

APPLICATION FOR HOUSING



IMPORTANT NOTES FOR APPLICANTS

- > **Please complete the form as fully as possible using block capitals.**
- > **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.**
- > **Make sure you let us know if the information you provide in this form changes.**
- > **Your completed form should be returned with the supporting documents listed.**
- > **It may be useful to take a copy of the form before returning it.**
- > **Do not hesitate to contact us if you experience difficulties in completing this form.**

VILLAGE OF INTEREST:		<i>Please tell us the name of the village where you are applying for housing.</i>
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ABOUT YOU:	APPLICANT 1	APPLICANT 2
Surname		
First name(s)		
Date of birth (DD/MM/YY)		
Address		
Post code		
Home phonenumber		
Work phonenumber		
Mobile phonenumber		
Email address		
How long have you lived at this address?		
If you have lived at this address for less than 5 years, please provide previous address(s) <i>(continue on a separate sheet if necessary.)</i>		
Relationship <i>(for joint applicants)</i>		

SUPPORTING DOCUMENTS

In order for us to process your application please ensure that you enclose the following with your completed form:

- > **Copies of your last 3 months' bank statements.**
- > **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.**
- > **If you are renting we would like a copy of your statement/rent book.**
- > **Proof of any savings that you have.**
- > **If you have had a County Court Judgement that has been satisfied, please enclose a copy of the Certificate of Satisfaction.**
- > **Copies of statements relating to bank loans, credit/store cards, finance agreements (e.g. cars, white goods), detailing instalment figure and remaining balance.**
- > **A photocopy of your photographic identification (passport, driving licence etc.), with the original to be viewed at interview as necessary.**

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

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

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

OTHER HOUSEHOLD 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)

Does your household have any pets?	YES	☐	NO	☐
If yes, please provide details				

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 the village now?	YES ☐ NO ☐	YES ☐ NO ☐
If yes, for how long?		
If you used to live there but moved away, please give dates when you lived there.		
If you have close relatives living in the village please give their relationship, names & addresses and dates of how long they have lived in the village.		
Do you have any other social involvement with the village? e.g. Parish Council, sports		

PREVIOUS HOMES AND HOUSEHOLD

	APPLICANT 1		APPLICANT 2	
Has any action been taken to recover possession of your home, e.g. notice been served or court proceedings issued?	YES ☐	NO ☐	YES ☐	NO ☐
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 ☐	NO ☐	YES ☐	NO ☐
If yes, please give details and enclose a copy of documentation.				
Do you, or anyone in your intended household have any unspent criminal convictions?	YES ☐	NO ☐	YES ☐	NO ☐
If so please give details.				
Do you now have, or have you ever had, a financial interest in or owned a property within the UK or abroad?	YES ☐	NO ☐	YES ☐	NO ☐
What is the current market value?				
What is the outstanding mortgage?				
If you have approached a Bank/Building Society for a mortgage, how much have they indicated they would be prepared to lend?				

HOUSING REQUIREMENTS

Please indicate your preference:

Complete this section only if you are applying as a first resident of a new scheme

Do you wish to:

buy (shared ownership)	
rent	
either	

If you prefer shared ownership, please explain below how the purchase will be funded?
i.e. sale of property, family assistance, mortgage, savings etc.

YOUR PRESENT HOUSING CIRCUMSTANCES

TELL US ABOUT YOUR CURRENT HOME:		APPLICANT 1		APPLICANT 2	
Is it owned by you, rented, tied, lodgings, shared (e.g. with parents), other? <i>(please specify)</i>					
Is it a house, bungalow, flat, caravan, mobile home, rooms, bed-sit, other? <i>(please specify)</i>					
If it is a flat, what floor?					
How many bedrooms are there altogether?					
How many adults live there? <i>(please indicate gender and age)</i>					
How many children live there? <i>(please indicate gender and age)</i>					
Do you have...	A bathroom?	YES ☐	NO ☐	YES ☐	NO ☐
	A kitchen?	YES ☐	NO ☐	YES ☐	NO ☐
	An inside WC?	YES ☐	NO ☐	YES ☐	NO ☐
	Own garden?	YES ☐	NO ☐	YES ☐	NO ☐
	Shared garden?	YES ☐	NO ☐	YES ☐	NO ☐
	Access to garden?	YES ☐	NO ☐	YES ☐	NO ☐
Are you under any obligation to leave, or threat of eviction		YES ☐	NO ☐	YES ☐	NO ☐

EMPLOYMENT AND FINANCIAL INFORMATION

	APPLICANT 1	APPLICANT 2																				
Occupation																						
Name of employer																						
Address of employer																						
Annual salary <i>(before deductions)</i>																						
OR weekly earnings																						
National Insurance Number	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
Additional income e.g. Income Support, Pension, Child Allowance, Tax Credits																						
Investment income, e.g. Savings etc. <i>(please specify)</i>																						
Please list existing financial commitments e.g. Loans, Credit/Store Cards, Finance agreements, Rent/Mortgage, Child Maintenance.																						
Do you have any rent/mortgage arrears?	YES ☐ NO ☐	YES ☐ NO ☐																				
If yes, how much?																						
What savings do you have?																						
If there are any other earners in the household?	YES ☐ NO ☐	YES ☐ NO ☐																				
If yes, what is their weekly pay?																						

OTHER APPLICATIONS FOR HOUSING

	APPLICANT 1	APPLICANT 2
Are you on any local authority waiting list?	YES ☐ NO ☐	YES ☐ NO ☐
If yes, which ones and how long have you been on their list?		
Are you on any other Housing Association's waiting list?	YES ☐ NO ☐	YES ☐ NO ☐
Have you ever been offered housing by a Council or Housing Association?	YES ☐ NO ☐	YES ☐ NO ☐
If you have been offered accommodation and have turned it down, please give details of why.		

CITIZENSHIP STATUS

	APPLICANT 1	APPLICANT 2
Are you subject to any immigration rules?	YES ☐ NO ☐	YES ☐ NO ☐
If yes, please explain.		
Have you been granted refugee status by the Home Office?	YES ☐ NO ☐	YES ☐ NO ☐
If you are not a British Citizen, please state your current immigration status and provide a copy of your current visa.		

HEALTH AND MOBILITY

Please answer all of the questions for yourself and anyone else who will be living with you.

	APPLICANT 1	APPLICANT 2
Does your present home aggravate any medical condition?	YES ☐ NO ☐	YES ☐ NO ☐
Are stairs a problem?	YES ☐ NO ☐	YES ☐ NO ☐
Is a wheelchair or walking aid used?	YES ☐ NO ☐	YES ☐ NO ☐
Could your housing need be resolved by adapting your existing accommodation?	YES ☐ NO ☐	YES ☐ NO ☐
Should this application be successful, would the new property require any adaptations?	YES ☐ NO ☐	YES ☐ NO ☐
Please give details where you have answered YES to any of the above questions		
GP's name and address		

Additional information: **Please add any further information that will help explain why you need the housing for which you are applying:** *(Continue on a separate sheet if necessary)*

ADDITIONAL INFORMATION

In order to process your application we will also need a selection of additional information and would therefore be grateful if you could enter details below where applicable:

Income from State Subsidies or Benefits

Job Seekers Allowance pw		Occupational Pension pw	
Tax Credits pw		State Pension pw	
Income Supportpw		Pension Credit pw	
Child Benefit pw		Incapacity Benefit pw	
Housing Benefitpw		Other Benefits pw	

pw = per week

References

If you are currently renting a property we may seek reference from your current landlord as part of the application process, please therefore provide these details below:

Name of Landlord	
Landlord's Address	

Assessing Current 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 your Local Council to find out more.

Rent/Mortgage	£
Council Tax	£
Contents Insurance	£
Electricity	£
Gas	£
Water	£
Telephone	£
Total Outgoings	£

Please indicate if your calculations are based on weekly or monthly assumptions:	Weekly ☐
	Monthly ☐
Total income (salary/wages)	£
Other income (benefits/savings)	£
Total outgoings (household)	£
Total after deductions	£

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 2018 and the UK General Data Protection Regulations.

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 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.

Housing Associations are not allowed by law to grant benefit to their employees, committee members or their close relations. To assist us in complying with this law, please answer the following:

YES	☐	NO	☐
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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.

APPLICANT 1	Signature:	Date:
APPLICANT 2	Signature:	Date:

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, sexualorientation 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	☐	☐
Black/Afro Caribbean	☐	☐
Black Asian	☐	☐
Other (please specify)	☐	☐
Male	☐	☐
Female	☐	☐

PLEASE RETURN THIS FORM TO:

Applications Department
English Rural Housing Association
The Granary,
Greenways Studios,
Lower Eashing,
Godalming, Surrey, GU7 2QF
Tel: 020 7820 7930
Email: allocations@englishrural.org.uk

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 endeavour 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.