

Please ask for: Customer Services team
Dial: (01257) 244 800
E-mail address: enquiries@chorleych.co.uk

Dear Customer

APPLYING FOR HOUSING WITH CHORLEY COMMUNITY HOUSING

Thank you for your interest in applying for rented accommodation with Chorley Community Housing. Please find enclosed an application pack. **Please provide all the information requested with your completed form. Failure to do so will cause a delay in assessing your application.**

If you do not provide all the information requested we will write to you to inform you that we need further information and this information will need to be provided within 28 days. If we do not receive the information within this time then we will assume that you no longer wish to be considered for housing and the application will be cancelled.

While processing your application we need to assess your housing need, which will determine your priority for housing. It's important that you include any documents or evidence that might support your application. Enclosed in this pack you will find a document which sets out some examples.

Before you submit your application please use the checklist below to ensure you have provided everything we need:

- Complete your application form fully.
- Provide us with your National Insurance details.
- Enclose completed character and landlord references in support of your application (**please note that we are unable to accept an application without a character reference**).
- Enclose proof of any medical condition you or anyone else on your application may have.
- Provide your address details for the last five years.
- Sign and date your application.

If we have any queries on your completed form or require further information we will contact you. It's therefore important that you put a contact telephone number on the form so that we can reach you easily.

If you have any questions or concerns about completing your form then please do not hesitate to contact a member of the team on the number above. We look forward to receiving your completed application.

Yours faithfully

Customer Services Team

Customer Services Team

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Please note that as from 1 September 2008 our offices are open from 8.45am to 5.00pm, Monday to Friday.