**Template letter**

**Homeless application letter**

**HAND DELIVERED** [if possible and obtain a receipt or take it with you and give it to the person who interviews you]

[Name of the housing department]  
[Their address]

[Your name]  
[Your address]

[Date]

Dear Sir/Madam

**Homeless Application**

I wish to make a homeless application under the Housing Act Part VII.

I believe that I should be considered to be homeless because although I currently have somewhere to live it is not reasonable for me to continue to occupy it.

**The reasons**

I am a disabled person. [Set out details of your disability and how it affects you]

**My current accommodation**

[Set out why it is not reasonable for you to continue to live there. This should include details of the property and how your life is affected by living there, eg if certain parts of the property are inaccessible and cannot be used. Also include information such as any problems in adapting the property, eg the landlord will not consent/the property cannot be adapted because of pysical constraints]

**My communications with the council**

[Set out any previous attempts to get help with your housing and/or make a homeless application and what happened.]

**The law**

Section 175 of the Housing Act 1996 makes clear that a person is homeless if s/he has accommodation but it is not reasonable to continue to occupy that accommodation.

I understand that under s189A of the Housing Act 1996 the council has a duty to carry an assessment of my housing needs and to provide a written ‘Personalised Housing Plan’.

Please confirm that you are accepting this letter as a homeless application and that you will take the necessary steps to work with me to create my Personalised Housing Plan.

I can be contacted on [tel number and/or email address] to attend for an interview or provide any information you need.

My Access requirements

[If you have any access requirements the housing department needs to be aware of before inviting you to an interview, so state them here]

Yours faithfully