

Housing Options Interview Form

For people who are homeless
or threatened with homelessness.

*It is important that you complete this form in full and
bring all relevant information to your appointment.*





You and Your Household

- Single person
- Couple with no children
- Couple with children

Please state how many children there are in the household.

Current Housing

- Rough sleeping
- Renting from a private landlord
- Sofa surfing
- Renting from a housing association
- Living with family/ friends
- Supported accommodation / hostel

Previous Accommodation

Please provide details of where you have lived over the last three years

Date private rented housing association

Address

Reason for leaving

Date private rented housing association

Address

Reason for leaving

Date private rented housing association

Address

Reason for leaving





Reason for the Interview

- Mortgage repossession
- Notice to leave from private landlord
- Notice to leave from Housing Association
- Order from the Courts to leave
- Asked to leave by family/friends
- Asked to leave hostel or supported accommodation
- Threats of violence at property
- Property Condition
- Health Condition
- Leaving prison
- Leaving care
- Leaving hospital

Are you working with agencies

- Drug Recovery
- Floating Support Worker
- Alcohol Recovery
- Women's Aid
- Emotional Wellbeing
- Probation
- Community Mental Health Services
- Community Rehabilitation Company (CRC)
- Through Care Team
- Debt Advice
- Adult Social Services
- Other - please specify

Appointment Checklist

It is important to read and complete the appointment checklist. Please bring this information to the interview.

Proof of ID

Please provide one form of ID for each person in the household (including children).

- Passport
- Driving Licence
- Birth Certificates
- Prison Card

Proof of Income

Please provide one proof of income for each person in the household (including non-dependent children).

- Bank Statements (last three months)
- Benefit Award Letter (dated last six months)
- Wage Slips (last three months)
- Post Office Statement (last six months)





Other Information and Documents

You need to bring information specific to your housing situation. This will depend on the box that you ticked for *reason for housing options interview*.

IF YOU TICKED

YOU NEED TO BRING

Mortgage repossession	<input type="checkbox"/> Letters from the Bank <input type="checkbox"/> Letters from Solicitors <input type="checkbox"/> Other Court Documents
Notice to leave from private landlord	<input type="checkbox"/> Notice from the Landlord <input type="checkbox"/> Any letters from the Landlord
Notice to leave from Housing Association	<input type="checkbox"/> Notice from the Landlord <input type="checkbox"/> Letters from the Landlord about the notice asking you to leave
Order from the Courts	<input type="checkbox"/> Notice from the Landlord <input type="checkbox"/> Order for Possession <input type="checkbox"/> Warrant of Eviction
Asked to leave by family/friends	<input type="checkbox"/> Contact details of people you are currently staying with
Asked to leave hostel or supported accommodation	<input type="checkbox"/> Reasons why you have left current accommodation
Threats of violence at property	<input type="checkbox"/> Police reports or crime reference numbers <input type="checkbox"/> Supporting letters from agencies such as Womans Aid or Victims Gateway
Property Condition	<input type="checkbox"/> Letters to your Landlord regarding the disrepair <input type="checkbox"/> Letters from Housing Standards about the disrepair
Health Condition	<input type="checkbox"/> Supporting letters from medical professionals outlining how the property is having a negative impact on your health
Leaving prison	<input type="checkbox"/> Information about last settled address <input type="checkbox"/> Information about agencies you are working with
Leaving care	<input type="checkbox"/> Information about your last settled address <input type="checkbox"/> Details about your Personal Advisor
Leaving hospital	<input type="checkbox"/> Information about your last settled address <input type="checkbox"/> Information about your hospital discharge





Your Housing Options Interview

Your appointment has been booked with

Stafford Borough Council's Housing Options Team
at the Civic Centre, Riverside, Stafford, ST16 3AQ

DATE

TIME

The appointment will last for approximately 1 hour.

Your Name

Contact Number

Email

It is important to prepare for the housing options interview. It is best to provide as much information as possible and be honest about your current situation. This will allow our Housing Options Officers to provide a plan that is personal to your situation and most likely to get you the outcome you need.

You must bring proof of ID and proof of income for everyone in your household to the appointment. Documents can be photocopied at reception. You will also need to bring documents with you specific to your housing situation. It is important that you read and complete the document checklist before attending the interview.

If you do not bring documents you may be called back for another appointment.

If you are not able to attend the appointment, or your situation changes and you are rough sleeping please call the Council on 01785 619 000 as soon as possible in order to make other arrangements.





Stafford Borough Council
Civic Centre, Riverside, Stafford, ST16 3AQ

housingadvice@staffordbc.gov.uk
01785 619 000
www.staffordbc.gov.uk

If you need this information in
large print, Braille, other language
or in audio format please contact

info@staffordbc.gov.uk
01785 619 000

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