

ALMSHOUSE APPLICATION FORM

Eventide Homes is a Charity that aims to serve those in genuine need of almshouse accommodation.

This application form will help the Trustees to appoint an almshouse to the applicant with most need. In order to ensure fair treatment and allocation of dwellings in accordance to our Deed, it is necessary that the Trustees have as much information as possible.

It is therefore very important that you carefully read and complete this form in full following the instructions on each field. The Charity will <u>not</u> consider applications that are incomplete for any reason.

If you need any assistance in filling in the form, or any clarifications on how to complete it, please call us on **01202 515399** and we will be happy to assist.

OFFICE USE ONLY – PLEASE DO NOT FILL						
Date Received Priority Points						
	/100					

The Eventide Homes



INTRODUCTION - 1. ELIGIBILITY CRITERIA

We welcome applications from people who are over 60, who are either retired or working part time, are unable to afford a home in the private market and are eligible for housing benefit or universal credit or an element of these.

Applicants **must not** be:

- a. A home or other property owner
- b. In possession of assets and income that amount to more than £357 per week (£495 for couples).

Kindly note that all of the above must apply.

In case of two people applying jointly, **each** applicant must complete their own **separate** application form, **and** Satisfy **all** the eligibility criteria.

Should any of the above conditions change materially (e.g. the person inherits a substantial sum of money or becomes unable to look after themselves), the applicant(s) will be required to vacate their appointed almshouse.

Residents who live in The Eventide Homes are appointed as beneficiaries of the Charity and they **do not** have tenancy rights. If you are unsure how this affects you, please seek advice.

INTRODUCTION - 2. SELECTION POLICY

- a. The Trustees aim to make the best use of our almshouses by prioritising accommodation offers to the applicant with most need at the time of a vacancy. The Trustees recognise that there are many factors that might affect whether or not someone is in need of accommodation, so a **priority points** based system has been developed to assist in the selection process.
- b. The application form is only the first stage of our thorough selection process. Once an applicant has been deemed as eligible for an almshouse, the Trustees will invite them for an interview before deciding if the application will proceed any further. An invitation to an interview does not guarantee that the Charity will be able to offer an applicant an almshouse.
 We accept expressions of interest at any time, and eligible applicants will automatically be placed on our housing register for a period of three years and in priority order as derived by the priority points awarded to their application form. Placement on our housing register does not guarantee that the Charity will be able to offer an applicant an almshouse.
- c. If you do not wish your application to be added to our housing register, please inform us so in writing by email or letter. Our contact details can be found at the footer of the first page.



INTRODUCTION - 3. PRIVACY NOTICE

- a. Under the terms of the Charity's governing instrument, it is part of the Trustees' responsibility to ensure that applicants are suitably qualified for residence. Trustees therefore need to investigate the circumstances of applicants in depth. The Charity complies with the regulations for data security under the Data Protection Act 2018 and UK General Data Protection Regulations (UK GDPR). The data we collect has been classified as Sensitive Data under Article 9 of UK GDPR. We have strong and strict procedures and policies in place to protect the collection, storage and accessibility of this data, which we may at any time assess and update as we deem necessary.
- b. The personal data supplied on the application form, along with any other information relating to an almshouse appointment, will be held in either manual, or electronic form, or both. Some details will be checked with relevant organisations, but none will be disclosed for any purpose inappropriate, unrelated or unconnected with this application. We will disclose your information if we have a duty to do so, or if the law allows us or compels us to. You have a right to see and correct the information we hold about you.
- c. If your application is unsuccessful or is cancelled or withdrawn, we will destroy your application form and remove any computer records within three years from the application date.
- d. You have the right to complain to the Information Commissioner's Office (ICO) if you think there is a problem with the way we are handling your data.

INTRODUCTION - 4. EQUALITY AND DIVERSITY

The Charity operates under an Equality and Diversity Policy and all applications are considered equally and fairly, regardless of marital or partnership status, age, disability, race, religion, beliefs, gender or sexual orientation.

An optional and completely confidential Equality & Diversity Monitoring Form can be found at the end of this document. Even though completing it is voluntary, it helps us meet our aims and commitments set out in our Equality Policy, so we kindly ask that you complete and submit it along with your Application Form.



SECTION 1 – YOUR PERSONAL & CONTACT DETAILS

Title	Mr Mrs Ms Other
Full name (please include any middle names)	
Are you known by any other name	NO YES (please specify)
If YES, please specify the reason	☐ Deed poll ☐ Marriage ☐ Acquired gender
Telephone number (please include landline and mobile if available)	
Email Address	
Gender	☐ Male ☐ Female ☐ Prefer not to say
Date of Birth (please write the month in letters, e.g. 14 September 1935)	
Place of Birth	
Nationality	
If non-British Nationality, do you have Right to Rent?	☐ NO ☐ YES (If "YES", proof must be submitted, please see Section 12)
Marital / Civil Partnership Status	☐ Single ☐ Married ☐ Civil partnership ☐ Divorced ☐ Separated ☐ Widowed
Do you have any dependants under 16 years old?	□ NO □ YES
If "YES" please specify how many dependants you have, and their ages	I have dependants Their ages are
National Insurance Number	
Current occupation or occupation before retirement?	
Age you retired or intend to retire?	Retired Intend to retire at agey.o.



Next of kin full name (please include any middle names if known)	
Relationship with next of kin	
Next of kin address (please include Post Code and County)	
Next of kin telephone number (please include landline and mobile if available)	
Next of kin Email address (if known)	
Emergency Contact name other than the next of kin above	
Emergency Contact telephone number	
What is your relationship with the above Emergency Contact?	
If there are any other personal details that assessing your application, please mention	at you wish the trustees take into consideration when on them below



Answering 'YES' to any of the 4 questions below, does not necessarily mean that you will be excluded from consideration. □NO Are you related to or know any existing Eventide resident, employee or Trustee? YES Do you have criminal convictions which have not been spent under the terms of □NO the Rehabilitation of Offenders Act 1974? **☐** YES Have you ever been evicted from a rented property or had legal action taken ☐ NO against your tenancy? YES Have you ever been involved in a neighbour dispute and had any actions □NO taken against yourself for antisocial behaviour or any type of harassment, or to YES another person? If you have answered 'YES' on any of the above 4 questions, please provide further details below



SECTION 2 – YOUR CURRENT ACCOMMODATION DETAILS

Current address (please include Post Code and County)						
When did you move there?						
Accommodation Type	☐ House ☐ Flat ☐ Bungalow ☐ Shared accommodation ☐ Other (please specify)					
If you live in a flat, what floor is it in?	Ground First Other (please specify)					
Council Tax Band	□A □B □C □D □E □F □G □H					
Home much is your Council Tax?	£ per month per year					
Do you	 ☐ Own your home ☐ Live with your spouse or civil partner who owns the home ☐ Live with family or friends ☐ Live in a house with multiple occupants ☐ Other (please specify) 					
If you or your partner own property other than the one in which you live, please give full address and details here. This includes property owned abroad as well as in the UK.						
Marian and a state of the state	tner OWN your current home (leave section blank if not applicable)					
What is the estimated value?	ner Own your current nome (leave section blank if not applicable)					
Is there a mortgage outstanding on the property?	☐ NO ☐ YES (please specify outstanding amount)					
How much equity do you have in the property?	ne					
If you are appointed to an almshouse, what are your intention regarding the property you own?	ns					



If you RENT your	current home (leave section blank if not applicable)
Are you	 □ A private tenant □ A housing association tenant □ An Almshouse or other charitable trust tenant
Home owner's full name (please include any middle names if known)	
Are you related in any way?	□ NO □ YES (please specify)
Landlord's full name (please include any middle names if known)	☐ Same as Owner ☐ Other (please specify their name below)
Landlord's address (please include Post Code and County)	
Landlord's telephone number (please include landline and mobile if available)	
Landlord's Email address (if known)	
How much is your rent?	£ Weekly Monthly
Do you pay Ground rent and/or a Service charge?	☐ NO ☐ YES (please specify total amount) £
Is your rent paid up to date?	□YES □NO
If 'NO', please state the amount ow	ved and the reason for arrears below



SECTION 3 — YOUR ADDRESSES IN THE PAST 10 YEARS

Address (please include Post Code and County)	
When did you move there?	
Accommodation Type	☐ House ☐ Flat ☐ Bungalow ☐ Shared accommodation ☐ Other (please specify)
Status at the time of stay	Rented Owned Partly owned
Address (please include Post Code and County)	
When did you move there?	
Accommodation Type	☐ House ☐ Flat ☐ Bungalow ☐ Shared accommodation ☐ Other (please specify)
Status at the time of stay	Rented Owned Partly owned
Address (please include Post Code and County)	
When did you move there?	
Accommodation Type	☐ House ☐ Flat ☐ Bungalow ☐ Shared accommodation ☐ Other (please specify)
Status at the time of stay	Rented Owned Partly owned

Please continue on a separate sheet if necessary



SECTION 4 – YOUR HEALTH AND SOCIAL FACTORS

The Charity may wish to contact your GP and ask them to complete a medical certificate to enable your application to be considered further. If you are appointed as a resident and, at a later date, Trustees or the Charity become concerned about your health and/or your ability to continue to live independently, they may need to obtain further medical evidence. You are required to sign a Consent Form that authorises the Charity to contact your GP and acquire medical information about you, either now or in the future. This Consent Form must accompany your Application, and can be found enclosed at the end of this document.							
Are you able and willing to look after yourself and your accommodation?	YES	□NO					
Please give details of any significant illnesses, injuries, operations or mental h during the last five years	ealth issue	s you've had					
Are there any other health or social factors that you wish the trustees take in assessing your application?	to consider	ration when					
Are you receiving continuing treatment for any of the above?	YES	□NO					



If you are receiving continuing treatment for any of the above, please provide details below					
Medical Practice name					
Medical Practice address (please include Post Code and County)					
Medical Practice telephone nul (please include landline and mobile if available					
Medical Practice Email address					
Name of your GP					
SECTION 5 – TRANSPOR	T MEAN	S			
Do you own a vehicle or any other means of transport?	□ NO [Car Motorbike Mobility Scooter Bicycle (please specify)			
Is the vehicle part of the Mobility Scheme?	□NO	YES			
If YES, please specify	Was a top	ch of the DLA or PIP award covers payment? £ p up payment included?			
For cars, motorbikes or similar, please provide more details (Make & model, reg. number, age)					



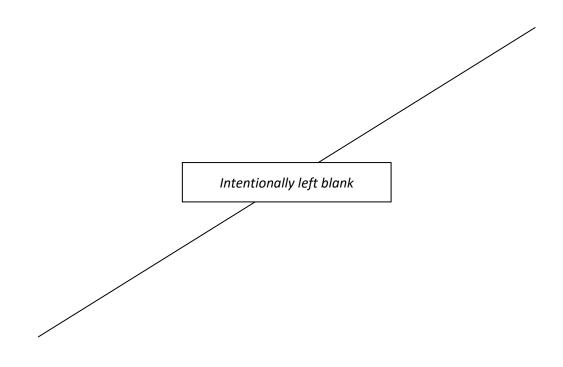
SECTION 6 – YOUR INCOME

		Please mark with X the appropriate column			
	Amount	Per Week	Per Month	Per Year	
Earnings					
1. Employment	£				
2. Self-Employment	£				
Pensions					
3. State retirement pension	£				
4. Pension paid by a past employer	£				
5. Private pension	£				
6. Widow's or Widower's pension	£				
7. Pension Credit and/or Guaranteed Credit	£				
8. Any other pension	£				
Social Security Benefits					
9. Attendance Allowance, PIP or DLA	£				
10. Child Benefit	£				
11. Income Support	£				
12. Personal Independence Payment	£				
13. ESA or Universal Credit	£				
14. Housing Benefit	£				
15. Council Tax Benefit	£				
Other Income					
16. Bank Deposit Account Interest	£				
17. Building Society Account Interest	£				
18. Investments or Trust Funds	£				
19. Financial assistance from a relative, friend or grants from a Charity	£				
20. Any other income	£				
OFFICE USE ONLY – PLEASE DO NOT FILL	£				



SECTION 7 – YOUR SAVINGS

	Amount
Bank accounts total current balance	£
Building Society accounts total current balance	£
Shares total current value	£
National Savings (e.g. National Savings Certificates) total value	£
Unit Trusts total current value	£
Premium Bonds amount held	£
Any other savings total value	£
Any other assets worth	£
OFFICE USE ONLY – PLEASE DO NOT FILL	£





SECTION 8 – YOUR BORROWING & DEBTS

Commitment Type (Please mark with **X** the appropriate column)

Provider's Name	Mortgage	Credit Card	Store Card	Hire Purchase	Overdraft	Other	Outstanding Balance	Monthly Payment	Credit Limit (where applicable)
							£	£	£
							£	£	£
							£	£	£
							£	£	£
							£	£	£

OFFICE USE ONLY – PLEASE DO NOT FILL £ £

YEARLY TOTALS	£	£	
OFFICE USE ONLY – PLEASE DO NOT FILL	INCOME	EXPENSES	POINTS



SECTION 9 – YOUR REFERENCES

Please give the names and addresses of two responsible people (<u>not</u> relatives or Eventide residents) who know you well and whom the charity may approach for a reference.

Referee 1

Full name (please include any middle names if known)	
Address (please include Post Code and County)	
Telephone number (please include landline and mobile if available)	
Email address (if known)	
How long have they known you for?	
How do they know you?	
	Referee 2
Full name (please include any middle names if known)	
(prease melade any madre names maner)	
Address (please include Post Code and County)	
Address	
Address (please include Post Code and County) Telephone number	
Address (please include Post Code and County) Telephone number (please include landline and mobile if available) Email address	



SECTION **10** – **M**OVING TO AN **A**LMSHOUSE

Please indicate the main reasons for wanting accommodation (tick ALL applicable)

☐ Homeless
☐ Domestic violence
☐ Loss of tied accommodation
☐ Eviction or repossession
Racial harassment
☐ Harassment (non-racial) or neighbour nuisance
☐ Required / asked to leave by family or friends
☐ Been served notice on your tenancy
☐ Financial or mortgage difficulties
☐ Unable to physically manage present accommodation
Overcrowding in your current home
Poor condition of current home
Present accommodation required for improvements or redevelopment
Relationship breakdown with partner (non-violent)
Feeling isolated, insecure, worried about personal safety
☐ To be closer to family or friends
Other (please specify)
Have you applied for accommodation elsewhere?
☐ NO ☐ Local Authority ☐ Private Landlord ☐ Other Almshouse
Other (please specify)



Applicants should be aware that almshouses are Charities offering safe accommodation to their residents. Please state below:
 Why you wish to leave your current home What makes you a good candidate for an almshouse at Eventide Homes, and What you can add to the Charity
How did you find out about Eventide Homes (please tick all that apply)?
How did you find out about Eventide Homes (please tick all that apply)?
☐ Advertisement ☐ Leaflet ☐ Online media ☐ Friend/family ☐ GP/Social Worker
Current resident Other (please specify)



SECTION 11 – DECLARATION

By submitting my application to Eventide Homes, I hereby declare the following:

- I understand that the Charity may check some or all of the information I have provided to
 process my application. They may also obtain information about me from other organisations, or
 give information about me to them to make sure the information is accurate in order to process
 my application and I consent in them doing so.
- 2. I am granting my consent to the processing of my private data in accordance with the Charity's Privacy Policy.
- 3. The information I have given on this form is correct and complete to the best of my knowledge and belief. I understand that the Trustees are entitled to terminate any appointment to an almshouse I may be offered as a result of this application, if my answers in this application form are (or are found to be in the future) untrue, or misleading in any respect (for example, due to omitting or misstating relevant facts).
- 4. I confirm that, to the best of my knowledge, I satisfy the Charity's eligibility criteria, as supplied to me on application. I understand that any false representation I make with regard to the eligibility criteria will render me ineligible to remain at Eventide Homes at any time in the future, if I am offered a place.
- 5. I agree that, if I am offered accommodation, I shall be a beneficiary of the charity and not a tenant. Any weekly sum I pay will be a maintenance contribution and not a rent and will be paid by monthly bank direct debit.
- 6. I confirm that I am able and willing to look after myself and live independently.
- 7. I consent to my GP or other medical attendant providing the Charity with a medical certificate or report about my health and condition, now or at a future date, in accordance with the terms of the attached GP Authorisation Form.
- 8. I declare that I have taken permission from my next of kin, emergency contact and referees to disclose their contact details to the Charity so as to be contacted in regards to my application.
- 9. I have carefully read the Resident's Handbook, and agree to abide by it should I be appointed to an almshouse. I understand that it is the Charity's right to evict me in case of failure to abide by the instructions contained in the Resident's Handbook.
- 10. I understand that, if shortlisted, an invitation to attend for an interview will be offered. I acknowledge that such invitation does not guarantee that an almshouse will be offered to me.



- 11. I understand that the appointment of all residents is entirely at the discretion of the Trustees of the Charity and that the Charity's decision is final with no right of appeal. I acknowledge however that, if rejected, I can always reapply, but only if my circumstances have deteriorated.
- 12. I understand that my application will be kept to a housing register maintained in order to assess who is most in need of accommodation when a vacancy arises. I acknowledge that placement on said register does not guarantee that the Charity will be able to offer me an almshouse.

13. I acknowledge that pets are not allowed.

I consent that the Charity may contact	me by 🔲 Email	Post	Telephone
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THE APPLICANT		
	Signature	PRINT NAME IN CAPITALS
	Date	

The witness signing the form below **must not** be a relative of the applicant.

THE WITNESS		
PRINT NAME IN CAPITALS		
Witness Address		
(please include Post Code and County)		



SECTION 12 – SUPPORTING DOCUMENTS

Every application needs to be accompanied by the following supporting documents:

- A copy of your birth certificate or passport
- A copy of your proof of current residency (contract or any other relevant document)
- A copy of your proof of eligibility of Housing Benefit or Local Housing Allowance
- The completed and signed GP Authorisation Form (see last page)
- Copies of proof of all savings/borrowing (please include at least 3 months banks statements for current account)
- Proof of Settled Status and Right to Rent (if applicable)
- Any separate sheets you filled in
- Optionally, the completed Equality & Diversity Form (see next page)

Please send the application form and supporting documents by post or Email to:

The Eventide Homes

57A Edgecombe Gardens 605 Castle Lane West Bournemouth BH8 9TW

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EQUALITY & DIVERSITY MONITORING FORM

Eventides Homes want to meet the aims and commitments set out in our Equality Policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of our residents in encouraging equality and diversity.

The Charity needs your help and co-operation to enable it to do this, but filling in this form is **voluntary**. The information provided will be strictly confidential and will remain anonymous. Your answers will:

- not be used as part of the selection process or affect your application in any way
- not be seen by the Trustees panel
- be used for statistical purposes only

No information will be published or shared in any way that would allow any individual to be identified. If you have any questions about the form please call us on **01202 515399** and we will be happy to assist.

What is your	☐ Male ☐ Female ☐ I prefer not to say
gender?	☐ I self-identify as (please specify)
What is your Ethnic Group? Your Ethnic Group is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.	White: English/Welsh/Scottish/Northern Irish/British White: Irish White: Gypsy or Irish traveller White: Other White Mixed Ethnic group: White & Black Caribbean Mixed Ethnic group: White & Asian Mixed Ethnic group: White & Asian Mixed Ethnic group: Other Mixed Arab Asian/Asian British: Indian Asian/Asian British: Pakistani Asian/Asian British: Bangladeshi Asian/Asian British: Other Asian Black/African/Caribbean/Black British: African Black/African/Caribbean/Black British: Caribbean Black/African/Caribbean/Black British: Other Black Other ethnic group (please specify) I prefer not to say



continued on the next page...

What is your age group?	☐ 60-70 ☐ 71-80 ☐ 80+ ☐ I prefer not to say	
What is your Marital / Civil Partnership Status?	Single Married Civil partnership Divorced Separated Widowed I prefer not to say	
What is your Sexual Orientation?	 ☐ Heterosexual ☐ Bisexual ☐ Homosexual (Gay/Lesbian) ☐ Other (please specify) ☐ I prefer not to say 	
What is your religion or belief?	□ Buddhist □ Christian □ Hindu □ Jewish □ Muslim □ Sikh □ Other (please specify) □ No religion or atheist □ Agnostic □ I prefer not to say	
Do you have any criminal convictions which have not been spent under the terms of the Rehabilitation of Offenders Act 1974?	□YES □NO	
Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.	On the basis of this definition, do you have a disability?	

Thank you for taking the time to complete this Equality & Diversity Form



GP AUTHORISATION FORM

I, (FULL NAME IN CAPITALS)	
whose date of birth is	
of address	
hereby authorise my GP for the time being to (Registered Charity No 202516) with:	provide Eventides Homes Charity
1. relevant information about my current lapplication I make to become a resident	· — — ·
 advice about my health needs, should tl 	
and until I have ceased to live in the pro	perty provided by the Charity.
THE APP	LICANT
Signature	PRINT NAME IN CAPITALS
Date	