



A guide to ChoiceHomes

Registration Form Guidance Notes

General Points

Please complete the registration form as fully as you can, using capital letters, and read these guidance notes as you complete the form. The head of household should normally complete the registration form.

Please do not skip questions. We need all the information asked for on the form.

Where a yes/no answer is required, please put a tick (✓) in the appropriate box.

Once you are on the register we will write to you to give you a registration number and other information that you will need. Please keep the letter you receive in a safe place.

Please keep us informed of any change in your circumstances (such as a change of address, or additions to your household) as this may affect your status on the register. We may write to you occasionally to see if you wish to remain on the register.

If you are unsure how to fill in any part of the form, either telephone the Council's Contact Centre on 020 8430 2000, or call in to one of the Council's Local Service Centres.

Other Points to Note

Section A – Details of yourself and your household

A4 - complete this question only if you wish mail to be sent to a different address from your present home address.

A7 - please enter all members of your household (i.e. all the people who require housing). For monitoring purposes, please provide us with the ethnic origin of each person in the appropriate column. Please use the codes at the bottom of page 2.

Section B – Your current housing circumstances

B3 - please complete this question only if you are renting your accommodation from either a social landlord (i.e. a Council or housing association) or a private landlord.

B4 - enter in the **first box** the total number of rooms that are used solely by your household. Do not count kitchens, halls, bathrooms and toilets. In the **second box**, put down how many of these rooms are bedrooms.

Section C – Previous addresses

C1 - please give details of all the addresses you have lived at in the last 5 years. If you can't remember the exact date you moved in or out, please put the month and year only.

Section D – Why you want to register for housing

Please use this section to explain why you want to register for housing, any special circumstances that you have and anything else that you wish to say that you think might be relevant to your registration.

Section E – Sheltered housing

Sheltered housing is housing specifically designed for older people (usually over 60 years of age) who are active enough to live independently – perhaps with some help from family or social services – but with the additional support of a warden. Sheltered housing schemes are also linked to a central alarm system providing 24-hour cover when the warden is not available. There are usually communal facilities within each scheme, such as a common room, garden and laundry room.

Section F – Declaration

Please carefully read the declaration on the back page of the form and ensure that the head of household signs the form. The form should then either be posted to the address stated, or may be handed in at any of the Council's Local Service Centres.