



Keswick Community Housing Trust

APPLICATION FORM - Tenancy of 1 Southey Court, Keswick, CA12 5FG

(To be read in conjunction with the Housing Allocations Policy)

1. Applicants must be in housing need in the Keswick area in accordance with the KCHT Housing Allocations policy – ***please pay particular attention to the borrowing policy on page 1.***
2. Please complete all questions, writing 'none' or 'not applicable' if appropriate. Continue on a separate sheet for any of your answers where there is insufficient space, making it clear which question the information relates to.
3. Please include documentary evidence to back up your statements e.g. references, testimonials, healthcare reports, photographs, your notice to quit.

Please note:

The information you provide in this application will be retained in the strictest confidence, and will only be shared with the KCHT Allocations sub-group to assist in compiling a shortlist of applicants for interview. KCHT will not share your personal information with third parties except as necessary to carry out our business or as required by law or other legal processes. If you are offered the tenancy, your application will be retained by KCHT. Applications from unsuccessful applicants will be securely destroyed once the tenancy has been commenced.

Your completed application can be emailed to Secretary@KeswickCHT.org.uk or uploaded to our website using the form on the properties page.

1. INFORMATION ABOUT YOU (the Applicant) AND YOUR PARTNER (if applicable)

DETAILS	APPLICANT	PARTNER
Title: (Mr, Mrs, Miss, etc)		
Full Name:		
Date of Birth		
Place of Birth		
Current Address		
Date from		
Residency Status		
Contact Telephone		
Email address		

Residency status:

Owner Occupier ; Lodger ; Living with relatives or friends; provided with job; Council tenant; Housing Association Tenant; Private Tenant; Homeless / no fixed abode; other



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DETAILS OF CHILDREN and/or OTHER ADULTS WHO WOULD BE LIVING WITH YOU

FULL NAME	AGE	DATE OF BIRTH	GENDER	RELATIONSHIP	NO. OF NIGHTS A WEEK THEY STAY WITH YOU?

DETAILS OF PETS

(Our tenancy agreement stipulates a maximum of 1 dog and 1 cat. You may apply for additional pets to be considered)

TYPE	AGE	YEARS OWNED	NATURE

LINKS TO KESWICK AND THE SURROUNDING AREA

Please provide below a breakdown of the length of time you, your partner and other household members have been living and / or working in the Keswick area.

FULL NAME <i>(name of applicant/ partner /household member)</i>	LENGTH OF TIME <i>(IN YEARS AND MONTHS)</i>			
	Living Only	Working Only	Living and working	School Only



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2. YOUR CURRENT AND PREVIOUS ACCOMMODATION HISTORY

Please provide the residency history over the past ten years for the Applicant, Partner and other adults who would be living with you, in reverse date order, starting from your current address

Residency status: *Owner Occupier ; Lodger ; Living with relatives or friends; provided with job; Council tenant; Housing Association Tenant; Private Tenant; Homeless / no fixed abode; other*

WHO <i>(name of applicant/ partner /household member)</i>	FULL ADDRESS	DATES (FROM/TO)	RESIDENCY STATUS	REASON FOR LEAVING

Detail below if you have arrears for your rent, council tax or other payments in respect of your current home.

If you have been given notice to quit your current accommodation, please detail why and attach a copy.

If you are on any other housing lists, please give details.

If you have ever refused an offer of accommodation, please give details below.



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3. SCHOOLS ATTENDED

Please list below the schools in either Keswick or the Local Wider Area attended by you, your partner and any other adults or children living with you on a full or part time basis.

WHO <i>(name of applicant/ partner /household member)</i>	Name and Address of School	Dates Attended	
		From	To



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4. EMPLOYMENT INFORMATION:

Starting with your most recent or current job, please provide your work history over the past ten years for the Applicant, Partner and other occupants in reverse date order

WHO <i>(name of applicant/ partner /household member)</i>	YOUR ROLE, NAME AND ADDRESS OF EMPLOYER	DATES (FROM/TO)	HOURS PER WEEK	REASON FOR LEAVING

Please detail below how you and your household travel to work.



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5. FAMILY CONNECTIONS

Please provide details for you, your partner and any other adults living with you of **ALL** close relations (e.g. parents, grandparents, siblings) who are currently living in the Keswick area. **Include names, addresses and nature of relationship.**

APPLICANT	PARTNER	OTHER RESIDENTS

If required, please continue on a separate sheet.

Apart from their main home, do you, your partner, or any close relation listed above own any other residential property in the Keswick area (*whether or not it is income producing*)?

PERSON	YES	NO
Applicant		
Partner		
Other Residents		
Close Relations		

If **YES** please provide details and explain why it is inappropriate for you to be housed there.



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6. YOUR FINANCIAL CIRCUMSTANCES

This section must be fully completed in respect of your household's net income, expenditure and savings for you, your partner, and any other person who will normally reside with you.

MONTHLY INCOME	APPLICANT	PARTNER	OTHER RESIDENTS
Net income from Main Employment			
Net income from other Employment			
Income from benefits			
Income from maintenance payments			
Savings income (interest / dividends)			
Rental income from properties			
Income from any other source			
MONTHLY EXPENDITURE	APPLICANT	PARTNER	OTHER RESIDENTS
Rent and service charges			
Maintenance payments			
Utilities (heating, water, council tax)			
TV, internet, phone			
Loans / credit agreements			
Food, petrol, and Insurances			
Costs associated with being self-employed			
Other e.g. holidays, gifts, clothes, memberships			
SAVINGS	APPLICANT	PARTNER	OTHER RESIDENTS
Spare money each month after meeting your outgoings.			
Savings built up over time <i>(cash and investments)</i>			



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7. COMMUNITY ACTIVITIES

Apart from your employment are you or your partner involved in any local voluntary or community activities? Please give details including your level of involvement.

APPLICANT	PARTNER	OTHER RESIDENTS

8. REFERENCES

Please provide details of at least two referees (who must not be close relatives) and ideally should have known you for at least three years e.g. your employer, doctor, vicar, close friend, bank manager, teacher etc. If you are currently renting, one of your referees must be your landlord or landlord's agent.

REFEREE 1	APPLICANT	PARTNER
Title and Full Name		
Address		
Email		
Tel No		
Connection to you		
REFEREE 2	APPLICANT	PARTNER
Title and Full Name		
Address		
Email		
Tel No		
Connection to you		

(references will be taken up if you are offered the tenancy)



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9. Please explain why you are in need of a three-bedroom affordable property in Keswick.

- 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 may result in this application being rejected.
- I/we confirm that I/we will produce evidence of my/our income from employment and all other sources to establish my/our ability to meet KCHT rental and other commitments in respect of any tenancy granted to me/us.
- I/we would be willing to attend for interview if invited.

	SIGNATURE	PRINT NAME	DATE
APPLICANT			
PARTNER			

How did you first become aware of this vacancy i.e. word of mouth, advert in the Keswick Reminder, KCHT Facebook page, KCHT website?