



# HOUSING ASSOCIATION NOMINATION REFUSAL FORM

Housing Needs Section  
Swindon Borough Council  
Euclid Street  
Swindon SN1 2JH  
Tel: 01793 445503  
Web: [www.Swindon.gov.uk](http://www.Swindon.gov.uk)

## ONLY TO BE COMPLETED IF YOU ARE REFUSING A HOUSING ASSOCIATION PROPERTY

Name:.....Name (Joint Applicant).....

Your address:.....

Housing Application Number:.....

Address of property bid for .....Property ID.....

I / We Viewed / did not view the property on ...../...../..... and I am / we are not accepting it for the following reasons:

.....  
.....  
.....

Have you informed the Housing Association of your decision Yes / No

SIGNED.....SIGNED (Joint Applicant).....

DATE.....DATE.....

Please return the form for the attention of the Allocations & Advice Manager at the address shown on the top of this form.



### Data Protection

The information you provide will be used to monitor and record the reasons given for refusing a Housing Association property and updating your housing application. This information may also be shared with other council departments.

## OFFICE USE ONLY:

Passed to: Lettings Manager Date received.....

Reason for property refusal: Agreed / Disagreed / Noted

Comments.....  
.....

Signed..... date.....

Date letter sent to client: ...../...../.....

**Appeals:**

File / appeal letter passed to Senior Housing Officer, Housing Services.

Officer dealing .....Date received ...../...../.....

Appeal Agreed / Disagreed signed.....Date.....

Comments / action.....

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**Letter sent to applicant regarding the outcome of the appeal ...../...../.....**