



## Flowchart - Applying for a home in Blackpool

Please answer all the questions in the application form.

If you need help in filling in the form, want to check that you are giving us the information we need, or need further help please contact us.

You must tell us whether you, or a member of your household, have committed a serious criminal offence.

If you give false information you may be suspended, removed or excluded from the register. If you are granted a tenancy on the basis of a false statement you may be evicted from your home.

Please complete the Health and Disabilities Details Form, if you have a disability or any health or other conditions.

Please answer all the questions, sign the form and include all the proof we have asked for.

If your application is not complete it will delay your registration.

Return the completed application forms to Housing Applications Team, South King Street, Blackpool FY1 4TR.

Once we have your completed application form we aim to give you our decision within five working days.

If you are accepted onto the Housing Register you will receive a letter from us telling you if you are a priority, which band you are in and the type of accommodation you are registered for.

If you are not accepted onto the Housing Register we will write to you telling you the reason for our decision and explain what your rights are to ask for a review.

When you have joined the register you will be able to bid for available properties through homestop. We will tell you how to do this.

If your circumstances change at any time you will need to let us know.

