



Household Members Scheme Application Form

Section 1 – Applicant Information

Your name

Your address

Name of the Tenancy holder

Section 2 – The Household Members Scheme

Which part of the scheme are you applying for?

Please tick to confirm:

- I live in a property that is too small (go to section 3)
 I live in a property that is too big (go section 3 and 4)

How many bedrooms does your current home have?

How many bedrooms does your family need?

Please list all the other people who you currently live with

Surname	First names	Date of birth	M/F	Relationship to tenant

Is there any other information that we should be aware of when considering your application?

Section 3 – Supporting Documents

Please provide copies of each of the following documents to support your application.

- Proof of identity
- Proof of address
- Proof of income
- 3 months bank statements
- Benefits check detailing any entitlement to support (if applicable). This can be carried out at <http://www.entitledto.co.uk/>. To assess council tax entitlement please select council tax band D for the borough you currently live in.

Section 4 - Office use only

HO/NM	<input type="text"/>
HT/Region	<input type="text"/>
HM/BM	<input type="text"/>

- The applicant has submitted all supporting documents.
- The HO/NM has submitted an affordability assessment that demonstrates that the applicant is able to afford the rent.
- The household is overcrowded and the family is eligible to move to larger accommodation - rehousing one household member separately would alleviate overcrowding.
- The household is under-occupying their current accommodation - rehousing separately would resolve under-occupation and a large family home would be freed up.
- The tenancy holder has a clear rent account

Outcome

- Application approved
- Application rejected

Comments:

Date: