

From homeless applicant to council
Homelessness application

Important notes:

- This letter can be posted, emailed or taken in person to the council
- Get independent advice. Shelter's national helpline is 0808 800 4444. Or search for a legal aid provider online at <https://www.gov.uk/check-legal-aid>
- Information about the help councils must give you is available at http://england.shelter.org.uk/get_advice

[Your address]

Tel: [Your telephone number]

Email: [Your email address]

[Council department, e.g. Housing Options Team]

[Council address]

[Date]

By [hand / post / email to [insert email address]]

Dear Sir/Madam

Homelessness application

I want to apply for housing and for help with finding housing because I am [homeless / at risk of homelessness].

I [lost my housing / am due to lose my current housing] on [date] because [say why you lost or are losing your housing, e.g. I was locked out of my home / a notice from my landlord is expiring / my parents have asked me to move out].

Please:

- contact me urgently to confirm the date and time of an appointment with a homelessness assessment officer, and
- confirm in writing that a homelessness application is being taken under Part 7 of the Housing Act 1996.

[Insert the following paragraph if there are other people in your household, who need accommodating with you]

The following people currently live with me:

[Name], aged [age], my [describe relationship to you, e.g. partner / father / daughter / carer etc]

[Name], aged [age], my [relationship to you]



[Insert the following paragraph only if you wish to live people who aren't currently living with you]

The following people would live with me if I had suitable housing:

[Name], aged [age], my *[describe relationship to you, e.g. partner / father / daughter / carer etc]*

[Name], aged [age], my [relationship to you]

I look forward to hearing from you shortly.

Yours faithfully

[Your name]

