

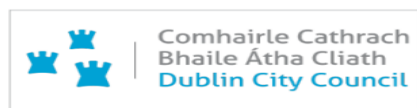


Easy to read guide to
filling in the Social Housing Support Application Form



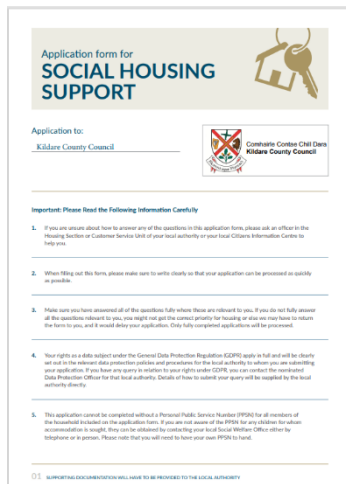
Application to:

DUBLIN CITY COUNCIL



12th October 2022

What is this guide about?



Application form for
**SOCIAL HOUSING
SUPPORT**

Application to:
Kildare County Council

Important: Please Read the Following Information Carefully

1. If you are unsure about how to answer any of the questions in this application form, please ask an officer in the Housing Section or Customer Service Unit of your local authority or your local Citizens Information Centre to help you.
2. When filling out this form, please make sure to write clearly so that your application can be processed as quickly as possible.
3. Make sure you have answered all of the questions. Only where there are relevant to you. If you do not fully answer all the questions relevant to you, this might not get the correct priority for housing or you may not have to submit the form to you, and it would delay your application. Only fully completed applications will be processed.
4. Your rights as a data subject under the General Data Protection Regulation (GDPR) apply in full and will be clearly set out in the relevant data protection policies and procedures for the local authority to whom you are submitting your application. If you have any queries in relation to your rights under GDPR, you can contact the designated Data Protection Officer for that local authority. Details of how to submit your query will be supplied by the local authority directly.
5. This application cannot be completed without a Personal Public Service Number (PPSN) for all members of the household included on the application form. If you are not aware of the PPSN for any children for whom accommodation is sought, this can be obtained by contacting your local Social Welfare Officer either by telephone or in person. Please note that you will need to have your own PPSN to hand.

11 SUPPORTING DOCUMENTATION WILL HAVE TO BE PROVIDED TO THE LOCAL AUTHORITY

This guide will help you to fill out an application to your Local Authority for social housing support.

Somebody you trust can support you to fill out the application.

An application for social housing support includes a lot of information and documents.

You can get the social housing support application form from the local authority where you live. You can go to the local authority office in person to get the application form or you can get the form from the local authority website. You can ask a staff member to get you the application form on GRASP (Gheel Resources and Services Portal) or on the new Gheel Housing Site on Sharepoint. Or you can get the form on the Gheel website.

Who can get social housing support?

You can get social housing support if you do not have enough money to pay for your own place to live in.

Where can you get social housing support?

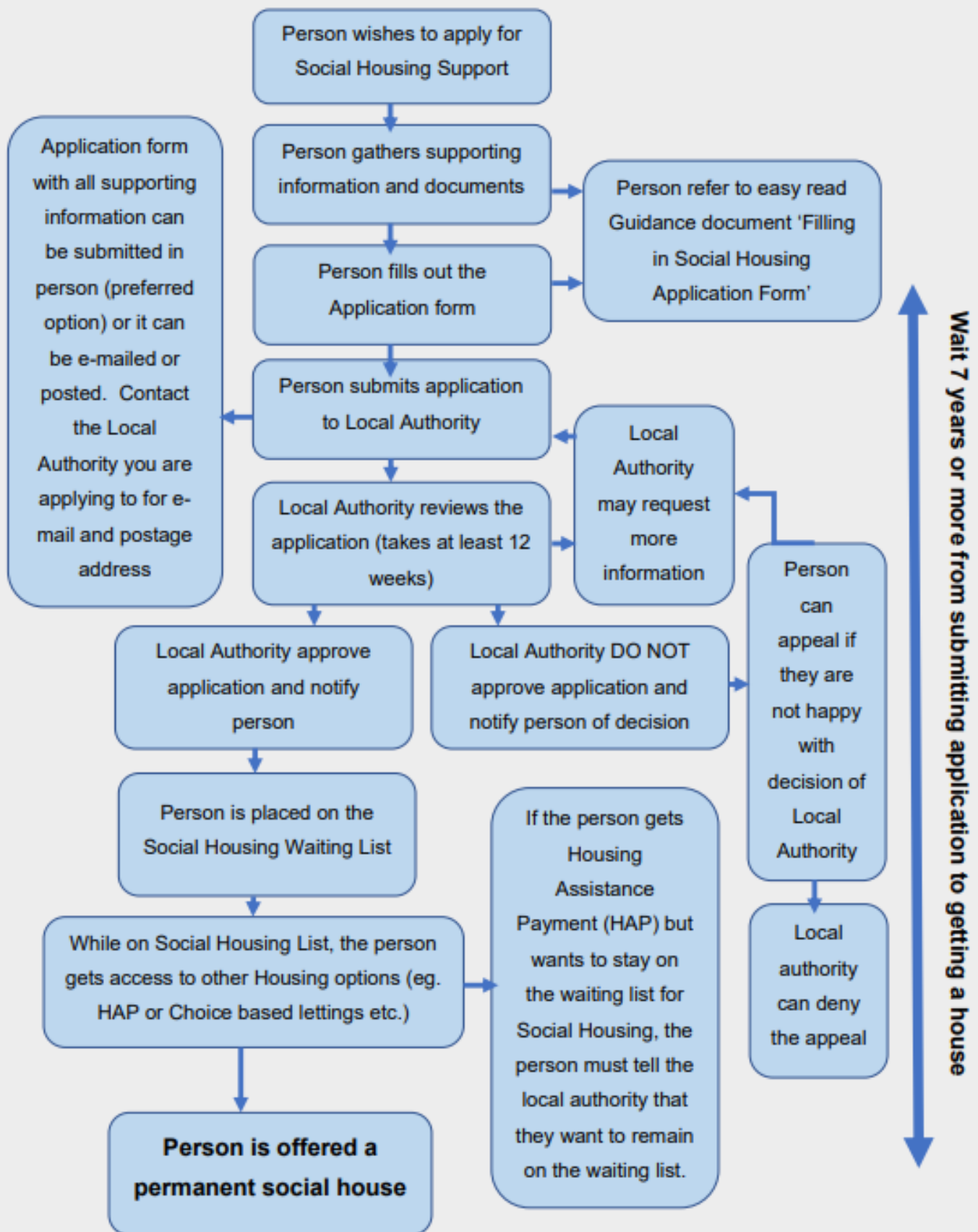


You can get social housing support from the local authority (city or county council) or another agency called an Approved Housing Body.

An Approved Housing Body is an organisation that can

| | |
|--|--|
| | offer housing to groups of people for example The Simon Community. |
|--|--|

Social Housing Application Process Flow



Types of Social Housing Support

Some of the types of support you can get from the local authority are below:

People with disabilities

You can rent houses or apartments from the local authority or an approved housing body.

Homeless people

You can rent a house or an apartment through schemes such as the Rental Accommodation Scheme (RAS) and Housing Assistance Payment Scheme (HAP).

Older people

Older people, homeless people, travellers, and people with disabilities can get support with housing.

Travellers

Who fills out the application form?



You can fill out the application form yourself.

If you need help, you can ask someone you trust to help you to fill out the application form.

You can ask the housing section of your local housing authority or you can ask your local Citizens Information Centre to help you.

How to fill out the form



N/A

Use a black pen.

Write your answers clearly.

Answer all the questions on the form. Do not leave any sections blank.

Write N/A if any question does not apply to you.

Sign your name everywhere you are asked to sign.

You need to send in other documents with the application form. Use the checklist to help you remember everything.

Keep a copy of everything you send in. Keep a copy of the form too.

Protecting your Information



The form and other documents that you send in will be used to apply for social housing support.

The form and other documents that you send in will not be used for any other reason.

This is called GDPR.

Other information might be needed



Please tell the local authority if you move house or get married or start a new job where you get more money.

If the local authority send you a letter you must answer it as soon as you can.



If the local authority send you an e-mail you must answer it as soon as you can.



If the local authority ask you for more information you must send it in as soon as you can.

The local authority might take you off the waiting list if you do not answer them.

If you need help



You can choose someone to help you answer letters and e-mails about your application.

The person you choose is called a co-correspondent.

The local authority will tell your co-correspondent that they sent you a letter or an e-mail. Then your co-correspondent will know that you might need support with answering a letter or an e-mail.

Remember to keep a copy of everything you send.

Checklist



The form has a checklist. The checklist tells you all the extra information and the documents that you must send with your application form.

You should fill in the form and get all the extra information that you need.



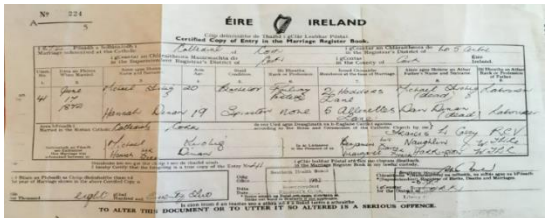
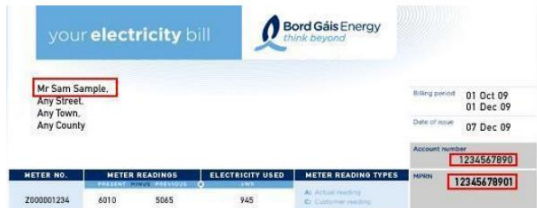
You should go to the local authority office to hand in your form and all the extra information.



The local authority can check your form there to make sure that you have answered everything.

The local authority will check if you have included all the extra information and documents.

If you are going to apply for Social Housing Support you should start getting all these documents ready

| Do you have this? Yes, No or N/A | Personal information | |
|-------------------------------------|---|---|
| |   | <p>Photographic identification (ID). This could be your drivers licence or your passport.</p> |

| | | |
|--|--|---|
| |  | Your birth certificate and a birth certificate for any person who is applying with you, like your partner. |
| |  | Your PPS number and a PPS number for any person who is applying with you. |
| |  | If you are married, you need a marriage certificate for you and for any married person who is applying with you. |
| |  | <p>Proof of where you live now, like an electricity bill or a rental statement from the person who owns the house you live in.</p> <p>You also need proof of where any person who is applying with you lives now.</p> |

| | | |
|--|--|--|
| |  | <p>If you are living in a rented house, you need information and proof of tenancy agreement and Residential Tenancies Board (RTB) registration.</p> |
| |  | <p>You might need information and proof that you and any person who is applying with you are Irish citizens or have permission to stay in Ireland. Like a letter from the Department of Justice or a letter from the Garda National Immigration Bureau.</p> <p>If you have an Irish passport, this is OK, you can write N/A.</p> |

Personal Information - Consent and consultation

You can use the box to write about the personal information that you already have for your application. You can write about the personal information you need to get and where you will get it. If you need help with getting your personal information, you can write about who you would like to help you.

If a Gheel staff member is helping a person they support to get their Personal Information for this application, with the person's consent, they should use this box

to write about what they have discussed with the person, what personal information the person has and what personal information the person needs to get

Signed by:

Date:

Person supported in Gheel

Signed by:

Date:

Gheel staff (if applicable)

Income information

Do you have this?
Yes, No or N/A

You need to send information and proof of all the money you get like wages and income. This is to show that you don't have enough money to pay for your own place to live.



You can create a MyGovID account. MyGovID is a single account that lets you access government services in Ireland.

From this you can get your tax and revenue information and your welfare information.



Employed?

If you or any person applying with you have earned money from a job in the last 12 months, you will need to get:

| Employee | | | Employer | |
|---|----------------|---|---|----------------------------------|
| DOB | FULL NAME HERE | | 20/01/2005 | NR00000000 |
| Payroll | Rate | Amount | Payroll | Amount |
| Gross Salary | 1.00 | 3750.00 | PAYE Tax | 845.19 |
| Monthly | | 3750.00 | National Insurance | 265.52 |
| Payment Method | | | | |
| Cheque | | | | |
| FULL NAME 20 ANYWHERE COURT KENSINGTON SW3 0DD | | Tax Period: 10 Total Gross Pay Gross for Tax Earnings for NI | Tax Code: 400L Total Gross Pay TD Gross for Tax TD Earnings for NI TD National Insurance TD | 37500 37500 84519 26552 |
| COMPANY NAME | | Net Pay 2639.19 | | |

- All your payslips from January this year until now or your Pay and Tax summary for this year.

In all correspondence please quote:
PPS No: 1234567X

Ms. Jo Bloggs
Bloggs House
Dublin

Pat Murphy
Personal Division
PAYE Services
P.O. Box 1
Co. Wexford

Enquiries: 01 7383636
31 Aug 2022

Pay and tax details Year to Date (YTD)

Selected period
Self: 01/01/2022 - 31/08/2022

Your jobs/pensions
Gerardine Sheridan(4119896W)
Employment ID: 1

You can get your Pay and Tax summary from Revenue's online service (myAccount) or through MyGovID.

In all correspondence please quote:
PPS No: 1234567X
Notice No: 06494276-00010P

Ms. Jo Bloggs
Bloggs House
Dublin

Pat Murphy
Personal Division
PAYE Services
P.O. Box 127, PAYE Mail Centre
Churchfield, Co. Cork

Enquiries: 01 7383636
4th Feb 2022

PAYE/USC STATEMENT OF LIABILITY FOR THE TAX YEAR 2021

| PAYE Calculation | | € |
|-----------------------|--|-----------------|
| Income | (See Panel 1 overleaf for a breakdown) | 4,561.50 |
| Less: Deductions | (See Panel 3 overleaf for a breakdown) | 93.00 |
| Taxable Income | | 4,468.50 |

- Your Statement of Liability for last year.

You can get this from Revenue's online service (myAccount) or through MyGovID or from your local tax office.

In all correspondence please quote:
PPS No: 1234567X
Notice No: 06494276-00010P

Ms. Jo Bloggs
Bloggs House
Dublin

Pat Murphy
Personal Division
PAYE Services
P.O. Box 127, PAYE Mail Centre
Churchfield, Co. Cork





Enquiries: 01 7383636
4th Feb 2022

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| PAYE Calculation | | € |
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| Income | (See Panel 1 overleaf for a breakdown) | 4,561.50 |
| Less: Deductions | (See Panel 3 overleaf for a breakdown) | 93.00 |
| Taxable Income | | 4,468.50 |

- Your Employment detail Summary for last year.

You can get this from Revenue's online service (myAccount).

| | | |
|--|--|---|
| |    | <p>Social Welfare?</p> <p>If you or any person who is applying with you get social welfare payments, you will need to get</p> <ul style="list-style-type: none"> • A statement from the Department of Social Protection to show the money you got from them. You can get this by contacting the Department or through MyGovID. <p>Remember that you need this for any person applying with you also.</p> |
| |  | <p>Self-employed?</p> <p>If you or any person who is applying with you are self-employed, you need:</p> <ul style="list-style-type: none"> • at least 2 years accounts with an auditor's report |

| | | |
|--|--|---|
| | Notice of Assessment Self-Assessment Acknowledgement letter | <ul style="list-style-type: none"> a Notice of Assessment and/or Self-Assessment Acknowledgement letter (for the last 12 months) |
|--|--|---|

Income Information - Consent and consultation

You can use the box to write about the income information that you already have for your application. You can write about the income information you need to get and where you will get it. If you need help with getting your income information, you can write about who you would like to help you.

If a Gheel staff member is supporting a person with their Income Information, with the person's consent, they should use this box to write about what they have discussed with the person, what income information the person has and what income information the person needs to get.

Signed by:

Date:




Person supported in Gheel

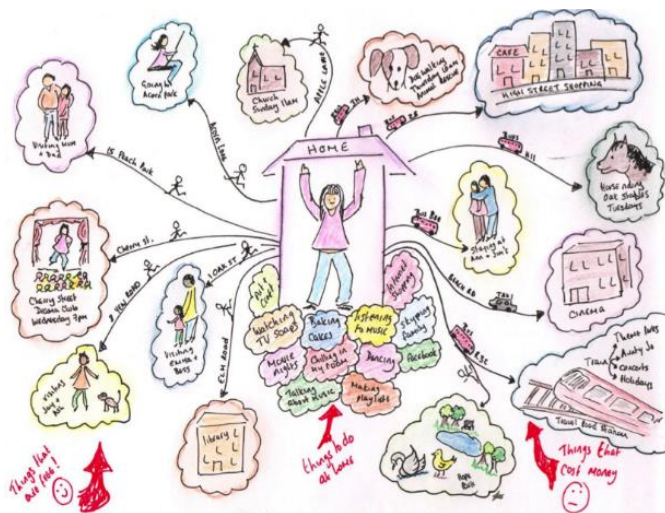
Signed by:

Date:

Gheel staff (if applicable)

Other Information

| <p>Do you have this? Yes, No or N/A</p> | <p>Sometimes you might need to send other information with your application. If this does not apply to you then you can write N/A</p> | |
|---|---|--|
| |  | <p>Separated or divorced?</p> <p>You will need a copy of your separation or divorce agreement.</p> |
| |   | <p>Do you or any person applying with you own a house or any other property or land?</p> <p>You will need information about the property or land.</p> <p>The information must include the location, value and status of the property and any money that you get from the property.</p> |



If you do not live in the area where you are applying for housing support, what is your connection with the area?

Did you grow up there?

Did you live there before?





Do your family live there?


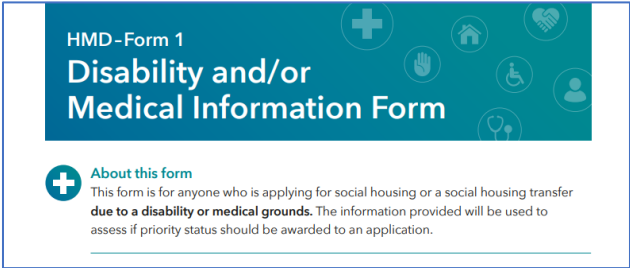
Do you go to college there?

Do you work there?

Is your doctor there?

This is called a 'Local Connection'. You will need information about your Local Connection.

| | | |
|--|--|---|
| |   | <p>If you or any person applying with you had social housing support before you need a letter from the local authority or approved housing body where you used to live.</p> <p>The information must include how long you lived there, why you left and if you owed any money.</p> |
| |  | <p>If you own a house and you can't pay the mortgage you need to include a letter from the Arrears Support Unit of the mortgage company.</p> |
| |  | <p>If you wish to apply to build a single house on a site in the countryside or to have a demountable dwelling, like a log cabin, on a site there</p> |

| | | |
|--|--|--|
| |  | <p>is information needed about the site and who owns the site.</p> |
| |  | <p>If you are applying for social housing support because you or any person applying with you have a disability or have a medical condition then you need a Disability and/or Medical Information Form.</p> <p>This form is called HMD-Form1. You can get this from your local authority.</p> <p>Look at page 28 of this guide for more information on this form and how to fill it out.</p> |

ANNUAL OCCUPATIONAL THERAPY RE-EVALUATION REPORT

| | |
|-------------------------|---|
| Name: | Date of Report: |
| DOB: | Report Covers: (date of previous annual re-eval) through (current date) |
| Last 4 numbers of SS #: | Case Manager/Agency: |
| Therapist/Agency: | |

OCCUPATIONAL PROFILE

Changes in Living and Day Activities/Work Situation: (include issues/changes related to DSP continuity/support)

Interests and Visions/Outcomes during report period (paraphrased):

Brief Summary of OT Intervention related to above: (Include skilled therapy, WDSIs and intensity of training/monitoring required. Refer to therapy objective/status below as appropriate.)

HEALTH AND SAFETY CHALLENGES AND CHANGES

Relevant Diagnosis (not intended to include all diagnosis):

Relevant Medical and Safety Challenges:

Summary of Health and Safety Changes related to OT:

Summary of OT Intervention related to above: (Include skilled therapy, WDSIs and intensity of training/monitoring required. Refer to therapy objective/status below as appropriate.)



If you need a certain type of house or you need adaptations made to the house because you have a disability or because you have a medical condition then you need a report from an Occupational Therapist.

The report should say what type of house would be right for you to live in like a bungalow. The report should say what equipment or changes you would need to make a house right for you to live in, for example a stair rail or a wheelchair ramp.

Other Information - Consent and consultation

You can use the box to write about the other information that you already have for your application. You can write about the other information you need to get and where you will get it. If you need help with getting the other information, you can write about who you would like to help you.

If a Gheel staff member is supporting a person with getting their Information, with the person's consent, they should use this box to write about what they have discussed with the person, what information the person has and what information the person needs to get.

Signed by:

Date:

Person supported in Gheel



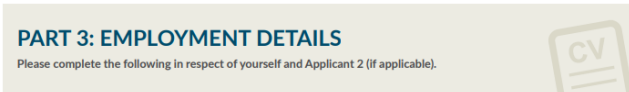
Signed by:

Date:

Gheel staff (if applicable)

When you have gathered all the information and documents in the checklist you can fill out the form.

The form is in 12 parts. This is a guide to each part.

| | |
|---|--|
| Part 1 is called Personal Details | It is about you |
|  <p>PART 1: PERSONAL DETAILS Please complete the following in respect of yourself and Applicant 2 (if applicable).</p> | <p>This part asks for things like your name, your PPS number, your date of birth, your address.</p> <p>If there is another person applying with you, like a partner, then they also have to fill out about them.</p> |
| Part 2 is called Nationality Details | It is about Where You are From |
|  <p>PART 2: NATIONALITY DETAILS Please complete the following in respect of yourself and Applicant 2 (if applicable).</p> | <p>This part asks where you were born, what language you speak, your citizenship status, for example if you are Irish.</p> <p>If there is another person applying with you, like a partner, then they also have to fill out about where they are from.</p> |
| Part 3 is called Employment Details | It is about Where You Work |
|  <p>PART 3: EMPLOYMENT DETAILS Please complete the following in respect of yourself and Applicant 2 (if applicable).</p> | <p>This part asks if you are working, who you are working for and what work you do.</p> <p>It asks for your employer's details, like their company name and address.</p> |



If there is another person applying with you, like a partner, they also have to fill out about where they work.

Part 4 is called Weekly Income Details

It is about money you get every week.

PART 4: WEEKLY INCOME DETAILS

Please complete the following in respect of yourself and Applicant 2 (if applicable).

| Employee No: 0834 | Employee Name: FULL NAME HERE | Process Date: 20/01/2005 | National Insurance Number: NP00000008 | | | | | | | | | | | | | | | | | | | | | |
|--|----------------------------------|-----------------------------|--|--------|--------------|------|---------|---------|--|---------|-----------------|--|--|--------|--|--|---|--|--|--------|----------|--------|--------------------|--------|
| Payments <table border="1"> <thead> <tr> <th>Units</th> <th>Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Gross Salary</td> <td>1.00</td> <td>3750.00</td> </tr> <tr> <td>Monthly</td> <td></td> <td>3750.00</td> </tr> <tr> <td>Payment Method:</td> <td></td> <td></td> </tr> <tr> <td>Cheque</td> <td></td> <td></td> </tr> </tbody> </table> | | Units | Rate | Amount | Gross Salary | 1.00 | 3750.00 | Monthly | | 3750.00 | Payment Method: | | | Cheque | | | Deductions <table border="1"> <thead> <tr> <th></th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>PAYE Tax</td> <td>845.19</td> </tr> <tr> <td>National Insurance</td> <td>265.62</td> </tr> </tbody> </table> | | | Amount | PAYE Tax | 845.19 | National Insurance | 265.62 |
| Units | Rate | Amount | | | | | | | | | | | | | | | | | | | | | | |
| Gross Salary | 1.00 | 3750.00 | | | | | | | | | | | | | | | | | | | | | | |
| Monthly | | 3750.00 | | | | | | | | | | | | | | | | | | | | | | |
| Payment Method: | | | | | | | | | | | | | | | | | | | | | | | | |
| Cheque | | | | | | | | | | | | | | | | | | | | | | | | |
| | Amount | | | | | | | | | | | | | | | | | | | | | | | |
| PAYE Tax | 845.19 | | | | | | | | | | | | | | | | | | | | | | | |
| National Insurance | 265.62 | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name 35 ANYWHERE COURT KENSINGTON SW3 000 | | Net Pay 2639.19 | | | | | | | | | | | | | | | | | | | | | | |

You need to show your weekly income or wages before you pay any tax. This is called gross pay. This can be the money you get from working, from social welfare or any other money you get.

Then you need to fill out what is taken out of your money, like PAYE or PRSI. These are called deductions.

If there is another person applying with you, like a partner, they also have to fill out about what money they get.

Part 5 is called Details of other Household Members Seeking Accommodation

This is about other people applying with you, for example if you have any children.



PART 5: DETAILS OF OTHER HOUSEHOLD MEMBERS SEEKING ACCOMMODATION

(I.e. excluding Applicant 1 and Applicant 2)
Please copy this sheet for further household members.



This part asks for information about the other people who will live in the same house as you. For example, your children.

You need to fill out their names, their PPS number, their date of birth, where

| | |
|---|---|
| | they were born, citizenship status and gender. |
| Part 6 is called Current Accommodation | It is about where you live now |
| <div> <div>PART 6: CURRENT ACCOMMODATION</div>  </div> | <p>This part asks for information about where you live now. It asks if you own or rent the house you live in. It asks what type of a house it is.</p> <p>If you are renting you need to give information and proof of this.</p> <p>You have to give information about why you want Social Housing Support, for example because you have a disability or because you have a medical condition.</p> <p>It asks what is in the house you are living in, for example what rooms are in it and if it has hot and cold water.</p> |
| Part 7 is called Accommodation History | It is about where you lived before |
| <div> <div>PART 7: ACCOMMODATION HISTORY</div> <div>Please give details of previous accommodation over the last 5 years.</div>  </div> | <p>You need to give information about other houses you lived in for the last five years.</p> <p>You need to fill out where you lived, how long you lived there for and why you moved.</p> |



This Local Authority must be in the area where you usually live or where you have a local connection.



You can choose three areas in the Local Authority where you would like to live. All the areas in the local authority are listed on the form.

You should choose carefully. You should think about things like transport, shops, schools, colleges, where you work, where are your family and friends. You should think about what types of houses are in the areas you choose.

You can choose a different Local Authority from where you live now if you or someone who is applying with you has a local connection.

A local connection means you or another person applying with you

- Used to live in the area for 5 years
- Work within 15km of the area
- Go to school or college there
- Access health services there
- Have a relative living in the area for more than 2 years. This could be a parent, adult child or sister or brother or it could be a different

| | |
|--|--|
| | relative that has a close link with the person |
| Part 10 is called Other Property Information | This is about any other houses you own |
| <p>PART 10: OTHER PROPERTY INFORMATION Information in this section will be cross-checked with the Revenue Commissioners by the local authority, utilising the PPSN(s) provided.</p>  <p><i>N/A</i></p> | <p>This part asks about any houses or land that you own.</p> <p>It asks about any houses or property that someone applying with you owns.</p> <p>If you do not own any house or land, then write N/A</p> |
| Part 11 is called Public Order Offences and Other Information | This is about if you were ever in trouble with the Gardai |
| <p>PART 11: PUBLIC ORDER OFFENCES AND OTHER INFORMATION</p>  <p><i>N/A</i></p> | <p>If you were ever in trouble with the Gardai you have to write it in this part of the form.</p> <p>If any person applying with you was ever in trouble with the gardai you must write it in this part of the form also.</p> <p>If you were never in trouble with the Gardai write N/A.</p> |

| | |
|---|---|
| <p>Part 12 is called Other Information</p> | <p>This is for any other information that might help your application</p> |
| <div data-bbox="135 257 488 291" data-label="Section-Header"> <p>PART 12: OTHER INFORMATION</p> </div> <div data-bbox="220 340 670 640" data-label="Image"> </div> | <p>You can write any other information that might help your application.</p> <p>This is for any information that you have not already given in the form.</p> <p>You can use extra pages if you like.</p> |
| <p>Declaration</p> | |
| <div data-bbox="159 855 603 909" data-label="Section-Header"> <p>Application for SOCIAL HOUSING SUPPORT DECLARATION</p> </div> <div data-bbox="260 963 627 1258" data-label="Image"> </div> <div data-bbox="434 1341 759 1615" data-label="Image"> </div> | <p>At the end of the form there is a place for you to sign. It is called a Declaration.</p> <p>Read the Declaration carefully and if everything is OK then you must sign it. If there is another person applying with you they need to sign it also.</p> <p>If you need help filling in this form you can contact the Housing Section of your Local Authority or a Citizens Information Centre and they will help you. Someone you trust can also help you.</p> |

Medical and/or Disability Form HMD-Form 1.

If you have a disability or a medical condition you need to fill out another form also. It is called a Medical and/or Disability Form HMD-Form 1.



HMD-Form 1 Disability and/or Medical Information Form



About this form

This form is for anyone who is applying for social housing or a social housing transfer due to a disability or medical grounds. The information provided will be used to assess if priority status should be awarded to an application.



What is priority status and who we give it to

When we give a person priority status on disability or medical grounds, this means they go nearer to the top of the waiting list, as set out in the Local Authority's Allocation Scheme.

Priority status may be awarded if the following three criteria apply to your household:

- you or someone in your household has a disability or a medical condition and
- the current accommodation is not suitable to meet the needs of the person with a disability or medical condition and
- a change in housing will improve or stabilise the circumstances of the person with a disability or medical condition.



Who needs to fill out and sign each section of this form

Section 1 and 2 to be filled out and signed by the person with a disability or medical condition or by the applicant for social housing support if the person with a disability or medical condition is a dependent of the applicant.

Section 3 and 4 to be filled out by two Healthcare Professionals who work with the person with a disability or medical condition.



Other information

A Healthcare Professional includes the following professions: Consultant, General Practitioner (GP), Mental Health Nurse, Public Health Nurse, Occupational Therapist and Social Worker. If you are considering using a Healthcare Professional not listed above, please contact your Local Authority to confirm if this is acceptable.

An Occupational Therapist report must be provided where there is a need for a specific accommodation requirement.

If you require extra space to complete the form please include additional pages.

You can get this form from your local authority.
You can go to the office or you can get the form on the local authority website.

This form is very important.




You might go nearer to the top of the waiting list if you or someone applying with you has a medical condition or a disability. This is called priority status.








The local authority will use the information in this form to decide if you get priority status.

There are 4 sections in this form. You fill out section 1 and 2. Two healthcare professionals who know you well fill out sections 3 and 4. A healthcare professional could be your doctor (GP), your psychiatrist, your consultant, your occupational therapist, your mental health nurse or your social worker.

If you need a certain type of house because you have a medical condition or a disability then you have to send in a report from an Occupational Therapist.

You can add extra pages if you need to write more information.

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| Section 1 is called Disability and/or Medical Information. | This is about if you are disabled or if you have a medical condition. |
|  Section 1: Disability and/or Medical Information This section must be filled out by the applicant. | <p>If you or anyone applying with you is disabled you must fill in if your disability is physical, intellectual, related to mental health or if it is sensory.</p> |
| Section 2 is called Person Details. | This is about you. |
|  Section 2: Personal Details This section must be filled out as outlined on page 1. Please make sure the details you fill out here are the same as on your Social Housing Application Form. | <p>You need to write your name, your date of birth and your PPS Number. These must be the same as what you wrote in Part 1 of your Social Housing Application Form.</p> <p>You also need to sign here so that your doctor can give your medical details to the Local Authority to help you get a house.</p> <p>If a person applying with you has a disability or a medical condition you need to write their person details in this section too.</p> |
| Section 3A is called Medical Reference. | It is about two healthcare professionals who know you well. |
|  Section 3A: Medical Reference This section must be filled out by two Healthcare Professionals (see page 1) who work with the person with a disability or medical condition. | <p>Two healthcare professionals who know you well have to fill in this section. They need to write in their personal details. They need to write about what type of healthcare professional they are and how long you have known them.</p> |

| | |
|--|---|
| Section 3B is called Applicant's Current Accommodation | It is about where you live now |
|  Section 3B: Applicant's Current Accommodation This section must be filled out by two Healthcare Professionals who work with the person with a disability or medical condition.  | The two healthcare professionals must write about where you live now. They must write about if where you live now is bad for you. They must write about what is bad about where you live now. |
| Section 3C is called Accommodation Need of Applicant | It is about what house would be good for you to live in. |
|  Section 3C: Accommodation Need of Applicant This section must be filled out by two Healthcare Professionals who work with the person with a disability or medical condition.  | The two healthcare professionals must write about where your new house should be located. They must write about what type of a house would be good for you to live in. |
| Section 3D is called Support Needs for the Applicant | It is about the supports you need to live independently |
|  Section 3D: Support Needs for the Applicant This section must be filled out by two Healthcare Professionals who work with the person with a disability or medical condition.  | The two healthcare professionals must write about what supports you need now to live independently. They must write about if you will need new or different supports if you move to a new house. |
| Section 4 is called Healthcare Professional Declaration. | This is where the Healthcare Professionals have to sign and date the form. |
|  Section 4: Healthcare Professional Declaration Healthcare Professional 1 | At the end of the form there is a place for the two Healthcare Professionals to sign and to write the |



date. It is called the Healthcare Professional Declaration.

When the Healthcare Professional signs here it means that all the information they have written in the form is true. It also means that the Local Authority can contact the Healthcare Professional if they have any questions about the information they have written in the form.

Reference: Easy to Read Guide to Filling in the Social Housing Application Form, 14th June 2021 (available from local authorities).