



For Official Use ONLY

Name:				Appl. No.	
Date Rec'd				Declined	Accepted
Beds Req.	1	2	3	4	
Prop Type	Hse	Bung	Flat	Shelt	Other.....

Application Form & Guidelines for Housing

Applications are invited from **Keyworkers*** or people who live in Wells, Warham, Wighton, Holkham or Stiffkey (on a full time basis for the past 5 years or for 5 years full time in the past). Applications are prioritised according to suitability to the property on offer, connection and service to the community.

**A Homes for Wells Keyworker is a person in an occupation or working in a voluntary capacity who provides an essential service to the community of Wells, Warham, Wighton, Holkham and Stiffkey, who due to low wages needs help to find housing. Key Workers are assisted in accessing housing because if they cannot afford housing locally they will move, leaving essential services understaffed.*

The information on this form must be supplied by all applicants, over the age of 18, who will be assumed jointly responsible for any rent etc. unless in full time education.
PLEASE ANSWER ALL THE QUESTIONS

1) PROPERTY REQUIRED

The following information is required to enable HfW to accurately match applicants to properties

1a	Please tick ALL that apply: House <input type="checkbox"/> Bungalow <input type="checkbox"/> Flat/Maisonette/Apartment <input type="checkbox"/> Sheltered/retirement housing <input type="checkbox"/> Other <input type="checkbox"/> (specify).....		
1b	Minimum number of bedrooms required (tick one box ONLY) - One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four or more <input type="checkbox"/> NB: If single we will assume you require 1 bedroom unless you give details of specific requirements below:		
1c	Properties become available in Wells/Warham/Wighton/Holkham/Stiffkey. If there is a reason why it is <u>essential</u> for you to live in a particular area please indicate the area and reason why?		
1d	If parking is essential please state the number of vehicles:		
1e	Would you consider sharing a property/rent-a-room (same sex ONLY): Yes <input type="checkbox"/> No <input type="checkbox"/>		
1f	Number of pets: CATS <input type="checkbox"/> DOGS <input type="checkbox"/> OTHER <input type="checkbox"/> please list _____		
1g	Properties rarely become available that allow pets. If you have pets would you be willing to arrange to re-home yours should a suitable property become available? Yes <input type="checkbox"/> No <input type="checkbox"/>		
1h	Do you or your partner smoke? Yes <input type="checkbox"/> No <input type="checkbox"/>		
1i	Do you or your partner have any criminal convictions? Yes* <input type="checkbox"/> No <input type="checkbox"/> *If yes please state nature of conviction and date?		
1j	Please give details of any CCJ's (County Court Judgement) made against you/your partner?		
1k	Have you ever been made Bankrupt? Yes * <input type="checkbox"/> No <input type="checkbox"/> *If YES which year? _____		
1l	Please indicate the age & gender of each person moving with you. Continue on separate sheet if required	Age	Gender M/F
			If child under 18 - which school/college do they attend?
	Applicant 1 (as named on page 2)		
	Applicant 2 (as named on page 2)		
	Additional Household member		
	Additional Household member		
	Additional Household member		
	Additional Household member		

The following information must be provided for all applicants over 18

(unless in full time education) -

Additional applicants details should be included on a separate sheet.

2) APPLICANT ONE

Full Name:

Current address:

Telephone No:

Mobile No:

Email Address:

If currently living in Wells/Warham,/Wighton/Holkham/Stiffkey how long have you lived here? _____

If currently living outside of the area have you ever lived in Wells/Warham,/Wighton/Holkham/Stiffkey:

Yes*

No

*If yes, how long did you live in Wells/Warham,/Wighton/Holkham/Stiffkey and what year did you leave? Number of years in town _____ Year you left: _____

*If yes, why did you leave Wells/Warham,/Wighton/Holkham/Stiffkey?

EMPLOYMENT DETAILS

Job Title:

No. of years with current employer:

Company/Employers Name & address:

If with current employer less than 3 years please give name & address of previous employer:

If more than one applicant please complete section 3 or go to section 4

3) APPLICANT TWO (if applicable)

Full Name:

Current address:

Telephone No:

Mobile No:

Email Address:

If currently living in Wells/Warham,/Wighton/Holkham/Stiffkey how long have you lived here? _____

If currently living outside of Wells/Warham,/Wighton/Holkham/Stiffkey have you ever lived in Wells:

Yes*

No

*If yes, how long did you live in Wells/Warham,/Wighton/Holkham/Stiffkey and what year did you leave? Number of years in town _____ Year you left: _____

Why did you leave Wells/Warham,/Wighton/Holkham/Stiffkey?

EMPLOYMENT DETAILS

Job Title:

No. of years with current employer:

Company/Employers Name & address:

If with current employer less than 3 years please give name & address of previous employer:

4) The following questions relate to the property you currently live.

4a	Do you currently (please delete as applicable): OWN RENT LIVE WITH PARENTS/FAMILY OTHER (stipulate)_____		
4b	How many people live in this property?	No. Of Adults	No. Children (under 18 yrs)
4c	How many bedrooms does this property have?	Go to section 5	

5) If in rented accommodation please give details of your current Landlord.

5a	Name:		
5b	Address:		
5c	Rent: £ weekly/monthly*(delete as applicable)	5d) How long at this address?	
5e	Do you have a Tenancy Agreement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5f	Have you received a notice to end the Tenancy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5g	How much notice to quit do you have to give to your Landlord?		
5h	Please add any additional information that may be of use including <u>why</u> you need to move:-		
5i	If you are aware of a reason why your tenancy may end in the near future indicate when & why?		
			Go to section 6

6) ADDITIONAL INFORMATION

6a	Approximately how much is the total weekly/monthly income (gross) of <u>everyone</u> who will be responsible for the cost of your housing:	£ Per Week	£ Per Month
6b	Will you be applying for housing benefit to pay rent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6c	If not applying for housing benefit what amount of rent do you feel you could comfortably afford to pay:	Per Week	Per Month
6d	Which Tenure would you prefer: Renting from Homes for Wells <input type="checkbox"/>	Shared Ownership* <input type="checkbox"/>	
	<small>* Allowing you to buy a part share of your home, usually from a housing association, and pay rent on the remaining share.</small>		
6e	Are you on the Local Authority/ Housing Association register/ waiting list? Yes * <input type="checkbox"/>	No <input type="checkbox"/>	
	<small>* If Yes how long have you been on the register/list?</small>		
6f	Do you have a financial interest in any property, if so please give further details?		
			Go to section 7

7) VOLUNTARY AND/OR COMMUNITY WORK - (Please give details of any voluntary/ community work applicants have done or currently do in Wells/Warham,/Wighton/Holkham/Stiffkey)

7a	Name of Organisation or group:	
7b	Type of Voluntary/community work undertaken:	
7c	How often (eg once a week)	For how long (eg since 2002)

8) Why do you wish to be considered for housing with

When completing this section please take into account the allocation priorities and any contribution you make to the community of Wells eg work/charity/fundraising etc. **Give as much detail as possible.** We will assume you are looking for accommodation as soon as possible unless indicated below -
continue on a separate sheet if required.

Finally please read the declaration below and sign & date section 9 and section 10 (if applicable)

Declaration: I confirm that the supplied information is to the best of my knowledge and belief, true, and may be verified. DATA PROTECTION ACT: information provided by you on this form may be verified and held by Homes for Wells in its computer records. I confirm that the information provided by me may be passed on to Homes for Wells members and Landlords. Any information obtained or compiled by Homes for Wells may be passed on to Landlords.

9) Applicant 1		10) Applicant 2	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	

Where there are additional applicants over 18 (unless in full time education) please ensure their details are included as stated on page 2 of this form and that the additional sheet(s) are signed and dated by the applicant to confirm they have read and understood the above declaration.

HfW will be in touch to confirm if your application has been successful. Please note that should a suitable property become available the offer is subject to satisfactory references being received plus receipt of 1 months rent in advance plus the equivalent amount to be held as a deposit. Eg: for a property with a rent of £400 per month HfW would require £800, in cleared funds, prior to taking over a tenancy. In addition there may be a fee for obtaining references of approx £40 per person unless HfW decides to waive the charge. We will be in touch with you when we have a suitable property to meet your needs. **In the meantime please ensure you inform us of any change in your current circumstances.**

Return to:

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