|  |  |
| --- | --- |
| **The property I am/we are applying for is:** |  |
|  |
| **The property I am/we are applying for is:** |
| **Rent** |  | **Rent to Buy** |  | **Purchase** |  |

Please only complete this form if you wish to make a full application. Details of supporting documents you need to supply are detailed on the back page.

|  |  |  |
| --- | --- | --- |
|  | **Applicant 1** | **Applicant 2** |
| **Name** |  |  |
| **Address** |  |  |
| **Email** |  |  |
| **Phone** |  |  |
| **Mobile** |  |  |
| **Date of birth** |  |  |

**Please tell us how many people are included in this application: (permanent residents only)**

|  |  |
| --- | --- |
| **Number of adults included in this application** |  |
| **Number of children** |  |
| **Date(s) of birth of children** |  |
| **Gender of children** |  |
| **No. bedrooms in current accommodation** |  |
| Please specify any special needs, shared custody of children, etc: |

**Please tell us about your current housing**

|  |
| --- |
| Local Authority (Council)  Housing Association Living with relatives  Home owner Private rent  Other *(please state)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**We allocate our properties based on a connection to the local area. Please choose all options that apply to you**

|  |
| --- |
| Lived in the Community Council area for 2 years or more Work in the Community Council area Close family in the Community Council area Moving to the area to care for family Moving to the area for work  |

**About your income – please state all figures as annual incomes**

|  |  |
| --- | --- |
| **Applicant 1 – Job Title** |  |
| **Salary before tax** |  |
| **Hours worked per week** |  |
| **Any other income (eg: 2nd job)**  |  |
|  |
| **Applicant 2 - Job Title** |  |
| **Salary before tax**  |  |
| **Hours worked per week** |  |
| **Any other income (eg: 2nd job)**  |  |
|  |
| **Child benefit** |  |
| **Universal Credit** |  |
| **Any other benefits** |  |
| **Pension payments** |  |
|  |
| **Savings (please state total)** |  |
|  |
| **Debt (please detail payment terms)** |  |
|  |  |
| **If you wish to purchase a property, have you received a mortgage offer in principle? Please give details** |  |
|  |
| Please add any notes on your financial circumstances here |

|  |
| --- |
| **Please tell us why you would like to be considered for this property** (continue on a separate sheet if necessary) |

**Data Protection Statement**

In accordance with GDPR, the information that you provide on this form and will be used to process and assess your application.

We may check the information collected with third parties or with any other information that is already held by us. We may also use or pass your information to third parties or use it in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of your personal data and any sensitive personal data disclosed in accordance with the Information Commissioner’s Office (ICO) guidelines.

**Declaration**

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form, are complete and true. If I am not successful in my application, I understand that my application will be retained for 6 months.

Tick the box to acknowledge your understanding of, and agreement with, the Data Protection Statement and Declaration above.

**By signing this application form I give consent to CHT to the processing of my personal data and any sensitive data in accordance with ICO guidelines.**

Signed (1) Print names

Signed (2) Print names

Date:

|  |
| --- |
| **To help us better advertise our properties in the communities we work with, please state how you heard about this housing opportunity** *(tick all that apply)*: |
| CHT website |  |
| Registered interest in area and were contacted by CHT |  |
| Advertising in local community *(posters, community company, etc)* |  |
| Social media *(We use Facebook, Twitter and Instagram – please state which platform you saw our marketing on)* |  |
| Word of mouth |  |
| Other |  |

**Checklist of items to include with your full application**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item** | **Suitable Documents** | **Included (tick)** |
| 1 | Photographic ID*(For both applicants if a joint tenancy)* | Either:* Copy of driving licence(s)
* Copy of passport(s)
 |  |
| 2 | Proof of **ALL** household income  | * Copies of last 3 months’ wage slips
* Copies of your accounts (if you are self-employed)
* Child tax credit or working tax credit award letters
 |  |
| 3 | Proof of savings | * Copy of bank statement(s)
* Letter advising of parental gift
 |  |
| 4 | Bank statements | * Copies of the last 3 months’ bank statements for **ALL** accounts held
 |  |
| 5 | A reference | * Letter supporting your connection/need to reside in the community (eg: employer, family)
 |  |
| 6 | Proof of current housing tenure | Eg:* Copy of your current lease
* A letter from your parents
 |  |

Please email to helen.mackie@chtrust.co.uk or post to

**Communities Housing Trust, 7 Ardross Terrace, Inverness, IV3 5NQ**

**There is no closing date for applications but we would normally aim to make allocations approximately 6 weeks from originally advertising the property. As such we would recommend you complete and return your application to us as soon as possible.**

Please call **01463 233 549** or email **helen.mackie@chtrust.co.uk** if you require any assistance.

**

We aim to make our business as environmentally friendly as possible. With this in mind, we would prefer that you submit as much of your application as possible to us electronically



**Reference Request Mandate**

Communities Housing Trust will only pursue a reference if your application for a property has been successful.

We would seek references in support of your application from your named persons.

|  |  |
| --- | --- |
| **Name:**  |   |

|  |  |
| --- | --- |
| **Current address:**  |   |

**\*delete as applicable**

This is to confirm that **I/we** give permission for Communities Housing Trust to contact persons for a reference in support of **my/our** application for housing.

|  |  |
| --- | --- |
| **Applicant 1** |  |
| Name:  |    |
| Signed:  |    |
| Date:  |    |

|  |  |
| --- | --- |
| **Applicant 2** |  |
| Name:  |    |
| Signed:  |    |
| Date:  |    |