

## Applying for Housing

If you are 16 or over, have a legal right to reside in the UK, and need a place to live, you can apply to Midlothian Council. If successful, you could be allocated a home from the Council or one provided by Melville Housing Association, from the same application.



## Who can get a Council or Housing Association home?

Midlothian Council gives preference to applicants who are considered to be in greatest housing need, for example, people who are:-

- Homeless or threatened with homelessness.
- Occupying houses that don't meet a tolerable standard.
- Subject to overcrowding.
- In social housing that's too large for their needs.
- In large families.
- Living in other unsatisfactory situations (eg. not suitable for their medical needs, experiencing domestic abuse, racial harassment, other hate crimes or need to live closer to their carers or other support.)

## How do you apply for housing?

Download and complete an application from <https://tinyurl.com/Housing-Apply> or scan this QR code.



Pick up a paper application from any Council Office, Library and some community organisations, like Citizens Advice.

Phone Housing Services on 0131 271 3384 if you have questions or need help with completing the form. Take time and complete it as fully as possible.

Return completed form to: **Housing Services, Buccleuch House, 1 White Hart Sreet, Dalkeith EH22 1AE.**



### Midlothian Financial Inclusion Network

c/o Midlothian Voluntary Action, 4/6 White Hart Street, Dalkeith EH22 1AE  
Scottish Registered Charity SC035964. Scottish Limited Company SC282964  
Registered Office: 14a John Street, Penicuik, Midlothian, EH26 8AB

## What information do I need for the application?

The form requires your current contact details, National Insurance number and other details including where you have lived over the past 5 years, who you live with now, who will live in the new home, the type of home you need, where you want to live and if you or others moving with you have health or disability issues.

Bring original documents to be checked and returned immediately that prove:

- ✓ Your **identity** (eg. passport, driving license, birth or marriage certificate.)
- ✓ Your **right to reside** in the UK (eg. passport, proof from Home Office.)
- ✓ Why you **need to move**. Examples are listed on the application form.

Two or more people 16 and over can apply jointly for a home together. The information and documents listed above must be provided for each person.

## How is the decision made?

You will be assigned to either the group for applicants who are homeless, or at risk of homelessness, or the general group for those applying for all other reasons. You will also be assigned points based on needs and circumstances described in the form. The council will aim to write within 15 working days with:

- The **group** you have been assigned to (Homeless or General).
- The number of **points** for your application, and how they were calculated.
- How to **appeal**, if you are not satisfied with the results.
- Where to gain further **advice and information** on their housing needs.
- Information on council **housing available** in Midlothian.

You will then be on a waiting list until a suitable property is available. It is hard to predict how long you may wait, as it depends on your own situation, the circumstances of other applicants, and housing stock that becomes available.

Remember to notify the Housing Team if your circumstances change. The change of circumstances form, and the full Housing Policy can be found at <https://tinyurl.com/Housing-Apply> or by scanning the QR code on this leaflet.