

# Housing Options Interview Form

For people who are homeless  
or threatened with homelessness.

It is important that you complete this form in full  
and bring all relevant information to your appointment.



# Your Housing Options Interview

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Your appointment has been booked with

**Stafford Borough Council's Housing Options Team  
at the Civic Centre, Riverside, Stafford, ST16 3AQ**

Date

Time

**The appointment will last for approximately 1 hour.**

Your Name

Contact Number

Email

It is important to prepare for the housing options interview. It is best to provide as much information as possible and be honest about your current situation. This will allow our Housing Options Officers to provide a plan that is personal to your situation and most likely to get you the outcome you need.

You must bring proof of ID and proof of income for everyone in your household to the appointment. Documents can be photocopied at reception. You will also need to bring documents with you specific to your housing situation. It is important that you read and complete the document checklist before attending the interview.

If you do not bring documents you may be called back for another appointment.

If you are not able to attend the appointment, or your situation changes and you are rough sleeping please call the Council on 01785 619 000 as soon as possible in order to make other arrangements.

## You and your household

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Single person

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Couple with no children

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Couple with children

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Please state how many children there are in the household.

## Current housing

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Rough sleeping

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Renting from a private landlord

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Sofa surfing

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Renting from a housing association

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Living with family / friends

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Supported accommodation / hostel

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## Previous accommodation

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Please provide details of where you have lived over the last three years

Date

Address

private

rented

housing association

Reason for leaving

---

Date

Address

private

rented

housing association

Reason for leaving

---

Date

Address

private

rented

housing association

Reason for leaving

## Reason for the interview

Mortgage repossession

Notice to leave from private landlord

Notice to leave from Housing Association

Order from the Courts to leave

Asked to leave by family/friends

Asked to leave hostel or supported accommodation

Threats of violence at property

Property Condition

Health Condition

Leaving prison

Leaving care

Leaving hospital

## Are you working with agencies?

Drug Recovery

Floating Support Worker

Alcohol Recovery

Women's Aid

Emotional Wellbeing

Probation

Community Mental Health Services

Community Rehabilitation Company (CRC)

Through Care Team

Debt Advice

Adult Social Services

Other - please specify

## Appointment checklist

It is important to read and complete the appointment checklist. Please bring this information to the interview.

### Proof of ID

Please provide one form of ID for each person in the household (including children).

Passport

Driving Licence

Birth Certificates

Prison Card

### Proof of income

Please provide one proof of income for each person in the household (including non-dependent children).

Bank Statements (last three months)

Benefit Award Letter (dated last six months)

Wage Slips (last three)

Post Office Statement (last six months)

## Other information and documents

You need to bring information specific to your housing situation. This will depend on the box that you ticked for *reason for housing options interview*.

IF YOU TICKED	YOU NEED TO BRING
Mortgage repossession	Letters from the Bank Letters from Solicitors Other Court Documents
Notice to leave from private landlord	Notice from the Landlord Any letters from the Landlord
Notice to leave from Housing Association	Notice from the Landlord Letters from the Landlord about the notice asking you to leave
Order from the Courts	Notice from the Landlord Order for Possession Warrant of Eviction
Asked to leave by family/friends	Contact details of people you are currently staying with
Asked to leave hostel or supported accommodation	Reasons why you have left current accommodation
Threats of violence at property	Police reports or crime reference numbers Supporting letters from agencies such as Womans Aid or Victims Gateway
Property condition	Letters to your Landlord regarding the disrepair Letters from Housing Standards about the disrepair
Health condition	Supporting letters from medical professionals outlining how the property is having a negative impact on your health
Leaving prison	Information about last settled address Information about agencies you are working with
Leaving care	Information about your last settled address Details about your Personal Advisor
Leaving hospital	Information about your last settled address Information about your hospital discharge



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## CONTACT

Housing Options Team  
Stafford Borough Council  
Civic Centre, Riverside, Stafford ST16 3AQ  
[housingadvice@staffordbc.gov.uk](mailto:housingadvice@staffordbc.gov.uk)  
01785 619 000

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If you need this information in **large print, Braille, other language** or on **audio cassette** please contact:  
[info@staffordbc.gov.uk](mailto:info@staffordbc.gov.uk)  
01785 619 000

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