

# 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.**

|                             |  |                                                                                   |
|-----------------------------|--|-----------------------------------------------------------------------------------|
| <b>VILLAGE OF INTEREST:</b> |  | <i>Please tell us the name of the village where you are applying for housing.</i> |
|-----------------------------|--|-----------------------------------------------------------------------------------|

| ABOUT YOU:                                                                                                                                             | APPLICANT 1                                                                                                                                                                                                                                                                 | APPLICANT 2                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Surname</b>                                                                                                                                         |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                             |
| <b>First name(s)</b>                                                                                                                                   |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                             |
| <b>Date of birth</b> (DD/MM/YY)                                                                                                                        |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                             |
| <b>Address</b>                                                                                                                                         |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                             |
| <b>Post code</b>                                                                                                                                       | <div style="display: flex; justify-content: space-between;"> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> </div> | <div style="display: flex; justify-content: space-between;"> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> </div> |
| <b>Home phonenummer</b>                                                                                                                                |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                             |
| <b>Work phonenummer</b>                                                                                                                                |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                             |
| <b>Mobile phonenummer</b>                                                                                                                              |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                             |
| <b>Email address</b>                                                                                                                                   |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                             |
| <b>How long have you lived at this address?</b>                                                                                                        |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                             |
| <b>If you have lived at this address for less than 5 years, please provide previous address(s)</b> <i>(continue on a separate sheet if necessary.)</i> |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                             |
| <b>Relationship</b> <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<br>(DD/MM/YY) |
|---------|---------------|---------------------------|-----------------------------|
|         |               |                           |                             |
|         |               |                           |                             |
|         |               |                           |                             |
|         |               |                           |                             |

(Expectant mothers should include anticipated date of birth)

|                                    |     |                          |    |                          |
|------------------------------------|-----|--------------------------|----|--------------------------|
| Does your household have any pets? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 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 <input type="checkbox"/> NO <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 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?<br>e.g. Parish Council, sports                                                                 |                                                          |                                                          |

## PREVIOUS HOMES AND HOUSEHOLD

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

## 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:

|                               |  |
|-------------------------------|--|
| <b>buy (shared ownership)</b> |  |
| <b>rent</b>                   |  |
| <b>either</b>                 |  |

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?<br><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?<br><i>(please indicate gender and age)</i>                                    |                   |                              |                             |                              |                             |
| How many children live there?<br><i>(please indicate gender and age)</i>                                  |                   |                              |                             |                              |                             |
| Do you have...                                                                                            | A bathroom?       | YES <input type="checkbox"/> | NO <input type="checkbox"/> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|                                                                                                           | A kitchen?        | YES <input type="checkbox"/> | NO <input type="checkbox"/> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|                                                                                                           | An inside WC?     | YES <input type="checkbox"/> | NO <input type="checkbox"/> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|                                                                                                           | Own garden?       | YES <input type="checkbox"/> | NO <input type="checkbox"/> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|                                                                                                           | Shared garden?    | YES <input type="checkbox"/> | NO <input type="checkbox"/> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|                                                                                                           | Access to garden? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Are you under any obligation to leave, or threat of eviction                                              |                   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

## EMPLOYMENT AND FINANCIAL INFORMATION

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

## OTHER APPLICATIONS FOR HOUSING

|                                                                                                    | APPLICANT 1                                                            | APPLICANT 2                                                            |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>Are you on any local authority waiting list?</b>                                                | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> |
| <b>If yes, which ones and how long have you been on their list?</b>                                |                                                                        |                                                                        |
| <b>Are you on anyother Housing Association's waiting list?</b>                                     | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> |
| <b>Have you ever been offered housing by a Council or Housing Association?</b>                     | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> |
| <b>If you have been offered accommodation and have turned it down, please give details of why.</b> |                                                                        |                                                                        |

## CITIZENSHIP STATUS

|                                                                                                                                | APPLICANT 1                                                            | APPLICANT 2                                                            |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>Are you subject to any immigration rules?</b>                                                                               | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> |
| <b>If yes, please explain.</b>                                                                                                 |                                                                        |                                                                        |
| <b>Have you been granted refugee status by the Home Office?</b>                                                                | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> |
| <b>If you are not a British Citizen, please state your current immigration status and provide a copy of your current visa.</b> |                                                                        |                                                                        |

## HEALTH AND MOBILITY

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

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

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

|                                 |  |                                |  |
|---------------------------------|--|--------------------------------|--|
| <b>Job Seekers Allowance pw</b> |  | <b>Occupational Pension pw</b> |  |
| <b>Tax Credits pw</b>           |  | <b>State Pension pw</b>        |  |
| <b>Income Supportpw</b>         |  | <b>Pension Credit pw</b>       |  |
| <b>Child Benefit pw</b>         |  | <b>Incapacity Benefit pw</b>   |  |
| <b>Housing Benefitpw</b>        |  | <b>Other Benefits pw</b>       |  |

*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:

|                           |  |
|---------------------------|--|
| <b>Name of Landlord</b>   |  |
| <b>Landlord's Address</b> |  |

### 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.

|                           |          |
|---------------------------|----------|
| <b>Rent/Mortgage</b>      | <b>£</b> |
| <b>Council Tax</b>        | <b>£</b> |
| <b>Contents Insurance</b> | <b>£</b> |
| <b>Electricity</b>        | <b>£</b> |
| <b>Gas</b>                | <b>£</b> |
| <b>Water</b>              | <b>£</b> |
| <b>Telephone</b>          | <b>£</b> |
| <b>Total Outgoings</b>    | <b>£</b> |

|                                                                                         |                                                                                   |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Please indicate if your calculations are based on weekly or monthly assumptions:</b> | <b>Weekly</b> <input type="checkbox"/><br><b>Monthly</b> <input type="checkbox"/> |
| <b>Total income (salary/wages)</b>                                                      | <b>£</b>                                                                          |
| <b>Other income (benefits/savings)</b>                                                  | <b>£</b>                                                                          |
| <b>Total outgoings (household)</b>                                                      | <b>£</b>                                                                          |
| <b>Total after deductions</b>                                                           | <b>£</b>                                                                          |

## 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 2018 and the UK General Data Protection Regulations.*

*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 2018 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

**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:**

**Are you, or any other applicant on this form, an employee, a Member, related to an employee or related to a Member of English Rural Housing Association?**

|            |                          |           |                          |
|------------|--------------------------|-----------|--------------------------|
| <b>YES</b> | <input type="checkbox"/> | <b>NO</b> | <input type="checkbox"/> |
|------------|--------------------------|-----------|--------------------------|

**If you have answered YES to the above, please give details:**

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.

|                    |                   |              |
|--------------------|-------------------|--------------|
| <b>APPLICANT 1</b> | <b>Signature:</b> | <b>Date:</b> |
| <b>APPLICANT 2</b> | <b>Signature:</b> | <b>Date:</b> |

## 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:

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

## 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](mailto: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.*