



An Ghníomhaireacht
Tithíochta
The Housing Agency

The HMD Form 1



An Easy-to-Read Guide
to Completing the HMD Form 1

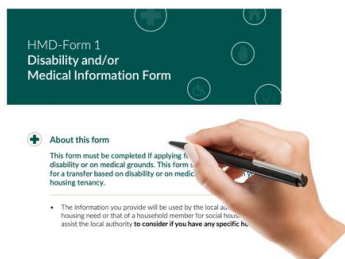
Completing the HMD Form 1



This is an Easy-to-Read guide to completing the HMD Form 1. The HMD Form 1 is also called the Housing Disability and/or Medical Information Form.



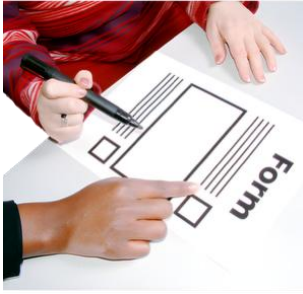
You can get the HMD Form 1 from the local authority where you live.



You can print out the form from their website, or get it from their office.

Completing the HMD Form 1

What is in this guide?



1. What is the HMD Form 1?



2. What do you need it for?



3. Who can help you fill it in?



4. What do you need to remember when you fill out the form?



5. How do you fill in part 1 of the form?

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6. Who can fill in the other parts?



7. What do you do when you have filled the form in?



8. More information

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1. What is the HMD Form 1?



The HMD Form 1 is also called the Housing Disability and/or Medical Information Form.

You need to fill in HMD Form 1 if



- You are applying for **social housing** support.

and



- You have a disability and/or medical grounds, or someone who lives with you does.



- **Social housing** is housing provided to **households** who do not have enough money to pay for their own place to live in, like a house or an apartment.

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- A **household** is the number of people living with you in your home.



The form is used to tell your local authority about your housing requirements.



Local authorities are also known as county councils or city councils.

You also need to fill out the form if

- You are already in social housing and you want to move from the home you are in.



and

- You have a disability and/or on medical grounds.

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The form has 3 parts.



You need to fill out part 1 yourself.



You need to ask other people to fill out part 2 and part 3 for you. These people should be healthcare professionals who know you.

Healthcare professionals are medical, nursing, health or social care staff.



You can find more information about the people who can fill in these parts of the form in section 6 of this guide.

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2. What do you need it for?



The information you give will help your local authority decide if you should have priority on the **housing list** because you have a disability or on medical grounds.



- A **housing list** is a waiting list for people who have applied for social housing but still need a home.



The information you give will also let your local authority know if there is anything you need to have in your new home.

For example, you might need:

- To be close to services
- An additional bedroom for support workers
- Wheelchair access.



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3. Who can help you fill it in?



You might need support from someone you trust to fill out the form.



If you have any questions about the form, you can contact your local authority's housing office.



You can also ask for help at a Citizens Information centre.

Citizens Information centres give free advice on housing and lots of other issues.



You will need to get 2 healthcare professionals to fill in part 2 and part 3 of the form for you.

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4. What do you need to remember when you fill out the form?



- Write your answers.
- Check that you have answered all the questions on the form.
- Make sure you sign the form everywhere you need to.
- You will need to get an Occupational Therapist's report if you need your home to have specific things in it to help with your disability.
- You will need to give the Occupational Therapist's report to the local authority with the form.
- Your local authority will follow data protection rules when dealing with the information you give them.

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This is called GDPR.

Data protection rules keep your information safe when other people are using or keeping it.

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5. How do you fill in part 1 of the form?



Part 1 of the form is for you to fill in.

- The form asks if you are applying because you are disabled or on medical grounds.



You will need to say what your disability is or give medical information.

If you are disabled, you will need to say whether it is a physical, sensory, mental health and/or intellectual disability.

A hand is shown writing on a form. The form has the following text: 'Name R. Smith', 'Address 224 West St', 'Manchester', and 'Phone Number'. The hand is holding a pen and is in the process of writing the word 'Manchester'.

- The form asks for your full name, date of birth and contact details.

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- It also asks for your Personal Public Service (PPS) number.

You can find this number on your Public Services Card.



If you are not sure what your PPS number is, you should get in touch with your Intreo centre.



Intreo is the Irish Public Employment Service.

It deals with all types of government support, including housing.

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Applying with other people



If you are applying along with someone else, remember to give their details as well.



You will both need to sign to show that you are happy for your information to be shared with your local authority.

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6. Who can fill in the other parts?



You need to ask 2 healthcare professionals to fill in part 2 and part 3 of the form.

The people who can fill in these parts of the form can be:

- A General Practitioner they can also be called a GP.
- A Mental Health Nurse.
- A Public Health Nurse.
- A Nurse.
- A Consultant.
- A Social Worker.
- An Occupational Therapist.



Or they can be any other healthcare professional that your local authority says is allowed to fill in the form.



Check with your local authority if you are not sure who to choose to fill in these parts.

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The people filling in these parts of the form will say what sort of home they think you need for your disability.

They will also say what they think it should have in it to help you.

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7. What do you do when you have filled the form in?



Make sure you give parts 1, 2 and 3 of the form together to your local authority.

Try to give your form to them in person at your local authority's office.



They will check that no information is missing. They will also add a housing reference number to the form. This will help them keep track of your application.



Make sure you also give the local authority any other documents they ask for.



8. More information.

You can contact your local authority for more information on anything in this guide.

Some useful websites:



- Find your local authority
(<https://www.gov.ie/en/department-of-rural-and-community-development-and-the-gaeltacht/publications/local-authorities/>)
- Citizens Information
(www.citizensinformation.ie)
- Local Intreo centres
(<https://www.gov.ie/en/department-of-social-protection/services/find-your-local-intreo-centre/>)

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This Easy to Read document was developed by the Housing Agency with the support of Prepress Projects.



This document was proof-read for its accessibility by disabled people at Square Peig Solutions.

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