



# Keswick Community Housing Trust

Charity number XT36054

Registered office; 1 Fenton, Keswick, Cumbria, CA12 4AZ

## Application form for tenancy of 1-4 Southey Court, Keswick, CA12 5FG

(To be read in conjunction with the Housing Allocations Policy v0.2)

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 the 1<sup>st</sup> page.***
2. Please complete all questions (writing 'none' or 'not applicable' if appropriate).
3. Return fully completed forms to KCHT, Wray How, High Hill, Keswick, Cumbria, CA12 5PB.
4. Applicants may include supportive documents such as, references, testimonials, healthcare reports, photographs of your current accommodation, if they are relevant.

### 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		
Number of years living in the Keswick Area		
Contact Telephone		
Email address		



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

Full Name	Age	Relationship	Residency (full or part time)	Name of school / College attended (if applicable)

Continue on extra sheet if necessary

**3. Details of pet/s: (Type, nature, age and years owned)**

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*Note – The Tenancy Agreement stipulates a maximum of 1 dog and 1 cat. You may apply to the Trust for other pets to be considered.*

**4. Current Employment Details:**

	Applicant	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)



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

	Applicant	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)

**6. 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			



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

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

Continue on extra sheet if necessary

8. Schools attended

Applicant		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) currently live in the Keswick area:



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10a. Apart from their main residence does the applicant, partner, parents or other close relative own residential property 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 the applicant, partner or family 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.**

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 you 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.

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



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## 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
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13. 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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14. If you have been given notice to quit your current tenancy please attach a copy and give reason for the notice to quit.

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

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

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17. 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		

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

Applicant	Partner



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19. In your own words please explain why you are in housing need of a two/three (delete those that do not apply) bedroom property providing affordable accommodation in Keswick. (Continue on an extra sheet if necessary).

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

Signed and dated by Applicant and Partner.

	Signature	Print Name	Date
Applicant			
Partner			



## SOUTHEY COURT APPLICATION FORM PART TWO

Further information:-

CLOSING DATE FOR APPLICATIONS IS FRIDAY 31st JULY 2020

The development at Southey Court, behind the Methodist church, consists of a terrace of four houses, one with two bedrooms and three with three bedrooms.

Each house has one allocated parking space.

The rental charges will be no more than:- £450 pcm for the 2 bed house  
£550 pcm for the 3 bed houses

There will be a communal charge of no more than £5 per month

Due to changes we have had to make under the Covid 19 restrictions, we would ask that you supply references with your application form. If you cannot obtain these by the closing date, please submit the application form by 31st July and then send your references as soon as possible.