

Application for housing



IMPORTANT NOTES FOR APPLICANTS

- o Please complete the form as fully as possible using block capitals.
- o All information provided will be held in confidence on our files, if you wish to check this information please contact the address shown at the end of this form.
- o Make sure you let us know if the information you provide in this form changes.
- o Your completed form should be returned with the items listed overleaf.
- o It may be useful to take a copy of the form before returning it.
- o Don't hesitate to contact us if you experience difficulties in completing this form.

In the village of _____

Please write village name where you are applying for housing

Your details

	Applicant 1	Applicant 2
Surname		
First name(s)		
Date of birth (DD/MM/YY)		
Address		
Post code		
Home tel no.		
Work tel no.		
Mobile tel no.		
Email address		
Relationship (for joint applicants)		

Family details

If applicable please give details of each person, other than applicants 1 and 2, who will be living with you.

Surname	First name(s)	Relationship to applicant	Date of birth (dd/mm/yy)

(Expectant mothers should include anticipated date of birth)

Supporting documents

In order for us to process your application please ensure that you enclose the following with your completed form (if you are unable to enclose any of the documentation at this stage, you will be expected to have them with you if you are selected for an interview):

- o Copies of your last 3 months' bank statements.
- o Copies of your last 3 months' or 5 weeks' payslips. Please also include proof of any other income received, such as Working Tax Credit, Child Benefit etc.
- o If you are renting we would like a copy of your statement/rent book.
- o Proof of any savings that you have.
- o If you have had a County Court Judgement that has been satisfied, please enclose a copy of the Certificate of Satisfaction.
- o Copies of statements relating to bank loans, credit/store cards, HP loans, detailing installment figure and remaining balance.

If you are applying for a shared ownership property you are also asked to provide:

- o A letter from your employer or a copy of your employment contract confirming that your employment is permanent (unless self employed).
- o Proof of any savings you have.
- o If your purchase is being helped by monies from family a letter from them confirming this and the amount they are contributing.
- o If you have a home to sell, confirmation of the selling price from an Estate Agent.

If you are unable to provide any documents please explain which ones and why in the space below.

Local connection

The majority of our homes are only available to people with a local connection to the parish in which they are built. If we are unable to find a suitable applicant from the parish we will widen our search to surrounding villages.

	Applicant 1	Applicant 2
Do you live in village now, if so for how long?		
If you used to live there but moved away, give dates when you lived there.		
If you have close relatives living in the village please give their relationship, names and addresses.		
Do you have any other social involvement with the village? e.g Parish Council, sports club. Please specify.		
Do you work in the village?		
If yes, where and for how long?		

Employment and financial information

	Applicant 1	Applicant 2
Occupation		
Annual salary (before deductions)		
National Insurance Number		
Additional income e.g. Income Support, Pension, Child Allowance, Tax Credits		
Investment income etc (please specify)		
Existing financial commitments e.g. Loans, HP agreements, child maintenance, rent/mortgage		
Do you have any rent/mortgage arrears? If yes, how much?		
What savings do you have?		

	Applicant 1	Applicant 2
Has any action been taken to recover possessions of your home, e.g. notice been served or court proceedings issued?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details and enclose a copy of documentation.
Have you ever been served with notice or had a court order for anti-social behaviour or rent arrears?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details and enclose a copy of documentation.
Name of employer		
Address of employer		
Do you currently own a property? If yes, what is it's value?		
What is the outstanding mortgage?		
If you have approached a Bank/Building Society for a mortgage, how much have they indicated that they would be prepared to lend?		

ASSESSING AFFORDABILITY

When moving home it is important that you know your financial capabilities. The table below will help you understand what is affordable for you, if you are unsure of what costs might be, estimate on what you are currently paying. Don't forget, if you're looking to rent and come from a low income household you may be entitled to housing benefit, please contact you Local Council to find out more.

Rent/Mortgage £.....	<i>Please indicate if your calculations are based on weekly or monthly assumptions.</i>
Council Tax £.....	
Contents insurance £.....	Total income (salary/wages) £.....
Electricity £.....	Other income (benefits/savings) £.....
Gas £.....	Total outgoings (household) -£.....
Water £.....	Total after deductions £.....
Telephone £.....	
Total outgoings £.....	

Sharing information: English Rural Housing Association (ERHA) will only process your personal data for the purpose of processing your application for housing and will hold your information in accordance with the Data Protection Act 1998.

All information you give on this form (and information resulting from contact with your landlord and/or employer) may be shared with the same only in relation to this application.

All information will be treated in the strictest confidence. We reserve the right to take up any references relating to the application as we consider necessary and may search the files of any credit reference agency which will keep a record of any such request. We may also disclose the local connection highlighted in the application to the relevant Parish Council.

We must protect the public the public funds we handle and so may use the information you have provided on this form to prevent and detect fraud. Under section 29(3) of the Data Protection Act 1998 the information may be disclosed for purposes of crime prevention and detection. Sensitive personal data such as racial or ethnic origin, offences (including alleged offences) and physical and mental disabilities are required under the Equal Opportunities Monitoring statute.

We may also share this information for the same purposes with other organisations that handle public funds. The information may be used for statistical surveys, which means we may pass this information to government departments and agencies working on our or their behalf.

Declaration: It is a criminal offence to knowingly or recklessly make a false declaration or withhold information reasonably required in connection with your application. I/we have read the above and confirm that I/we have provided accurate and up-to-date information relating to my/our application for rented or shared ownership accommodation. I/we understand that if it is found that false information has been given to obtain housing either knowingly or recklessly, appropriate legal action may be taken by ERHA to seek possession of any tenancy or leasehold granted. (Translation service available if required)

I/we understand that as a tenant or owner occupier, I will be required to give up my tenancy/sell my current home on the day of completion if I buy or rent a home through ERHA.

SIGNED	Applicant 1	Date.....
SIGNED	Applicant 2.....	Date.....

Please return this form to:

Applications Department
English Rural Housing Association
Hall House, 9 Graphite Square
Vauxhall Walk
London SE11 5EE
Tel: 020 7820 7930
Fax: 020 7820 7931

What happens next?

On receipt, your application will be considered and your local connection, severity of housing need and financial abilities will be assessed. When these details are confirmed, you may be interviewed by a representative of English Rural Housing Association and your case will be considered by a panel before a final decision is made. You will be notified as soon as possible of the outcome of the selection procedure.

We will endeavor to return all original documentation enclosed as part of the application to both successful and unsuccessful applicants at the earliest opportunity. However, we would advise applicants to send copies only with their application and have originals ready for inspection by the Housing Manager should you be selected for an interview.

Equal opportunities

Housing Associations aim to operate a policy of equal opportunities in all aspects of their work and to provide homes for those in need of affordable housing irrespective of gender, race, creed, religion, sexual orientation and marital status. In order to ensure that we are actively pursuing this policy, we record the ethnic origins of those whom we house. It would help us if you indicate below your ethnic origins. It will not affect your application if you prefer not to complete this section.

Please tick which most closely describes you:

	Applicant 1	Applicant 2
White European	<input type="checkbox"/>	<input type="checkbox"/>
Black/Afro Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
Black Asian	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)		
Male	<input type="checkbox"/>	<input type="checkbox"/>
Female	<input type="checkbox"/>	<input type="checkbox"/>