

Vico Homes 

Homesearch Application form



Homesearch application form

Please make sure you read the Homesearch Membership Information Guide.

A copy of the Homesearch Membership Guide is available from our Homesearch website at vicohomesearch.co.uk under downloads or from any of our service access points (listed on page 26).

Please use **black** ink so your information can be photocopied clearly.

Please check all of the questions have been completed and answered fully.

If you need more space for your answer, please continue on page 15 of this application form, write the question and page number as a reference.

Please return the completed form to one of our Hubs (listed on page 26) or post to:

Homesearch
Merefield House
Whistler Drive
Castleford
WF10 5HX

Vico Homes

0344 9 02 02 02
vicohomesearch.co.uk

Vico Homes Limited
A charitable Community Benefit Society registered under the
Co-operative and Community Benefit Societies Act 2014.

Section 1: Personal details

First applicant

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>
Surname	<input type="text"/>			
First name(s)	<input type="text"/>			
Address	<input type="text"/>			
	<input type="text"/>			
Postcode	<input type="text"/>			
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Place of birth	<input type="text"/>			
Nationality	<input type="text"/>			
Share Code	<input type="text"/>			
National Insurance number	<input type="text"/>			
Sex	<input type="text"/>			
Date moved into current address (dd/mm/yy)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone numbers

Home	<input type="text"/>
Mobile	<input type="text"/>
Work	<input type="text"/>
Email	<input type="text"/>

Second applicant

If you want your spouse / partner / co-habitee to be re-housed with you as a joint tenant, they need to complete all the relevant second applicant sections

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>
Surname	<input type="text"/>			
First name(s)	<input type="text"/>			
Address	<input type="text"/>			
	<input type="text"/>			
Postcode	<input type="text"/>			
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Place of birth	<input type="text"/>			
Nationality	<input type="text"/>			
Share Code	<input type="text"/>			
National Insurance number	<input type="text"/>			
Sex	<input type="text"/>			
Date moved into current address (dd/mm/yy)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Relationship to main applicant	<input type="text"/>
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Phone numbers

Home	<input type="text"/>
Mobile	<input type="text"/>
Work	<input type="text"/>
Email	<input type="text"/>

For office use only

Original date	<input type="text"/>	<input type="text"/>	<input type="text"/>	Band	<input type="text"/>	Initial	<input type="text"/>
Person number	<input type="text"/>			Membership number	<input type="text"/>		
Rent reference	<input type="text"/>			F T reference	<input type="text"/>		
CRA/FTA	<input type="text"/>			Sundry debts	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fast pathed by	<input type="text"/>			Office	<input type="text"/>	Date	<input type="text"/>

Section 1: Personal details (continued)

Please give details of all people to be re-housed with you. Please include your spouse / partner / co-habitee on page 3 as second applicant if you require a joint tenancy.

	Person 1	Person 2	Person 3	Person 4	Person 5
Mr/Mrs/Ms/Miss					
Surname					
First name					
Relationship to you					
Date of birth					
Sex					
Address (if different to yours)					
Nationality					

If your children are living at a different address to yourself, can you please state how many nights they reside at your address each fortnight.

Please tick the main reason for applying to Vico Homes for a property.

Affordability - lower rent than alternatives

Security of tenure - long-term tenancy

Locality - need accommodation in particular area

Quality of accommodation - prefer standard to alternatives

Trusted landlord - Vico Homes reputation

Size and type of accommodation - need a particular property

Section 2: Previous names

If you have changed your name, please give your previous name(s). Include your name before any marriage.

First applicant

Second applicant

Section 3: Pregnancy details

Please tick the box if you or your partner is expecting a baby

Date baby is due

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You will need to show your service access point independent confirmation of the date your baby is due as your priority may change.

Section 4: Present accommodation

What type of property do you currently live in? Note: Only give details for the second applicant if the address is different from the first applicant.

First applicant

Second applicant

House

Bungalow

Apartment

Bedsit

Maisonette

Hostel

Hotel or guest house

Prison

Other - please specify

Number of bedrooms

Are you:

An owner

A Vico Homes tenant

A tenant of another registered social provider

A private tenant

A tied / service tenant

A lodger

Other - please specify

Section 4: Present accommodation (continued)

Please give details of people you currently live with who will not be moving with you.

Name	Relationship to you	Date of birth (dd/mm/yyyy)		

First applicant

Second applicant

Are you homeless or likely to become homeless in the next 56 days?

Yes No

Yes No

(If yes, please give further details in Section 14)

Do you have to leave your home because you have suffered domestic abuse?

Yes No

Yes No

(Is it safe to contact you at the address you have declared in Section 1? If not, please provide safe contact details below.)

Section 4: Present accommodation (continued)

Note: Only give details for the second applicant if the address is different from the first applicant.

First applicant

Second applicant

Name, address
and phone
number of
your landlord

Do you currently own
or rent a property that
you are not living in?

Yes No

Yes No

(Include joint ownership / tenancy with anyone else)

If yes, please
give address
and details of
why you are not
living there

If you are in
care please
state which
local authority is
providing your
care.

Section 5: Special needs

First applicant

Second applicant

Has your home been adapted in any way for the use of a person with physical disabilities, please give details?

If you receive any care or support, please give details

Do you have any enduring medical problems that affect the type of property you need to live in. If yes please give details in Section 14

Yes No

Yes No

Properties are advertised on the Homeseach website and in our Hubs. If you want to be considered for the advertised property you will need to express an interest in it, which will mean either checking the website each week or visiting one of our Hubs or phoning Homeseach on 0344 9 02 02 02.

If you, or anyone on your behalf, cannot do any of the above and need advice and help from Homeseach to express interest in advertised properties, please tick this box and Homeseach will contact you.

Section 6: Previous applications

First applicant

Second applicant

Have you previously filled in an application for housing with Vico Homes?

Yes No

Yes No

If yes, please give the membership number

Section 7: Further household details

Is any applicant a Vico Homes tenant applying for a smaller property?

Yes No

Yes No

Does any applicant have pets?

Yes No

If yes, please give details:

Section 8 : Employment, earnings and benefits

Vico Homes is a charitable organisation and a financial check will be undertaken at the point of allocation to ensure that Vico Homes charitable objectives are not breached.

Do you work in the Wakefield District?

Yes No

First applicant

Second applicant

Place of employment

Employer's name and address

Section 9: Relationship to employees

Does anyone on this application work for Vico Homes?

Yes No

If yes, please give their name, job title, department and relationship to you:

Is anyone on this application related to any employee*, Board Member* or Operations Committee Member* of Vico Homes?

Yes No

If yes, please give the name, job title, department and relationship to them:

*This applies for 12 months after leaving employment, OCM or Board of Vico Homes.

Section 10: Type of housing required

Accommodation required - please tick

House

Apartment

Independent Living

Multi-storey apartment

Maisonette

Extra Care Sheltered

Bungalow

Adapted property

How many bedrooms do you need?

Studio apartment

One

Two

Three

Four

Please state your preferred areas of choice

Area	Estate

Section 11: Previous residences

First applicant:

Please give the addresses where you have lived during the past six years and indicate whether you were a tenant, lodger or owner. Your application cannot be registered without this information. Please ensure that there are no gaps in your previous history.

Address	Landlord	Tenant / lodger / owner	Date from			Date to		
			Day	Month	Year	Day	Month	Year

Have you ever been a Vico Homes tenant?

Yes No

Second applicant:

If you have lived at any addresses, that are different from the first applicant during the last six years, please list them below and indicate whether you were a tenant, lodger or owner. Your application cannot be registered without this information. Please ensure that there are no gaps in your previous history.

Address	Landlord	Tenant / lodger / owner	Date from			Date to		
			Day	Month	Year	Day	Month	Year

Have you ever been a Vico Homes tenant?

Yes No

Have you or your partner ever served in HM Armed Forces?

Yes No

If yes, please give details of your service.

Section 12: Non-qualifying applicants

We need accurate and complete information about your Homesearch application. To enable us to complete our enquiries and identify any applicants or applications which do not qualify for Vico Homes properties under the law, please answer the questions below and make sure that you sign the declaration in Section 15.

Have you and everyone in your household lived continuously in the United Kingdom for the past five years? Please tick.

Yes No

If **anyone** in your household has **not** lived continuously in the United Kingdom for the past five years, please give details:

Their full name	<input type="text"/>	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to applicant	<input type="text"/>				
Their full name	<input type="text"/>	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to applicant	<input type="text"/>				
Their address(es) during this time	<input type="text"/>	Date from		Date to	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Has anyone on this application ever been evicted from Council, Housing Association or Registered Social Landlord housing for any reason? Please tick.

Yes No

Full name	<input type="text"/>	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address(es) of property	<input type="text"/>	Date from		Date to	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Landlord's name and address	<input type="text"/>				
Reason for eviction	<input type="text"/>				

Section 12: Non-qualifying applicants (continued)

Is anyone on this application the subject of a Criminal Behaviour Order or Injunction, or have they been in the past?

Yes No

Their full name	<input type="text"/>	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason	<input type="text"/>				

Has anyone on this application ever been excluded from a Social Housing Register?

Yes No

Reason	<input type="text"/>
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Has anyone in your household any criminal convictions which are not spent as explained in the Rehabilitation of Offenders Act 1974?

Yes No

If **yes** you must tell us about them here:

Their full name	<input type="text"/>	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to applicant(s)	<input type="text"/>				

Date of conviction	Convicted for:	Date convicted at:	Sentence:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Their full name	<input type="text"/>	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to applicant(s)	<input type="text"/>				

Date of conviction	Convicted for:	Convicted at:	Sentence given:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You **must** set out all the details of the convictions in full. If you are not sure about whether or not the conviction is 'spent', please read the Government guidance on the Rehabilitation of Offenders Act 1974

Section 13: Local connection

If you don't live or work in Wakefield can you please state below your local connection to Wakefield. If you have a family connection in Wakefield then please state the following; their name, address, relationship to you and how long they have lived in Wakefield.

Section 14: Additional information

If there is anything you want to add in support of your application please use the space below. Please provide the nationality and right to rent share codes for any occupant listed on this application aged eighteen or over who are not British or Irish in this section.

Section 15: Equal opportunity monitoring form

Please be assured that this information will be treated as strictly confidential and will be used for statistical and monitoring purposes only.

What is your first language?

First applicant

Second applicant

What is your faith?

First applicant

Second applicant

Christian

Muslim

Jewish

Hindu

Sikh

Buddhist

No faith

Other - please specify

If you would prefer us not to contact you during religious festivals, please provide details:

If you need this document in another format please contact us.

Section 15: Equal opportunity monitoring form (continued)

What is your race?	First applicant	Second applicant
White British	<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>
Other White background (please state)	<input type="text"/>	<input type="text"/>
Mixed White and Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	<input type="checkbox"/>
Other Mixed background (please state)	<input type="text"/>	<input type="text"/>
Asian / Asian British Indian	<input type="checkbox"/>	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
Other Asian background (please state)	<input type="text"/>	<input type="text"/>
Black / Black British Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
African	<input type="checkbox"/>	<input type="checkbox"/>
Other Black background (please state)	<input type="text"/>	<input type="text"/>
Chinese	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="text"/>	<input type="text"/>

Section 15: Equal opportunity monitoring form (continued)

Do you have any longstanding illness, disability or infirmity?

Longstanding means anything that has troubled you over a period of time, or is likely to affect you over a period of time.

First applicant

Yes No Don't know

Second applicant

Yes No Don't know

If you have answered yes, does this limit your activities in any way?

First applicant

Yes No Don't know

Second applicant

Yes No Don't know

Does anyone in your household use a wheelchair?

Yes No

Does anyone in your household use a mobility scooter?

Yes No

Are you:

Bisexual

Gay

Heterosexual

Lesbian

Other

Membership cancellation

Once you have accepted a property from a registered provider your Homesearch membership will be cancelled.

Section 16: Declaration

Vico Homes is committed to creating stable and safe communities and protecting the public funds we handle. To achieve this we may carry out enquiries and checks to ensure applicants will be suitable tenants. We may use the information you have given us to prevent and detect fraud and may share this information with other organisations that handle public funds to prevent and detect fraud. Any information obtained during checks will be treated sensitively and confidentially within the terms of the Data Protection Act 2018. Details of how we handle personal data can be found in our Privacy Notice which is available on Page 22 of this form and on [vicohomes.co.uk](https://www.vicohomes.co.uk) or [vicohomesearch.co.uk](https://www.vicohomesearch.co.uk). Please ensure that you read the information before you sign the form.

We will check the information you give us. If you knowingly or recklessly give us any information that is inaccurate or incomplete, we can:

- cancel your housing application;
- take action to repossess any tenancy it has provided for you; and
- you may have to pay a fine of up to £5,000 under Section 171 of the Housing Act 1996 if you have given false or misleading information in this application.

Important information

You can apply for Universal Credit (UC) to help with your living costs if you are on a low income or out of work. UC replaces the following benefits: Child Tax Credit, Housing Benefit, Income Based Job Seekers Allowance, Income Support, Income related Employment and Support Allowance and Working Tax Credit. If you are of working age the level of housing costs you get will reduce if your home is under occupied. If you under occupy by one bedroom then 14% will be deducted which will increase to 25% if you under occupy by two plus bedrooms.

Please read this declaration carefully before you sign and date it.

Declaration

I / we confirm that the information that I / we have provided in this application form is correct to the best of my / our knowledge.

I / we authorise Vico Homes to make whatever enquiries and checks that are necessary before confirming my / our acceptance on the Homesearch Scheme or offering a tenancy. I / we agree that checks may be carried out with any of the following agencies: Police, local authority, employers, banks / building societies, Social Services, Probation Service, Benefits Service, support agencies, doctors, Courts, Disclosure and Barring Service / Disclosure Scotland, current / previous landlords.

Provided data protection principles are followed, much of this inter-agency information can be transferred legitimately, and information will be made available to our partners. However, where there are requirements to share and constraints on releasing information to others these will be followed. I / we confirm that I / we understand the above warnings and have not made any false or misleading statements or given false information relating to this housing application.

I / we understand that Vico Homes will use the information provided to register this housing application and decide my / our eligibility for Vico Homes housing.

I / we understand any change in circumstances that might affect this application must be reported to Vico Homes immediately. Failure to do so may result in my / our application being cancelled.

If you fail to complete all sections of this application it may be returned to you and your application is likely to be delayed as a result.

If you fail to sign the application then your form will not be accepted.

Section 16: Declaration (continued)

First applicant:

Second applicant:

Signed:

Print name:

Date:

Refusal to give permission for us to carry out these checks may affect your application for rehousing.

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use or share personal information, your rights in relation to your personal information and how to contact us and the supervisory authority in the event that you have a complaint.

Who we are

Homesearch is owned and operated by Vico Homes Limited. Vico Homes is a registered charitable Community Benefit Society that provides social housing, social care and support. Vico Homes is the Data Controller of personal information and is registered with the Information Commissioner (ICO reg. no. Z9160379).

We are regulated under The Data Protection Act 2018, including The UK GDPR (General Data Protection Regulation).

Our contact details for data protection purposes are as follows.

Information Governance team

Vico Homes
Merefield House
Whistler Drive
Castleford
WF10 5HX

email: informationgovernance@vicohomes.co.uk

The individual responsible for data protection compliance is our Data Protection officer, who can be contacted using the above details.

How we use your information

Homesearch membership

We receive information about eligible individuals from the housing teams at the local authority of the areas where we own properties, so that we can contact them about their housing needs and help them to register with Homesearch and deal with nominations for our properties. We have a written agreement with each local authority covering the sharing of this information and we rely on the lawful basis of **Public Task** for processing these referrals.

You may also apply for Homesearch membership directly through our website, contact us by phone, or in person at one of our Hubs. The lawful basis we rely on for providing a Choice Based Lettings Service is **Public Task**. When you provide information about other people in your household, we assume that you have their consent to do so.

When you apply to be a Homesearch member we use the information on the paper or online application form to check whether you are eligible for Homesearch membership. If your application is successful, we will send you your membership number and how to log in.

Expression of interest in a property

When a Homesearch member submits an expression of interest in a Vico Homes property, or a person who is not a member is nominated by a local authority, or where the local authority submits a proxy bid on behalf of an applicant, we further process the information, relying on the lawful basis of entering a Contract (tenancy). If you express an interest in a property advertised by another housing provider we will share your details with them, please refer to the section 'Who we share your information with'.

Direct lettings

Once registered, we may further process your data because you meet the criteria for the direct let of a particular property. This may be through our liaising with a local authority. If you are eligible we will contact you and we rely on the lawful basis of entering a **Contract** (tenancy).

New Homes Fund

When you enter into a tenancy with us, we may be able to support you with accessing goods and grants such as decoration vouchers, white goods and flooring, to help make your new property a home. We will always seek your consent to do this, before sharing of your name, address and contact details with one of the providers. When we transfer your information to the relevant provider, they become a Data Controller of your information. They will contact you directly from that point, including providing you with privacy information.

The providers are:

- L & J Flooring – 83 Barnsley Road, South Elmsall, Pontefract WF9 2QW
- YPO – Industrial Park, 41 Kenmore Road, Wakefield WF2 0XE
- Dulux – Dulux Decorator Centre, Manchester Road, West Timperley, Altrincham, Cheshire WA14 5PG (can be redeemed at various outlets throughout the district)
- Housing Perks - 90 York Way, London, N1 9AG

Phone call recordings

When you call the Homesearch team or when they call you, we have a **legitimate interest** to record the call.

Promotional communications

We may use your personal information to send you updates (by email, text message, phone or post) about our products and / or services and of selected third parties. We have a **legitimate interest** in processing your personal information for promotional purposes to promote our business to existing and former customers. This means we do not usually need your consent to send you promotional communications. You have the right to opt out of receiving promotional communications at any time by emailing unsubscribe@vicohomes.co.uk or using the 'unsubscribe' link in emails or the 'STOP' number in texts.

We will always treat your personal information with the utmost respect and will never sell it to outside organisations for marketing purposes. We may ask you to confirm or update your marketing preferences if you instruct us to provide further products and / or services in the future, or if there are changes in the law, regulation or the structure of our business.

Types of personal information we collect

For your Homesearch membership and any subsequent tenancy application

- Your contact details, including an email address so that you can login.
- Your name and other identifying information, including date of birth and National Insurance number.
- Employment details and history.
- Income and benefits.
- Account information for collecting your rent.
- Family / household members' details.
- Previous addresses and landlords' details.
- Your nationality and immigration status.
- Recordings of phone calls to / from our call centre.
- Details of communications from and to you, relating to your application.

Special category data

Health, medical, disability and carer details

We use this information to better understand your needs and provide a better service, to assess the suitability of accommodation, the need for any adaptations and whether we recommend you engage with support services that we offer, such as Wellbeing caseworkers. The lawful basis we rely on to process this information is GDPR Article 9 2(b) and the Data Protection Act (DPA) 2018, Schedule 1, Part 1 (Social Protection Law).

We also collect faith, race and sexual orientation data to monitor equality, diversity and inclusion, to help ensure our services are delivered fairly. The lawful basis we rely on to process this information is GDPR Article 9 2(g) and the DPA 2018, Schedule 1 Part 2 (8) (Equality of opportunity and treatment).

If you provide information about a history of suffered abuse; only with your consent, will we share your information with Wakefield Council Domestic Abuse Service.

We collect information that you provide about criminal convictions, behaviour and offences so that we can safeguard our employees and the communities where we are the landlord. The lawful basis we rely on to process this information is GDPR Article 9 2(b) and the DPA 2018, Schedule 1, Part 1 (Employment and Social Protection Law).

The DPA 2018 requires us to have an Appropriate Policy Document (APD) for the above conditions of processing special category and criminal offence data. Our APD sets out and explains our procedures for securing compliance with the principles of GDPR and policies regarding the retention and erasure of such personal data.

Data processors

To provide services such as online services and cloud storage we use Data Processors that we have a written agreement with. All Data Processors are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our Data Processors to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in line with our instructions.

Who we share your personal information with

Expressions of interest in non Vico Homes properties

Several registered social housing organisations advertise properties on Homesearch; their name is displayed as part of the information about the advertised property. When you express an interest in a property that is not owned by us, we transfer your information to the relevant housing organisation and they become a Data Controller of your information. They will contact you directly from that point on, including providing you with privacy information.

Local authorities

We have Information Sharing Agreements with Wakefield Council and other local authorities, which allow both parties to exchange information limited to that required for housing purposes. This agreement also allows the local authority housing team to access Homesearch in the course of their normal duties, such as assisting with, or checking progress of applications. Access to Homesearch is strictly controlled. Please read the local authority's Privacy Notice for information on how they process your information.

Verifying your information

When you express an interest in a Vico Homes property we may verify information you have provided with your employer, current or previous landlord and credit reference agencies.

Protecting your interests

To protect your health, social or economic wellbeing we may share your information with other agencies, usually with your consent but also where it is of substantial public interest or in an emergency to protect your vital interests.

Our public interest duties

The Ministry of Housing, Local Communities and Government require us to share data about properties we let and who we let them to.

We participate in the National Fraud Initiative (NFI) data matching exercise carried out by the Cabinet Office. This is a national scheme run by the Government, which aims to assist in the prevention and detection of fraud.

Utility broker

We have a **legitimate interest** to ensure utility bills are accurate and assigned to a new tenant. When you move into a Vico Homes property we share your name, contact details and the start-date of your tenancy with a utility broker or Yorkshire Water. We use a utility broker as a single point of contact to liaise with tenants and the utility companies.

We may disclose and exchange information with law enforcement agencies, regulatory bodies, legal representatives, auditors and insurers, to comply with our legal and regulatory obligations and to protect us from legal claims.

How long we retain your information

If you are a Homesearch member and you successfully apply to live in a property your membership will cease.

If you have not expressed an interest in a property you can withdraw your consent and cancel your membership at any time. If you do not express an interest in a property over a 12 month period we will contact you and, if we do not hear from you, we may cancel your membership.

Your information will be retained by us in accordance with our records retention schedule.

Keeping your personal information secure

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and are subject to a duty of confidentiality.

We have a Personal Data Breach Plan, to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Transferring your personal information out of the United Kingdom (UK)

To deliver services to you, it may be necessary for us to share your personal information outside the UK, for example if we were to use a cloud service provider based outside the UK. These transfers are subject to special rules under UK data protection law. In such a situation, we will make sure that we have adequate safeguards and security measures in place as required by the GDPR.

Changes to this privacy notice

We may change this privacy notice from time to time by updating this page. You should check this page regularly so that you are aware of any changes.

Do you need extra help?

We are committed to giving everyone equal access to information. If you would like this information in another format, please phone us on 0345 8 507 507.

West area

Wakefield City and Rural

Vico Homes Hub
2 Bull Ring
Wakefield
WF1 1HA

Areas covered:

Wakefield City Centre, Eastmoor, Darnley, Peacock, Alverthorpe, Kirkhamgate, Wrenthorpe, Stanley, Outwood, Belle Vue, Sandal, Kettlethorpe, Crigglestone, Hall Green, Walton, Bretton, Notton, Woolley, Lupset, Flanshaw, Gill Sike, Portobello, Thornes, Manygates, Horbury, Ossett, Gawthorpe, Netherton and Middlestown

East area

Castleford, Pontefract, Knottingley, Normanton, Featherstone and South East

Pontefract Hub
1 Horsefair
Pontefract
WF8 1PE

Areas covered:

Airedale, Ferry Fryston, Redhill, Cutsyke, Four Lane Ends, Glasshoughton, Half Acres, Hightown, Smawthorne, Three Lane Ends, Town Centre, Whitwood, Pontefract, Darrington, Knottingley and Ferrybridge, Normanton, Altofts, Kirkthorpe, Featherstone, Ackton, Streethouse, Charlston, Hemsworth, South Elmsall, South Kirkby, Upton, Thorpe Audlin, Ackworth, Fitzwilliam, Havercroft, Kinsley, Ryhill, South Hiendley, Wragby, Wintersett and Crofton

How to make an expression of interest

You can make up to three expressions of interest for properties you are eligible for at any time during an advertising cycle. There are a number of different ways to do this:

Online:

Visit vicohomesearch.co.uk, if you are using the website for the first time you will need to 'Register'. After this you can 'Login' and then 'Express an Interest'.

Phone:

Phone 0344 445 7224 to use our speedy automated line and follow the instructions, or phone 0344 9 02 02 02 to make an expression of interest through an operator.

In person:

Go to our Hubs at Wakefield or Pontefract and tell a customer service advisor the properties you want to apply for, they will submit your expressions of interest onto our system for you.

If you need help to complete this form, then please contact us.



0344 9 02 02 02 - Text Relay calls are welcome.
(Calls to Vico Homes may be recorded for training purposes)



homesearch@vicohomes.co.uk

We are committed to giving everyone equal access to information.

If you would like us to communicate with you in a different way, or receive written information from us in another format, please phone 0345 8 507 507 or email contact@vicohomes.co.uk