

Housing Application Guide



To make sure your application is processed as quickly as possible, please follow these guidelines:

Step 1 **Write clearly:** Make sure your answers are easy to read.

Step 2 **Answer all relevant questions:** If you miss any questions, we may need to return your form, which could delay your application. We can only process fully completed applications.

Step 3 **Include supporting documents:** Use the checklist below to make sure you've included all necessary documents. Missing information may delay your application.

Local connection criteria: To show a connection to Castle Vale, one of the following must apply:

- Step 4**
- You have lived in Castle Vale for a continuous 2-year period.
 - An immediate family member has lived in Castle Vale for a continuous 2-year period.
 - You have ongoing caring responsibilities for someone who has lived in Castle Vale for a continuous 2-year period.

Community contribution criteria: To be considered for priority housing, one of the following must apply:

- Step 5**
- You work (paid or unpaid) at least 16 hours per week in the Castle Vale area, including Minworth Industrial Estates, Kingsbury Road Retail Park & Industrial units, JLR Castle Bromwich, or nearby commercial areas.
 - You are enrolled in further or higher education (full or part-time).

Step 6 **Sharing information:** To support your application, we may request relevant information from agencies like the Police, DWP, previous landlords, or local authorities.

Step 7 **Keep us updated:** Let us know straight away if your circumstances change so we can update your application.

Step 8 **Be honest:** Providing false or misleading information could cancel your application and may lead to legal action.

Application Checklist

To avoid delays, please include copies of the following documents (where applicable):

- Fully completed application form (with signed declarations)
- Photographic ID (passport, visa, or driving license)
- Birth certificates for everyone in your household
- Proof of your current address (e.g., utility bill, council tax bill, rent statement from the last 3 months, or tenancy agreement)
- Proof of income and savings (bank statements and wage slips from the last 3 months)
- Proof of National Insurance number (NI card, letter from DWP, or wage slips)
- Proof of local connection (e.g., tenancy agreement or evidence of a family member's 2-year residence in Castle Vale)
- Proof of community contribution (e.g., employment contract, letter from employer/volunteer agency, wage slips, or education enrolment evidence)
- Medical evidence (if you require adapted, ground-floor, or bungalow accommodation)
- Proof of service in the armed forces or reserves

Returning your completed form

Our office: 11 High Street, Castle Vale, Birmingham, B35 7PR

Email: application@cvch.org.uk

Looking to move to a bigger or smaller home? Our Mutual Exchange service helps existing tenants find a better fit.

We're here to support you every step of the way.