

The Waveney & Yare Housing Association Ltd

Registered Office:

Gaol Lane, Off Newgate, Beccles, Suffolk, NR34 9SJ

Registered No. 15881R

Telephone No. 01502 715858

Mobile No. 07523 034244

e-mail. cosec@wyha.co.uk



Waiting List Application

Please complete this application form carefully and in full, and return it to the address above. If you are unsure of any of the questions please contact the office. It is very important that all the questions are answered fully and accurately as this application form will be part of any future tenancy agreement, and any deliberate errors will be taken as a breach of that agreement.

Before you start please ensure that you continue to meet all the criteria listed below, otherwise your application will be rejected:

- 1) At least one of the applicants is aged over 21.
- 2) None of the applicants own a property or a share in any property.
- 3) At least one of the applicants has been in permanent employment for at least 6 months.
- 4) At least one applicant has lived within 3 miles of Beccles or Bodleian Court respectively for at least 10 years.

There is additional information available on the Housing Association's website www.wyha.co.uk The section on 'Our Homes' includes details of the properties owned and the application process.

Please complete all sections and cross out those options that do not apply, i.e. ~~Owned~~, Rented, ~~Live with relatives~~.

Could you also ensure that you return copies of all of the documentation requested as a failure to do so will delay your application.

1) Applicants Details				
1 st Applicant's Name:				
Date of Birth:		Nationality:		
Current Address:				
Post Code:		National Insurance No		
Date moved in:		Owned	Rented	Live with relatives
Home Phone No.		Mobile No.		
Email:				

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2 nd Applicant's Name:				
Date of Birth:		Nationality:		
Current Address:				
Post Code:		National Insurance No		
Date moved in:		Owned	Rented	Live with relatives
Home Phone No.		Mobile No.		
Email:				

2) Applicants Status			
Relationship between applicants:	Married	Civil Partner	Long Term Partner
Length of relationship:			
Details of Children living with you:	Gender	Age	Full or Part Time
Child 1			
Child 2			
Child 3			
Child 4			
For part time children please confirm how many days per week on average they will be living at the property.			/ week
Details of any other individuals not yet named, aged over 18 who will be living with you:	Name	Relationship	Age

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3) Current Property Landlord and Tenancy Details			
Current Landlord Name			
Landlord Address:			
		Post Code:	
Date you moved in:		Current monthly Rent:	
Notice period or tenancy end date:			

Previous Addresses (minimum of the last 5 years)

State name(s) of adult occupants at the address			
Previous Address:			
		Post Code:	
Date moved in:		Date moved out:	
State whether it was:		Owned	Rented
			Living with relatives

State name(s) of adult occupants at the address			
Previous Address:			
		Post Code:	
Date moved in:		Date moved out:	
State whether it was:		Owned	Rented
			Living with relatives

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4) Applicants History		
a) Do you have any current rent arrears?	Yes	No
If yes, please give the amount and length of time that you have been in arrears.		
Amount:	Since:	
b) Have you had any previous arrears?	Yes	No
If yes, please give the amount and the length of time that you were in arrears.		
Maximum amount:	From:	To:
c) Have you previously been evicted from a property?	Yes	No
If yes, please provide details:		
d) Have you, or has anyone who will be living with you had any criminal convictions or pending prosecutions, including for anti-social behaviour?	Yes	No
If yes, please provide details:		
e) Are you or is anyone who will be living with you currently on the sex offenders register?	Yes	No
If yes please provide details:		

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5) Employment Details (minimum of the last 5 years)				
1 st Applicant:				
Occupation:				
Employer's Name and Address:				
			Post Code:	
Date employment started:		Type of Contract:	Permanent	Temporary
Pay frequency:	Weekly	Monthly	4 Weekly	
Based on the pay period above please complete the hours worked and income details below.				
Average paid hours:		Basic pay/salary:		
Average overtime:		Av bonus/commission:		

1 st Applicant Previous Employer (if applicable):				
Occupation:				
Employer's Name and Address:				
			Post Code:	
Date employment started:		Type of Contract:	Permanent	Temporary
Monthly hours:		Monthly salary:		

If there are more employers, please continue on another sheet.

If self-employed:		
Name of business:		
Type of Business:		
Business Address:		
		Post Code:
Length of time in business:		
Please provide a copy of your last tax return showing the overall and net income of the business.		

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2 nd Applicant:				
Occupation:				
Employer's Name and Address:				
			Post Code:	
Date employment started:		Type of Contract:	Permanent	Temporary
Pay frequency:	Weekly	Monthly	4 Weekly	
Based on the pay period above please complete the hours worked and income details below.				
Average paid hours:		Basic pay/salary:		
Average overtime:		Average bonus/commission:		

2 nd Applicant Previous Employer (if applicable):				
Occupation:				
Employer's Name and Address:				
			Post Code:	
Date employment started:		Type of Contract:	Permanent	Temporary
Monthly hours:		Monthly salary:		

If there are more employers, please continue on another sheet.

If self-employed:		
Name of business:		
Type of Business:		
Business Address:		
		Post Code:
Length of time in business:		
Please provide a copy of your last tax return showing the overall and net income of the business.		

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Please provide details of any qualifications specific to your current employment.

Applicant 1:

Applicant 2:

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Please provide the main reasons for applying for a W&YHA property. (Continue on another sheet if necessary)

[illegible]

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Current Landlord Property Inspections
If your current landlord or their agent has carried out any property inspections in the last 3 years please complete the sections below.
Date of the inspection:
Results of the inspection
Items requiring action by the landlord:
Items requiring action by the tenant:
Please state number of cars in the household:

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6) Confirmation	
<p>Please be aware that before being called for an interview your contact information will be passed on to a Tenant Referencing Service who will contact your current landlord and employer as part of their procedures. The references will only be taken up at a later date and you will be contacted before we do so.</p> <p>Note that the information provided in this form will be part of any tenancy agreement offered, and any serious inaccuracies may be considered a breach of that agreement. The W&YHA reserves the right to start possession proceedings should any material inaccuracies be discovered at a later date.</p> <p>I/We confirm that to the best of our knowledge, all questions have been fully and accurately answered. I/We agree that the information provided may be used by the Waveney & Yare Housing Association in order to process my/our application onto the waiting list and to carry out referencing checks, and for any other legitimate purposes as described under the GDPR notice provided. (A further copy of which is available by request).</p>	
Signed Applicant 1:	
Print Name:	
Date:	
Signed Applicant 2:	
Print Name:	
Date:	

Notes

Please complete all sections of the form fully and accurately, for both yourself, and your partner if applicable. If you have any questions please contact the office. Once completed the form will need to be returned to the Housing Association's office at the address above. Note that the office is open 8.30-13.00 Mon to Wed and 8.30-11.30 Thu/Fri.

We strongly recommend that you download a copy and read through the government leaflet for all tenants advising them of their rights and obligations. This can be downloaded from the link below.

<https://www.gov.uk/government/publications/how-to-rent>

Checklist of items to be included

Copies of:

- 1) Most recent wage slip/s
- 2) Most recent P60 (or self employed tax return)
- 3) A recent utility bill or statement confirming your current address
- 4) Passport (photograph page) or Birth Certificate