

Date and time of interview: _____

Case Ref: _____

Date of Presentation: _____

Name			
DOB		Gender	
Nationality		Ethnicity	
NINO		Language	
Communication, translation or service accessibility needs		Proof of ID	
Contact Number			
Email			

SECTION B – HOUSEHOLD INFORMATION

Please provide the following information for all members who will be part of your homeless application

Name			
DOB		Gender	
Nationality		Ethnicity	
NINO		Language	

SECTION C – HOUSING APPLICATION

Do you have a current Edindex application? - if you know your Edindex number please provide this.	Yes / No if you know your Edindex number please provide this.
Have you ever had a tenancy with The City of Edinburgh Council or any Housing Association in Edinburgh?	Yes / No If yes, please provide the address and dates when you had this tenancy.

Do you have a property which you cannot currently access: (e.g. a joint tenancy or a joint mortgage)	Yes / No If yes, please provide details
Section D - ELIGIBILITY	
Are you a UK Citizen?	Yes / No
If you are an EEA National, do you have EEA Settled Status?	Yes / No
If not, when did you last enter the UK?	
Indefinite leave to remain? (settled status) Refugee status? Humanitarian discretionary leave to remain?	Yes / No Yes / No Yes / No
Are you or anyone on your household subject to the following restrictions:	<ul style="list-style-type: none"> • Immigration control • Recourse to public funds • Temporary admission to the UK • Asylum seeker with temporary admission to the UK • Other VISA restrictions • Any other restrictions to access public services in the UK • None of the above
If you have answered yes to any of the above, please provide a copy of your passport/papers to confirm.	

Section E – INCOME & EMPLOYMENT	
What is your current income source?	EMPLOYMENT / BENEFITS / NO INCOME
Do you have savings over £8000 or own assets of any type e.g. property, proceeds from sale of a house, a car, expensive jewellery etc	Yes / No If yes, please provide details
Would you be interested in a referral to receive further advice on Employability, Income Maximisation or Benefit Check?	Yes / No

SECTION F – HEALTH	
What is the name of your GP and surgery address?	
How would you describe your physical health?	
Do you consider yourself or anyone within your household to have any mobility issues?	Yes / No
How would you describe your mental health?	
Do you have a learning disability or any problems with reading, writing or understanding numbers?	Yes / No
Do you have an Addiction issue (e.g.	Yes / No

Alcohol, drugs, butane, gambling)	
Are you taking any prescribed medication and if so what is it for?	Yes / No

Section G – HOMELESS DETAILS	
What is the reason for your homeless application?	
Do you own, rent or have any accommodation you can safely occupy anywhere in the world?	Yes / No If yes, please provide details
What is your accommodation history over the last 5 years	
Why did you leave your last secure accommodation?	
If you are currently residing in a Private Rented tenancy, have you been issued with an NTQ?	Yes / No If yes, please provide a copy
Have you presented as homeless previously or been duty discharged by The City of Edinburgh Council or another Local Authority in the UK?	Yes / No If yes, please provide details
Do you require an uplift and storage of belongings from previous accommodation	Yes / No If yes please provide the address

Do you have any pets and do they require kennelling?	Yes / No If yes please provide further details
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SECTION H – LOCAL CONNECTION

If you are currently not resident in Edinburgh or have just moved to Edinburgh, please advise if you have any of the following	<ul style="list-style-type: none"> Family connection in Edinburgh – Yes or No – if yes please provide the name, relationship to you and full address of the person Has the family member been resident for 5 years in Edinburgh and not homeless during those 5 years? Yes or No Are you in Employment (voluntary not included). Yes or No Special circumstances e.g. fleeing DV, racial harassment. Yes or No
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SECTION I – OFFENDING

Have you ever been in prison previously or have any criminal convictions, pending charges or current orders/licence? Any action been taken against you for anti-social behaviour?	Yes / No If yes please provide details
Have you ever been charged with any sexual, violent, fire raising or weapons offences	Yes / No
Do you have a current Criminal Justice Worker and/or DTO worker?	Yes / No If yes please provide name and contact details
If you are subject to any bail conditions, are there any parts of Edinburgh that you cannot be accommodated in?	

Section J – RISK

Are you at risk of domestic abuse/violence or racial harassment from others in Edinburgh or elsewhere?	Yes / No
Is there any specific location in Edinburgh you are at risk	Yes / No If yes, please provide details

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SECTION K – HOUSING AND SOCIAL BACKGROUND

Do you have a care background and if so, do you have still have any social work involvement?	Yes / No, If yes for social work involvement, please provide details
Have you ever been in the Armed Forces	Yes / No
Have you ever slept rough? <i>(this means having no roof over your head to sleep and does not mean you did not have your own accommodation)</i>	Yes / No if yes was it during the last 3 months? Yes / No

SECTION L – HOUSING SUPPORT

Do you receive support from a friend or family member?	Yes / No If yes, please provide details on the type of support you receive
Do you have any Support Workers?	Yes / No <i>If yes, please provide the name and organisation they work for</i>
If not, do you believe you require a referral to an agency for housing support?	Yes / No If yes, please provide reasons (Y-People website)

Ed Index Questions

What housing would you accept?	House	Four in a block	Flat	Maisonette
Highest Floor you would accept?	With a lift		Without a lift	
Size of property required?	Studio/Bedsit		Bedrooms x	
Extra Bedroom Reason				

Registered Foster or Kinship carer?			
Do you consider yourself to be disabled?			
Employed by:	Edinburgh Council	Edindex landlord	
Related to/friends with:	Edinburgh Council employee	housing association employee	Edinburgh councillor