

The Hopes, Keswick

Application Form for Tenancy at The Hopes

Keswick Community Housing Trust

(to be read in conjunction with the Housing Allocations Policy which can be found on the web site

www.keswickcommunityhousingtrust.co.uk)

1. Please complete all sections of this form.

2. Applicants must be in housing need in Keswick in accordance with the allocations policy attached.
3. Please complete all questions (writing 'none' or 'not applicable' if appropriate)
4. Please print in capitals for legibility
5. Return fully completed forms with supportive documents (if relevant) to KCHT, 31, Lake Head Court, Keswick CA12 5EU (it will be forwarded to The Management for consideration)

1. About You (the Applicant) and your Partner (if applicable)

	Applicant	Partner
Surname		
First Name(s)		
Title: Mr, Mrs, Miss, Ms		
Date of Birth		
Place of Birth		
Current Address		
Contact Telephone		
Email address		

2a List all children and/or other adults who will be living with you. (Do not include your partner)

Full Name	Date of Birth	Place of Birth	Relationship to you

Continue on extra sheet if necessary

2b. If anyone listed in 2a. is only living with you part time, give details below.

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3. In the case of children living with you, full or part time please state:

Name	Age	School /College	Course Details

Continue on extra sheet if necessary

4. Details of pet/s: (Nature and age and years owned)

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5a. Current Employment Details:

	You	Partner
Occupation		
Employer's Name and Address		
Number of Hours Worked per Week		
Date of commencement of employment		

Please confirm that you agree to produce to The Management evidence of your income from your or your joint employment and all other sources to establish your ability to meet your rental and other commitments in respect of any tenancy granted to you.

I/We Agree/Disagree

(delete as appropriate)

5c. If you have worked for less than 3 years with your current employer/self-employment, give details below of all employments in Keswick or elsewhere for the last 10 years.

	You	Partner
Occupation		
1. Employer's Name and Address		
Start and finish dates of employment		
2. Employer's Name and Address		
Start and finish dates of employment		
3. Employer's Name and Address		
Start and finish dates of employment		

(Continue on a separate sheet if necessary)

5c. Give employment details of any others who will be resident with you.

Name			
Occupation			
Employer's Name and Address			
Number of Hours Worked per Week			

6. How long have you lived in Keswick or the surrounding area:

You:

Your Partner:

7. Starting with the most recent please list your previous address over the last ten years for:

You		Partner	
Address	Dates (From/to)	Address	Dates (From/to)

Continue on extra sheet if necessary

8. Schools attended

You		Partner	
Name of School	Dates (From/to)	Name of School	Dates (From/to)

Continue on extra sheet if necessary

9. Please state what other close relations of you or your partner (e.g. parents, grandparents, siblings) are currently living in Keswick or the surrounding area.

- 10a. Apart from their main residence do your parents, partner or other close relative own residential property in Keswick whether or not it is income producing?

Yes/No (delete as appropriate)

- 10b. If you answered **YES** to the previous question please give details and explain why it is inappropriate that you and your family/partner could be housed there.

11. Financial Circumstances:

Please note that this section must be fully completed in respect of your own income from all sources, your partner's income from all sources and the income of any other person who will be normally resident with you. This disclosure should include unearned income, benefits, dividends, interest and regular receipts from any source.

11a. Please state the amounts of income (per week or per month) from main employment and from any other employments Give details of your savings and of capital of yourself or your partner or other proposed resident including freehold or leasehold property whether or not it is income producing and whether or not it is residential, business or other use.

	You	Partner	Other Residents
Weekly/Monthly Income from Main Employment			
Weekly/Monthly Income from any other Employment			
Savings			
Capital – give details			
Freehold/leasehold properties – give details			
Income from any other source, including all benefits			

11b. If you are not living in any property which you or your partner owns please give details of the property and explain why you do not live there.

12 Present Accommodation:

12a Please tick any relevant box(es):

Owner Occupier	<input type="checkbox"/>	Living with relatives/ friends	<input type="checkbox"/>	Lodger	<input type="checkbox"/>
Provided with job (If finishing state date)	<input type="checkbox"/>	Council tenant	<input type="checkbox"/>	Housing Association Tenant	<input type="checkbox"/>
Private Tenant	<input type="checkbox"/>	Homeless/no fixed address	<input type="checkbox"/>	Other (give details)	<input type="checkbox"/>

12b If you are a tenant please state the name and address of your present Landlord/agent

Name: Address:

12c How much rent do you pay per week/month?

per week/month

13. How much Housing Benefit do you receive each week?

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14. Are there any current arrears in rent/council tax or other payments in respect of your current tenancy?

Yes/No (delete as appropriate)

If you answered **Yes** please give details below.

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15. If you have been given notice to quit please attach a copy and give reason for the notice to quit.

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16. Are you on any other housing lists? If so, please give details.

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17. Have you ever refused an offer of accommodation? If so, please give details.

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18. References: (please note that references will be taken up in the event that The Management put you forward as a prospective tenant):

At least two References (who must not be close relatives) are required e.g. your employer, doctor, vicar, close friend, bank manager, teacher etc. full names, title and addresses to be given. Preferably your referees should have known you for at least three years. If you are currently renting one of your referees must be your landlord or landlord's agent.

	Referee 1	Referee 2
Title and Full Name		
Address		

19. Apart from your employment are you or your partner involved in any local voluntary or Community Activities? Please give details

You	Partner

Section 20 appears on a separate sheet at the end of the Application Form.

21. I/We certify that the information given on this application is true and accurate to the best of my/our knowledge and belief. I/we understand that any false or deliberately misleading information will negate this application.

I/we understand that all information given on this form will be retained in the strictest confidence and shall only be imparted to The Management or those Members of the KCHT who are entitled to know such information in pursuance of this application for accommodation.

22. I/we would be willing to attend for interview if invited.

Signed and dated by Applicant and Partner.

	Signature	Print Name	Date
Applicant			
Partner			

20. In your own words please explain why you are in housing need of a three bedroom semi-detached property providing affordable accommodation in Keswick. (Continue on an extra sheet if necessary).

