

Affordable Housing Application Form - Resale

Please complete all sections that apply to you.

1. Where do you want to live?

Please tell us which area(s) you would like to live:

.....

If you are applying for a specific address, please write it here:

.....

2. Personal details

	Main applicant	Joint applicant
Title		
First Name		
Surname		
Address		
Telephone number		
Email		
Date of Birth		
National Insurance Number		
How long have you lived here?		
Previous address (if less than 5 years at current address)		
How long did you live here?		

What is the relationship between the Main and Joint applicants?

.....

3. Your household

Please tell us who else will be living at the address you are applying for.

	Name	Age	Gender
1 st person			
2 nd person			
3 rd person			
4 th person			
5 th person			

Please give information of any pets you are planning to move with you into a new property.

.....

.....

4. Your housing requirements

Do any of the following apply to you? - Proof of evidence may be required.

	Yes	No
Are you on a Council or Housing Association waiting list? If so, which ones?		
Are you a first-time buyer?		
Are you moving into the area to take up employment?		
Are you having to move because of:		
A relationship breakdown?		
Harassment or domestic violence?		
If you are an owner occupier, are you:		
Living in overcrowded conditions or Facing repossession?		

5. Where you live now

Please tell us if you are currently:

A Council tenant.		A lodger	
A Housing Association tenant		Living with family	
A private tenant		Other (please give details)	
An owner occupier			

6. Income and savings

	Main applicant	Joint applicant
Monthly take home pay (Net)		
Regular monthly overtime/commission		
Monthly income from pensions		
Monthly income from Child Benefit/Family Credit		
Monthly income from other sources – please specify		
Total monthly income		

How much do you hold in savings:.....

How much of your savings will you use as deposit:.....

If you are using the proceeds of the sale of your current property, what is its value:.....

Will a mortgage be used to purchase the property:.....

7. Employment

If retired, unemployed or a full-time student please state this below.

	Main applicant	Joint applicant
Name & address of current employer.		
Is your job full or part time – give number of contract hours		
Is your job permanent or temporary		
Duration of current employment		

8. Monitoring

SYHA has a policy of giving equal access to its housing to all groups in society. To ensure we are providing a housing service which does not discriminate on the grounds of colour, race, gender, disability, marital status, dependants, or political view, please help us by completing the box below. The information will be totally confidential and will not affect your application in any way.

	Main applicant	Joint applicant
Gender		
Ethnic Group		
Nationality		

Does any household member consider him/herself to have a disability? If so, please give details:.....

Have any of the applicants served in the Armed Forces:
.....

9. Declaration

I declare that the information I have given is correct. I understand that if I have given false information my application may be cancelled. If you are, or any member of your household is, an employee of SYHA, Committee Member or one of their relatives, please give details. It is important that you accept that completion of this form does not guarantee the offer of a property.

Signed:.....
(Main Applicant)

Signed:.....
(Joint Applicant)

Date:.....

Please return this form to the Resales Team, South Yorkshire Housing Association, 152 Rockingham Street, Sheffield, S1 4EB.



If you complete this form SYHA will store and process your data in accordance with the requirements of its Data Protection Policy and in keeping with the Data Protection Act 2018.

Property Purchase – CORE (Continuous Recording of Lettings and Sales in social housing in England) Reporting

Please find enclosed a leaflet regarding CORE and the data you provide to us when you purchase your property.

CORE (Continuous Recording of Lettings and Sales in social housing in England) is a national information source funded by the Department for Levelling Up, Housing and Communities (DLUHC) that records information on the characteristics of both private registered providers and local authority new social housing tenants and purchasers and the homes they rent and buy. Policy makers and practitioners regard the system as an essential tool for monitoring housing costs, assessing affordability, and developing policy.

As a condition of the initial funding of your property we are obligated to complete CORE returns on all our sales and resales properties.

Please be assured that the information we share is anonymized and we do not share your name or address, just a postcode.

Please read the enclosed leaflet and if you have any further queries, follow the contact details given on there.

Privacy notice - new social housing tenants and buyers

How do we use your information? If your household enters a new social housing tenancy or purchases a social housing property, social housing providers will share your personal information with the Ministry of Housing, Communities and Local Government (MHCLG) for research and statistical purposes only.

How do we get this information? The information is provided via 'Submit social housing lettings and sales data (CORE)', a service funded and managed by MHCLG. It collects information on the tenants or residents, tenancy or sale, and the dwelling itself. Some of this data is personal and sensitive, so DLUHC is responsible for ensuring it's processed in line with data protection legislation.

Why do we share this information? Information collected via CORE is shared with other government departments and agencies. It's shared with the Greater London Authority and the Regulator of Social Housing. Data providers can also access data for their organisations via CORE. Data is only shared for research and statistical purposes.

How does this affect you? Information sharing will not affect your benefits, services or any treatments you receive. It's anonymous and handled in accordance with the law. We collect and share your information to help us better understand the social housing market and inform social housing policy.

To find out more... Social housing lettings and sales data is collected on MHCLG's behalf. Data providers do not require the tenant or buyer's consent to provide this information, but tenants and buyers have the right to know how and for what purpose data is being collected, held and used.

Data processing must have a lawful basis. In this case it's necessary for a task carried out in the public interest meeting a function of the Crown, a Minister of the Crown, or government department.

You have the right to object, and obtain confirmation that your data is being processed, as well as access your personal data, and have any incorrect personal data corrected.

Information collected via CORE relates to your tenancy, the dwelling you are living in or buying, and your household. Some information may have been provided by you (as a tenant or buyer) when signing the new tenancy or buying your property. Other information has been gathered from the housing management systems of social housing providers.

Collected data will be held for as long as necessary for research and statistical purposes. When no longer needed, data will be deleted in a safe manner. We're aware some collected data is particularly sensitive. For example:

- 4 ethnic group
- 5 if previous tenure is a hospital, prison or approved probation hostel support
- 6 if household left last settled home because discharged from prison, a long stay hospital or other institution
- 7 if referral source is probation or prison, youth offending or community mental health team, or health service



MHCLG publishes data annually, in aggregate form, as part of a report and complementary tables.

8 For annual lettings data, visit: www.gov.uk/government/collections/rents-lettings-and-tenancies

9 For annual sales data, visit: gov.uk/government/collections/social-housing-sales-including-right-to-buy-and-transfers

Detail-level data is anonymised and protected, minimising identification risk. It's held with the UK Data Service.

Complaints If you're unhappy with any privacy notice aspect, or how we process your information, contact the Department Data Protection Officer: dataprotection@communities.gov.uk

You also have the right to complain to the Information Commissioner's Office (ICO): ico.org.uk/concern