|  |  |
| --- | --- |
| **The property I am/we are applying for is:** | **Tomintoul** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I wish to apply for:***Please tick all that apply* | **2 bedroom** |  | **3 bedroom** |  |
| **2 bedroom – work/live***Available to let only* |  | **3 bedroom – work/live***Available for purchase only* |  |
| *(please refer to the brochures for details of properties available)* |
| **I wish to apply to:***Please tick all that apply* | **Rent** |  | **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 |  |
| Age of adults |  |
| Number of children |  |
| Age of children |  |
| Gender of children |  |

**Priority will be given to applicants who have a connection to the local area – this is specified as the AB37 9- postcode area. Please tick all 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/returning to the area for work/for family support |  |

**Please tell us about your current housing**

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

|  |  |
| --- | --- |
| Number of bedrooms in current home |  |
| Does your current housing meet your needs? | **Yes** |  | **No** |  |
| **If you have ticked No, please give more information:** |

**If you are interested in a home with work/live provision, please choose the option below that best applies to you:**

|  |  |  |
| --- | --- | --- |
| Are you a full, or part time, home working employee? |  |  |
| Are you running your own business and would be using the property as your business premises? |  |  |
| Would you be using the workspace as a studio/treatment room/workshop? |  |  |

**Please tell us why you would like to be considered for this property**

|  |
| --- |
|  (continue on a separate sheet if necessary) |

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

**If you are working, please fill out all relevant sections:**

|  |  |
| --- | --- |
| 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)  |  |
| **If you are currently not working or retired, please complete the section below:** |
| Pension payments  |  |
| Universal Credit |  |
| Any other benefits |  |
| Child benefit |  |
| **All applicants to complete:** |
| Savings (please state total) |  |
|  |
| Debt (please detail payment terms) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For sale properties, have you been made an Offer in Principle?** | **Yes** |  | **No** |  |
| Please provide details |  |
|  |
| Please add any notes on your financial circumstances here |

|  |
| --- |
| **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.   |
| Tick the box to acknowledge your understanding of, and agreement with, the Data Protection Statement and Declaration above.  |  |
| **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. I understand that if I am made an offer and information I have provided is found to be false or misleading, the offer will be withdrawn. 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 name |  |
| Signed (2)  |  | Print name |  |
| Date |  |  |  |

Communities Housing Trust is a Company Limited by Guarantee (SC182862) and a Scottish Charity (SC027544)

TGDT Landlord Registration No: 1550460/300/28022 • CHT Letting Agent Registration No: LARN1906024

VAT Registration No: 980 7002 27

**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**

**No closing date has been set. This will be posted on our website once agreed.**

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

|  |
| --- |
| **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/TGDT website |  |
| Registered interest in area and were contacted by CHT |  |
| Advertising in local community *(posters, community company, etc)* |  |
| Social media *(CHT & TGDT use Facebook, Twitter and Instagram – please state which platform you saw our marketing on)* |  |
| Word of mouth |  |
| Other |  |

** 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:  |    |

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