

Surname	
First name	OFFICE USE ONLY
EdIndex no.	CHAIT

Housing application form and guidance





আনন্দের সঙ্গে অনুবাদ করব

You can get this document on tape, in Braille, large print and various computer formats if you ask us. Please contact Interpretation and Translation Service (ITS) on 0131 242 8181 and quote reference number 09267. ITS can also give information on community language translations.

You can get more copies of this document by sending an email to: edindex@edinburgh.gov.uk.



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What is EdIndex?

EdIndex is a simple way to apply for properties for rent from the Council and Housing Associations/Co-operatives in Edinburgh.

EdIndex is a partnership between the Council and most of the Housing Associations/Cooperatives in the city. This allows you to apply for housing with them by filling in a single application form.

There are currently 17 partner landlords and they are listed at the back of this form. The landlords have 2 different ways of letting their available homes. They do this through Choice Based Lettings or a Group plus Points System.

You must register with EdIndex before you can bid for general or sheltered housing or be offered a property by any of the partner landlords.

Choice Based Letting

Before you can bid for homes you must create a login for Housing Online. To do this visit www.edindexhousing.co.uk, click on the "Key to Choice" link and follow the instructions. You will need your EdIndex reference number and email address to create your login. Available homes are advertised weekly on a Friday at 3.30pm. You can view the available homes using the same "Key to Choice" link. You do not need to have a login to view available homes.

Bids must be placed by 3pm on a Friday. For more information on Housing Online and how to bid for homes check out the 'Frequently Asked Questions' on www.edindexhousing.co.uk.

Ark Home Scotland Trust
Blackwood Homes Link Viewpoint
Cairn Lister West Granton

City of Edinburgh Council Manor Estates Wheatley Homes (East)

Harbour Homes Places for People (Scotland)

Hillcrest Homes Prospect

Group plus Points System

The following Housing Associations and Co-operative operate a Group plus Points System:

Hanover (Scotland) Muirhouse

This means that your application and housing needs are assessed using a different set of rules. When a property becomes available for rent, the individual landlords will contact you directly if you are at the top of their short list. Offers of housing will depend on where you are placed on the short list, your needs, the type of property and area you have selected, and the availability of empty properties for rent

About the Application Form

If you need help to complete this form, please contact one of the landlords listed at the back of this application form. Please mark all boxes with a tick (/). You must use a pen, write in capital letters and complete the form in full.

You can apply to EdIndex for housing if you are 16 years or older. Please note, if you have come to Edinburgh from abroad it is possible that you might not be able to get Council housing. Please email edindex@edinburgh.gov.uk if you would like more information.

Information from your application form will be placed on a register of applicants. All the partner landlords will have access to this. If you are eligible for housing with the partner landlords, your application will be assessed according to each landlord's allocation rules.

Confidentiality

The	information you provide to EdIndex will be used to:
	Decide if you are eligible for housing with the partner landlords
	Assess your housing needs and current housing circumstances
	Enable the partner landlords to match your needs and preferences with available empty homes
	Enable partner landlords to decide if a particular empty home will be offered to you
	Enable monitoring and provide statistical information as required
	Refer you for any housing or services that might meet your needs – we may contact you to discuss this.
	Investigate and consider appropriate action with regard to antisocial behaviour; this information may be shared with the City of Edinburgh Council's Community Safety Teams.
	Consider qualifying occupiers, succession rights and investigation of tenancy matters

The City of Edinburgh Council manages EdIndex on behalf of all the partner landlords. To provide services to you we need to collect your personal data. The City of Edinburgh Council's Privacy Notice explains how we do this and why. The Privacy Notice is available on the Council's website at www.edinburgh.gov.uk or if you would like a hard copy, please contact the team by sending an email to edindex@edinburgh.gov.uk, or call us on 0131 529 5080. We have a duty to comply with the Housing (Scotland) Act and other similar legislation, which places obligations on the Council to process your data. This means that we may share information provided to us through EdIndex with other organisations and authorities. In line with the General Data Protection Regulation 2018, we will only share your information when it is legal and reasonable to do so.

1. About you		
If we contact or visit you,	do we need an interpreter or som	neone to help with communication?
Yes No		
If yes, what language or o	other help do you require?	
If you are applying jointly	please complete both sections.	
•	Idress, we will use this to send acase write in block capitals.	cknowledgement that your application
	Applicant	Joint Applicant
Title		
First Name		
Last Name		
Maiden Name		
Present Address and Post code		
Date of Birth		
Email Address		
Contact Telephone. No		
Mobile Telephone. No		
Relationship to Applican	t	
If you want your post sent provide details below.	to a different address or someor	ne else to act on your behalf please
Do you want: Your	post sent to a different address	
Some	eone else to act on your behalf	
Contact name & address		
Telephone Number		
Email		

If you decide at a later date that you would like someone else to deal with your application, you must inform EdIndex in writing, giving this person permission to act on your behalf.

It is important for us to decide if you are eligible for Council or Housing Association. If you are a refugee seeking asylum in UK you must answer Q2.

Under the Housing (Scotland) Act 2014, the Asylum and Immigration Act 2004, and the Immigration (EEA) Regulations 2015, local authorities are required to establish

whether a person qualifies for public assistance including housing.						
UK resident (If ticked go to Q3)						
Do you have indefinite leave to remain in the UK?						
Do you have limited leave to remain in the UK?		Yes	No 🔃			
Do you have refugee status in the UK?		Yes	No 🔃			
Do you have humanitarian or discretionary leav	e to remain?	Yes	No 💮			
Do you have any restrictions on your recourse t	o public funds?	Yes	No			
Are you a national of one of the following EEA countries: (Austria, Yes No Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or Switzerland) and a qualified person i.e. a worker, self employed, job seeker or student?						
Are you the spouse or civil partner of a qualified person from one Yes No long the above listed EEA countries?						
You must answer Q3 and Q4 if you have had any action taken against you for anti-social behaviour or if you are required to register under the Sexual Offences Act 2003. If you do not inform us you may lose the home that has been allocated to you.						
3. Has anyone ever taken action against you or anyone on your application for antisocial behaviour? Yes No						
If yes, please give full name of person(s)						
Yes, court action was taken						
Yes, Antisocial Behaviour Order granted						
Yes, less formal action taken such as a written warning						

•	r anyone on yoເ ffences Act 2003	• •	equired to r	egister v	vith the Police ι	ınder the
Yes No	0					
If yes, please g	If yes, please give full name of person(s)					
5. Have you	left the UK Regul	ar Armed Force	es within the	last 3 ye	ars Yes	No 🔃
backdated to th	the UK Regular A e date you entere and the date you	ed the armed for	ces. You mu	ıst provid	e written eviden	
6. Who else	will be moving v	with you? (the	members of	your ho	usehold)	
children who sta	names of all the ay under access a nove. We will only are provided.	arrangements a	nd people wl	ho do not	currently live wi	th you but
First Name	Last Name	Relationship to you	Date of Birth	Sex (M/F)	Do they live with you now (Y/N)	Child Access (Y/N)
If you have child	dren on access y	ou must provide	further deta	ils at Q17	7.	
7. Have you or the person you are applying with rented a home from any Council, Housing Association, Co-operative or Private Sector Leasing Scheme in or outside Edinburgh in the past?						
	Note: if you have your application r			•	·	d to you
Yes	Yes Please provide details below of your previous address(es) in the past 5 years					5 years
Do not include your current tenancy						
Landlord's Nar	me					
Tenancy Addre	ess					

Name the tenancy was held in		
Dates tenancy held from – to		
Reason for leaving		
Landlord's Name		
Tenancy Address		
Name the tenancy was held in		
Tenancy held from – to		
Reason for leaving		
·	ords will seek information about your current or previous re offering you a house. Please continue on a separate sheet	
if you need to.	re chemig you a nouse. I lease continue on a separate sheet	
8. Where do you currently s	tay? - (You must tick one)	
Mover		
Council property – (you must be the tenant/joint tenant)		
Housing Association/Co-operative property – (you must be the tenant/joint tenant)		
Shared Ownership/Shared Equity property – (you must be the owner/joint owner)		
Property that comes with		
Own your property (with o	•	
Starter	3.3.7	
	ivate Landlord/ Housing Association Mid Market Rent – (you	
must be the tenant/joint te		
Parents/Relatives/Friends	,	
Private Sector Leasing So	cheme (PSL)	
Council Temporary Accon	,	
Prison		
Hostel		
Bed & Breakfast		
Hospital		
Residential Care/Support	ed Accommodation	
Student Accommodation		
Sleeping Rough		

	If you rent your current home, please give us your landlord's name and address:
	u are homeless or about to become homeless you can contact one of the Council offices at back of this form.
9.	How many bedrooms does the property you stay at have? How many bedrooms do you and anyone who is moving with you have the use of?
10.	If you live in a flat or maisonette, what level is your home on?
	Basement 1st Floor 3rd Floor 5th Floor or higher 4th Floor
	Do you have access to a lift? Yes No
11.	What date (dd/mm/yyyy)
	did you move into your current property? If you are a 'Mover' you must provide the date that you moved into your property so your application can be assessed accurately.
12.	Why do you want to move?

Housing You Want

General Housing – housing designed for people (single, couples or families) where no special support or design is required.			
Sheltered Housing – Small cottages or flats supplied with 24/7 alarm systems, grouped together to provide a protected environment. Support can be provided where required. Some have communal facilities such as community rooms, laundries or guest rooms.			
Very Sheltered Housing – as above, with enhanced scheme management by staff, including provision of a meal service.			
Amenity Housing – housing designed to meet the needs of older or disabled people with features such as handrails, conveniently located switches and sockets. There is no resident warden service, however, it may be linked to a 24-hour emergency alarm call service.			
Within each of the types of housing a property may be suitable for wheelchair use or adapted for someone with a disability. If you require this type of property please answer Q41-Q51 in the Health & Mobility sections on the form.			
40 New of the of the continuous value of the O			
13. What type(s) of housing would you like? General Housing Sheltered Housing Menity Housing Sheltered Housing Menity Housing			
14. What type(s) of property would you accept?			
House Four in a block Flat Maisonette			
15. What is the highest floor level you would accept?			
With a lift Without a lift (please state floor level)			
16. What size(s) of property would you consider?			
Studio/bedsit 2 bedroom 4 bedroom 1 bedroom 3 bedroom 5+ bedroom			
Some landlords will only allow a certain house size depending on how many people are included on your application.			

17.	If this includes an ex	tra bedroom please provide details below.
	Health reasons	If you need an extra bedroom for health reasons you must provide details of the reason why in the box below
	Support [If you need an extra bedroom for support you must confirm how often support is provided in the box below
	Child access visits	If you need an extra bedroom for child access visits you must confirm how many days you have access in the box below
	Please provide as much of	detail as possible as the rules on an extra bedroom vary between landlords
18.	Are you aged 25 or u Yes No	nder and a care leaver with the City of Edinburgh Council?
19.	Are you a registered Yes No	Foster or Kinship Carer with the City of Edinburgh Council?
•		for additional bedrooms to accommodate a foster child/children you our City of Edinburgh Council Social Worker.
20.	advertise their proper if you wish to be cons	ds use a Group plus Points System (see page 2) and do not ties. They only have properties in the areas shown below, so sidered for these properties please tick the relevant area(s). If the areas below you will not be considered for housing with
	Hanover (Scotland) H	ousing Association - Sheltered Housing
	Grange Juniper Green	Veitch's Square
	Muirhouse Housing A	Association - General Housing
	Drylaw (including Telfo	rd)

Monitoring/General Details

Q21 and Q22 are for monitoring purposes only and will not be used when assessing your application.

21.	21. How would you describe your household's ethnic group?					
	White Scottish Other British Irish		•			
	Asian, Asian Sc	ottish or Asian British				
	Bangladeshi Chinese		-			
	Black, Black Sc	ottish or Black British				
	African			ean her black backgroui s specify		
	Mixed/Other Mix	ced Background	Please	e specify		
	Other Ethnic Ba Arab, Arab Scotti Gypsy/traveller	_		ther Ethnic backgrouse specify		
Committee and Staff Connections						
22.	Please tell us if y past 12 months:	ou, or any person inclu	ded in y	our application is	or has b	een in the
	• Employed by	the Council or any of the I	EdIndex	landlords Yes		No 💮
	 Is related to or friends with a member of staff working within the Council Yes No 				No	
		r friends with a Housing A Committee/Board member		on/Co-operative Yes		No
	 Is related to a 	n Edinburgh Councillor		Yes		No 🔲
If yo	u have answered	YES to any of the above	e pleas	e provide details in	the box	below.
Т	heir Name	Relationship to You		Organisation	Pos	sition

If your reason for moving is one or more of the following please complete the relevant section(s). If they do not apply to you please go to page 16 and sign the application form Harassment and Abuse Support Needs Economic/Social Needs Health Needs Mobility Needs
Harassment and Abuse Only answer Q23-Q25 if you or anyone on your application are suffering from harassment/ abuse in your current property. You should contact your landlord or nearest Council office if you are suffering from harassment. If you are suffering from abuse you should contact Social Care Direct on 0131 200 2324. Someone will speak to you in confidence.
23. Are you suffering from? Repeated break-ins Domestic abuse/physical assault Harassment (e.g. disturbance, threatening behaviour) Antisocial behaviour (e.g. noise/vandalism)
24. How frequently does it happen?
Regularly Occasionally
25. Have you reported any of the incidents?
Yes No
If yes, who did you report it to
Support Only answer Q26-29 if you or anyone on your application needs to move to get support.
26. If you currently get care or support from any organisation for example Health and Social Care, Housing Support, health agency, voluntary organisation etc. please provide details below.

Name

Organisation and Address

Tel. no.

27 .	What type of support do you get?				
	Shopping Emotional Support General Support				
	How often is the support needed?				
	Daily Weekly Monthly				
28.	If you have care needs and do not currently get support which of the following can you do yourself?				
	Prepare Meals Yes No No				
	Eating Yes No No				
	Get on and off the toilet Yes No				
	Get in and out of bath Yes No				
	Get dressed and undressed Yes No				
	Get in and out of bed Yes No				
	Manage medicines Yes No				
29.	Do you or anyone moving with you have any of the following?				
	Mental health problem Physical disability				
	Learning disability Blind/partially sighted				
	Hearing difficulties Autism				
Fco	nomic/Social Needs				
Only	answer Q30-Q32 if you or anyone on your application needs to move for economic/social sons.				
30.	Do you need to move to make it easier to get to your place of work/study?				
	Currently travel more than 10 miles each way				
	Currently travel more than 20 miles each way				
31.	Do you have social contact with other people from outwith your household?				
	Daily Weekly				
	Monthly Hardly ever				
32.	Can you access amenities from your home? (e.g. Shop/Post Office/Bus Stop)				
	Yes No No				

Only answer Q33-36 if you or anyone on your application need to move due to a health and/or disability issue.		
33.	What is the name of the person(s) in your household with a health/disability issue? Please list	
	Please describe the health/disability issue and how it makes your current property unsuitable	
34.	If you are not in your own property, are you unable to return due to the health/disability issue?	
	Yes No	
35.	What would help? Moving to a new property Having your current property adapted	

Health

36.	Do you need adaptations or further adaptations in your current property?				
	Yes No				
	If yes, please tell us about the adaptations you need				
Mob Only	vility vanswer Q37-41 if you or anyone on your application need to move for mobility reasons.				
37.	Do you use any of the following walking equipment?				
	Walking sticks Crutches Walking frame e.g. zimmer frame or trolley				
38.	Do you or anyone moving with you need to use a wheelchair in your property?				
	Yes No				
39.	Is your current property wheelchair adapted?				
	Yes No				
40.	Does your bathroom have the following?				
	Bath Yes No				
	Shower over bath Yes No				
	Separate shower unit Yes No No No				
41.	Do you have external/internal stairs?				
	Yes No				
	If yes, how do you manage these steps?				
	Have no problem with steps Can manage only with help				
	Can manage on own but with difficulty Cannot manage steps at all				

If you have answered questions in the Health and Mobility sections (Q37 -41), you need to provide an Occupational Therapist report or consultant letter with your application (GP letter is not sufficient). You may receive a visit from the Housing Accessibility Referral Team to decide the type of property you may need.

Please submit your application once you have read, understood and signed the declaration. Your application will not be processed without it.

We will accept forms signed by individuals on the applicants' behalf, provided this individual has Power of Attorney and a copy of the Power of Attorney authorisation is provided.

If the applicant has signed the form and answered Q1 and would like someone to act on their behalf, we can provide details at their request about the application.

Declaration					
Please read through the following statements and sign at the bottom to show you understand and agree with them.					
	I/we are eligible to apply for housing with EdIndex				
	Any information given by me/us to EdIndex will be made available to all landlords taking part in it, now or in the future				
	I/we will inform EdIndex of any change in my/our circumstances				
	My/our current or previous landlord(s) can be contacted for a reference				
	My/our doctor, hospital consultant, health visitor, social worker, Police or any other relevant person can be contacted if more information is needed for my/our housing application				
	All information given by me/us to EdIndex is true. If I/we supply any false information or keep back any information my/our application may be cancelled				
	I/we have answered question 22 (about staff connections)				
	If I/we are given a tenancy because I/we have supplied false information or I/we have kept back information, I/we could lose the tenancy				
	I/we will ensure that the Annual Review is returned timeously if I/we wish to remain on the register, I/we are aware that non-response will result in the cancellation of my/our application.				
Signature of applicant					
Date					
Signa	ture of joint applicant				

Date

	he checklist below to ensure you have completed all the relevant parts of the orm. This will prevent any delay in your form being processed.		
Have you read, understood and signed the declaration on page 16			
Where relevant have you supplied a copy of the evidence required for:			
	Q5 – evidence of service in the UK Regular Armed Forces.		
	Q19 – Evidence you are a registered Foster/Kinship carer.		

Suggestions and Complaints

Checklist

If you would like to make a suggestion or complaint about the way your EdIndex application form has been handled, please contact any of the EdIndex partners listed on pages 20 and 21.

Guidance on your application form

What do I do when I have completed my application form?

You can send your application to the EdIndex team or hand it in to any of the Council Offices listed on page 20.

How will I know when I am registered?

We will send you an acknowledgement letter with your EdIndex reference number. We aim to process applications within 5 working days from the date we receive them. If you have provided an email address, we will send confirmation of your EdIndex number to this address.

If your circumstances change

If, for example, you move to another address, you have a baby, etc, you must inform the EdIndex Team so that your details can be updated.

Email – edindex@edinburgh.gov.uk

Address – EdIndex Team, Level C:3, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG

Cancelling your application form

If you want to cancel your application, please confirm in writing/by email to the EdIndex Team (details are listed above).

Annual review

We will write to you every year to confirm if you still wish to remain registered with EdIndex. If you do not respond to the letter, your application will be cancelled from the register.

Suspending applicants from rehousing

We may refuse to consider you for housing in certain circumstances. This includes:

Anti social behaviour

Eviction for crimes such as drug dealing

Violence towards staff

Rent arrears and unpaid rechargeable repairs

Damage to property

If you are suspended you will be informed in writing. You will have the right to appeal against this suspension in writing. Your suspension will be reviewed on a regular basis. You may contact any of the EdIndex partners for advice on suspensions. Details of your suspension will be shared between all EdIndex partners.

EdIndex Team

Waverley Court, Level C.3 4 East Market Street EDINBURGH, EH8 8BG edindex@edinburgh.gov.uk www.edindexhousing.co.uk

EdIndex Partner Landlords

Ark: People, Housing, Care

The Priory, Canaan Lane EDINBURGH, EH10 4SG Tel 0131 447 9027 Fax 0131 478 8173 www.arkha.org.uk

Blackwood Homes

160 Dundee Street EDINBURGH, EH11 1DQ Tel 0131 317 7227 Fax 0131 317 7294 info@mbha.org.uk www.mbha.org.uk

Cairn Housing Association

Murdostoun House, 5 Linnet Way Strathclyde Business Park Bellshill, ML4 3RA Free from landlines 0800 990 3405 Local rate from mobiles 0300 456 1245 www.cairnha.com

Hanover (Scotland) Housing Association Ltd

95 McDonald Road EDINBURGH, EH7 4NS Tel 0800 111 4646 Fax 0131 557 1280 eastinfo@hanover.scot www.hanover.scot

Harbour Homes

108 Constitution Street EDINBURGH, EH6 6AZ Tel 0131 554 0403 Fax 0131 555 1504 www.polha.co.uk

Hillcrest Homes

160 Dundee Street EDINBURGH, EH11 1DQ Tel 0131 558 8555 Fax 0131 558 9888 edinburgh@hillcresthomes.org.uk www.hillcrest.org.uk

Home Scotland

20 Harvest Road, Newbridge EDINBURGH, EH28 8LW Tel 0131 335 6810 Fax 0131 336 5004 www.homeinscotland.org.uk

Link Housing Association Ltd

Watling House, Callendar Business Park FALKIRK, FK1 1XR
Tel 0345 140 0100 Fax 01324 417 184 CSC@linkhaltd.co.uk
www.linkhousing.co.uk

Lister Housing Co-operative Ltd

36 Lauriston Place EDINBURGH, EH3 9EZ Tel 0131 229 6176 Fax 0131 228 3904 info@lister.coop

Manor Estates Housing Association

11 Washington Lane EDINBURGH, EH11 2HA Tel 0800 093 8823 www.manorestates.org.uk

Muirhouse Housing Association

11 Muirhouse Medway EDINBURGH, EH4 4RW Tel 0131 336 5282 Fax 0131 336 5182 www.muirhouseha.org.uk

Places for People (Scotland)

1 Hay Avenue EDINBURGH, EH16 4RW Tel 0131 657 0600 Fax 0131 657 0700 PFPSCustomer@placesforpeople.co.uk www.placesforpeople.co.uk

Prospect Community Housing

6 Westburn Avenue, Wester Hailes EDINBURGH, EH14 2TH Tel 0131 458 5480 Fax 0131 453 2868 enquiries@prospectch.org.uk www.prospectch.org.uk

Trust Housing Association Ltd

12 New Mart Road EDINBURGH, EH14 1RL Tel 0131 444 1200 Fax 0131 444 4949 www.trustha.org.uk

Viewpoint

4 South Oswald Road EDINBURGH, EH9 2HG Tel 0131 668 4247 Fax 0131 662 0700 admin@viewpoint.org.uk www.viewpoint.org.uk

West Granton Housing Co-operative Ltd

26 Granton Mill Crescent EDINBURGH, EH4 4UT Tel 0131 551 5035 Fax 0131 551 7235 mail@westgrantonhc.co.uk

Wheatley Homes (East)

8 New Mart Road EDINBURGH, EH14 1RL Tel 0131 478 8888 Fax 0131 624 5766 talk@wheatleyhomes-east.com https://www.wheatleyhomes-east.com/

Council Offices

The City of Edinburgh Council

Waverley Court 4 East Market Street EDINBURGH, EH8 8BG Tel 0131 200 2000

Customer Hub

249 High Street EDINBURGH, EH11 1YJ 0131 529 7061

North East Locality Office

101 Niddrie Mains Road EDINBURGH, EH16 4DS 0131 529 3111

North West Locality Office

8 West Pilton Gardens EDINBURGH, EH4 4DP 0131 529 5050

The Drumbrae Library Hub

81 Drum Brae Drive EDINBURGH, EH4 7FE 0131 529 7440

South East Locality Office

40 Captain's Road EDINBURGH, EH17 8QF 0131 529 5151

South West Locality Office

10 Westside Plaza EDINBURGH, EH14 2ST 0131 527 3800

Council Satellite Offices

Kirkliston Library

16 Station Road KIRKLISTON, EH29 9BE Tel 0131 529 6920

South Queensferry

53 High Street SOUTH QUEENSFERRY, EH30 9HP Tel 0131 331 1590