

HOMES FOR WELLS TENANCY APPLICATION FORM

THIS IS A WORD DOCUMENT AND MUST BE COMPLETED IN WORD. If you need help with this, please phone the office and make an appointment and we will help you complete it.

PLEASE GIVE AS MUCH INFORMATION AS POSSIBLE TO HELP US MATCH YOU WITH A SUITABLE PROPERTY.

THIS FORM MUST BE RETURNED BY EMAIL TO OUR OFFICE – OR IF YOU COMPLETE IT AT THE OFFICE A PAPER COPY CAN BE SIGNED WHICH WILL THEN BE SCANNED FOR OUR RECORDS.

Please read our full Allocation Policy before completing this form so you can be sure you have included any information that might influence our decision.

THE PROPERTY YOU WANT TO APPLY FOR:

Please state the minimum number of bedrooms you can consider:

Please give details of any pets who will live at the property:

If you have other requirements eg must have a garden for pets or wheelchair access needed, please state them.

THE PEOPLE WHO WILL LIVE AT THE PROPERTY:

Please give the full name, current addresses, contact telephone number, email address and age of every person who will live at the property and describe their relationship to each other:

For each person who will live at the property please state:

- Monthly gross income from employment (if you are paid in any way other than a monthly salary please give full details):*

- Monthly gross income from any other means eg investments or benefits:*

- Details of any property or other assets owned eg savings:*

- Details of any criminal record, CCJ or bankruptcy
NB if not working please give full details as to the reason why eg in full time education and as much detail as possible eg establishment attended.*

Please state which of the people named above would like to be the ‘tenants’ ie the persons responsible for the legal obligations under the tenancy including paying the rent.

For each of those people who want to be the tenants please give full details of:

- *Current employer – name and address and phone number*
- *Position held -*
- *Time worked there –*

If less than three years please also provide these details for previous employers

- *Details of any voluntary work undertaken*

CURRENT HOUSING AND NEED:

Please give full details of current housing and why that is not satisfactory for you or if you are being evicted the full reasons why.

If those who are going to live in a Homes for Wells home don't already live together, please give these details for each person.

ANYTHING ELSE YOU WANT TO TELL US:

Please state anything else that may be relevant to your application:

ANY SUPPORTING DOCUMENTS – PLEASE SCAN THESE AND ATTACH TO THE EMAIL SUBMITTING THIS FORM. *Our office can do this for you if you wish.*

STATEMENT OF TRUTH

I certify that the information provided in this application is true and accurate and on behalf of all those mentioned on the form I authorise Homes for Wells to verify the information provided including a credit check and obtaining references from employers, volunteer organisations, current/previous landlords and employers.

I confirm that if any information in this application should change I will inform Homes for Wells and complete an up to date application.

TYPE NAME OF PERSON AND DATE MAKING THE STATEMENT OF TRUTH.