



Date as Postmark

Dear Sir/Madam

Thank you for your interest in applying to Knowes Housing Association for housing.

Please find enclosed the following: -

- Knowes Housing Application Form
- Information about Knowes Leaflet
- Applying for a Knowes Tenancy Leaflet
- A Map of Faifley
- Stock Profile – Size of Accommodation by Street

If you or any member of your household who is applying to move with you, has a medical condition which is affected by current accommodation, please contact us to request a medical application form.

The Association has a Nominations Agreement with West Dunbartonshire Council which means that one in every two of our vacancies will be offered to them. Therefore if you have not already done so, you should apply to them directly or contact the Association for an application form.

If you require assistance in completing our form or wish to discuss your requirements, please contact me to arrange a mutually convenient time for you to call into the office. You may also wish to visit our web site www.knowes.org for further information on the Association and our properties.

Yours faithfully

A handwritten signature in black ink, appearing to read "K Grainger".

Karen Grainger
Allocations Officer

Enc

Returning this Application Form

The application form should be either posted or handed in to our office at:

Knowes Housing Association Ltd
10 Field Road
Clydebank
G81 5BX

To ensure that this application reaches us it is essential that you pay the correct postage amount. If you provide additional documentation with your form you will have to pay the higher rate. Please refer to the table below for guidance.

An A4 envelope is a large envelope – the same size as the form when it is not folded in half. For reference, an A5 envelope is the size of the application when it is folded in half.

Please note that these costs are correct at 12 May 2009 but may be subject to change by the Royal Mail.

Envelope Size & Application Size	First Class – minimum cost to post to Knowes HA	Second Class – minimum cost to post to Clydebank HA
A5 without medical form or any other information	39p (first class stamp)	36p (second class stamp)
A5 with medical form and/or other information	39p – up to 100g	36p – up to 100g
A4 without medical form or any other information	61p – up to 100g	50p – up to 100g
A4 with medical form and/or other information	61p – up to 100g	50p – up to 100g