

## Filling in the housing application form

Please complete the application form as fully as possible answering all the questions. If you don't answer all the questions or do not sign the form, we will have to return it to you, which will delay your application. However, if you need help with any part of the application process, please contact us on: **0161 232 4211**.



Contact us if you would like a copy of this publication in large print, Braille, audio format or another language.

### Arabic

إذا كنت ترغب في الحصول على نسخة من هذا المنشور باللغة الصومالية، يرجى الاتصال بالهاتف على الرقم 0161 226 4211 أو إرسال رسالة إلى العنوان التالي:  
MossCare Housing Limited, 101 Great Western Street, Moss Side, Manchester, M14 4AA

### French

Si vous souhaitez une copie de cette publication en Français, veuillez téléphoner au 0161 226 4211 ou écrire à :  
MossCare Housing Limited, 101 Great Western Street, Moss Side, Manchester, M14 4AA

### Gujarati

જો તમને આ પ્રકાશનની ગુજરાતી ભાષામાં નકલની આવશ્યકતા હોય કૃપા કરી 0161 226 4211 પર ટેલીફોન કરો અથવા આ સરનામે લખો "The MossCare Housing Group, 101 Great Western Street, Moss Side, Manchester, M14 4AA"

### Polish

Jeżeli chciałbyś otrzymać kopię niniejszej publikacji w języku polskim, prosimy skontaktuj się z nami pod numerem telefonu 0161 226 4211 lub napisz do nas na adres:  
MossCare Housing Limited, 101 Great Western Street, Moss Side, Manchester, M14 4AA

### Somali

Haddii aad af Soomaali ku rabtid nuqulka daabacaddaan fadlan soo wac telefoonka 0161 226 4211 ama u soo qor:  
MossCare Housing Limited, 101 Great Western Street, Moss Side, Manchester, M14 4AA

### Urdu

اگر آپ کو اس اشاعت کی ایک نقل اردو میں چاہیے تو فون نمبر 0161 226 4211 پر رابطہ کریں یا ہمیں لکھیں:  
MossCare Housing Limited, 101 Great Western Street, Moss Side, Manchester, M14 4AA

MossCare Housing Head Office  
101 Great Western Street  
Moss Side  
Manchester M14 4AA  
Tel: 0161 226 4211  
Fax: 0161 226 8752

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[www.mosscare.org.uk](http://www.mosscare.org.uk)

MossCare Housing  
Neighbourhood and Community  
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**Textphone for all offices: 0161 226 2222**

Registered Charitable Housing Association No. 18877R.  
Registered with the Tenant Services Authority.



INVESTOR IN PEOPLE



# A guide to applying for a home



# Applying for a home with Mosscares

Mosscares Housing provides quality housing at affordable rents to over 3,500 properties in Manchester and surrounding areas.

## Applying for housing with Mosscares

To apply for housing you simply need to complete one application form and you don't need to make multiple applications to lots of different providers. Mosscares operates the Manchester Housing Register which means that your application will be automatically considered for rented accommodation owned by us, or Manchester City Council and other housing associations, that are part of the scheme.

Application forms can be obtained from our head office by ringing the Community Allocations Team: **0161 232 5717** or you can call into one of our offices (see the contact details on the back of this leaflet).

However, if you are already a tenant with Manchester City Council or live in one of their properties, you should contact your local housing officer or Housing on Call: **0161 953 2525** to apply.



If you currently live in, or are a tenant in, a property owned by another housing association that is part of the Manchester Housing Register, then you need to register via your current housing association.

If you have had a previous tenancy agreement with another landlord, you will need to complete a pre-tenancy investigation form which should be returned with your housing application form.

## Homeless applicants

If you do not have anywhere to live, you need to contact Manchester City Council to register as a homeless person. If you are currently registered as homeless and live in Manchester City Council Single or Family Homeless accommodation, you need to check with your caseworker that you are registered for re-housing. Your application will be considered by Mosscares through the Manchester Housing Register scheme or nomination system.

## Will my application be treated fairly?

Mosscares is committed to equal opportunities and welcomes housing applications from people of all backgrounds, irrespective of ethnic origin, race, nationality, religion, disability, political or sexual orientation, age, gender, marital status, HIV or AIDS status, class, appearance, responsibility for dependents or any other matter which causes a person to be treated with injustice.

We monitor the ethnic origin of housing applicants and review it annually against the new tenancies we grant.

## Which applications will not be considered?

If you have contravened a previous tenancy agreement your application will be refused.

## What about confidentiality?

The only people who will have access to your personal data will be Mosscares staff who are dealing directly with your application or your tenancy. You have the right to see what information we hold about you on file.