI 19
Do you require support with claiming benefits?				VI 16
Do you require support to manage alcohol or substance misuse problems?				VI 11
Do you require support following a recent bereavement?				VI 17
Do you require support following a relationship breakdown?				VI 18
Do you require general support with running a home?				VI 30
Do you require support following a neighbour problem or hate crime incident?				VI 25
Do you require support following a domestic violence incident?				VI 26
Have you used any support services recently?	No	Yes	If yes, please specify	
Name and contact details of any current or previous support worker:				
Do you have any other support needs not included here?	No	Yes	If yes, please specify	

Declaration to be signed by all applicants

I/We understand the following:

The information given on this form is correct and that if I/we have given false or misleading information, or deliberately withheld information which, if disclosed would have resulted in any consideration of an offer or accommodation ending, the withdrawal of any offer of housing or the Landlord taking legal action under the Housing Act 1985 and/or Fraud Act 2006 and any accommodation obtained may be lost.

I/We authorise you to undertake appropriate checks to verify the information I/we have provided at all stages in my/our application for housing, including sharing information with/from Housing Benefits Division, any other Council Department, any other Council, Registered Social Landlord, Private Landlord or Managing Agent’s, Department of Work and Pensions, West Midlands Police, National Fraud Initiative, NHS, Employers, or any other agencies. Any personal information will be processed in accordance with the requirements of the General Data Protection Regulations or any subsequent data protection legislation. For more information on **how we use and share, your information** please refer to our **Privacy Notice** which is on the Wolverhampton Homes website. However, if you would like a written copy of this please contact any Wolverhampton Homes Office.

I/We authorise you to make referrals to the Citizens Advice Bureau, ACCI, Wolverhampton City Council’s Housing Options Team, Money Smart Team or other support service at any stage of the application for housing or term of my/our tenancy.

tick this box to confirm you have read and understood the declaration.

Applicant 1		Applicant 2	
Name		Name	
Signature		Signature	
Date		Date	

Office Information

Checked by		Checked	
Signature		Signature	

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see www.wolverhampton.gov.uk/article/3060/National-Fraud-Initiative]]