



The Whiteley
Homes Trust

Date Rcvd:

Application No:

Priority:

For Office Use Only -

Criteria 1

Criteria 2

Criteria 3

Criteria 4

APPLICATION FOR ACCOMMODATION AT WHITELEY VILLAGE

The Whiteley Homes Trust, a registered charity, provides accommodation for older people who are of limited financial means, in accordance with the criteria laid down in the will of William Whiteley. For further information detailing the eligibility criteria and to learn more about the village please visit our website at www.whiteleyvillage.org.uk

Please answer all the questions fully and clearly, and then read the declaration at the bottom of the form before signing. If you have any difficulties completing the form, please contact The Housing Team on 01932 842360 and once completed send it to the address as the end of this form.

Your Personal Details

Please CIRCLE the type of accommodation you are looking to move into.		Cottages	Huntley House
1.	Your Full Name (Incl title e.g Mr, Mrs, Miss, Ms or Other)		
2.	Your Date of Birth		
3.	If you are married and live with your spouse, please state:	Spouse's Name: Spouse's Date of Birth:	
		You	Spouse
4.	National Insurance No.		
5.	Place of Birth		

6.a	Nationality /	
6.b	Citizenship	
7.	Do you or your spouse have a conviction which is not spent under the Rehabilitation of Offenders Act 1974?	Yes / No Yes / No
8.	Are you or your spouse eligible to claim State benefits in the UK?	Yes / No Yes / No
9.	Have you or your spouse lived in the UK all of your life? If not, please give details including dates.	Yes / No Yes / No

Your Current Accommodation

10.	Your current address, postcode, telephone number and email address:	Landlord's name: Address: Postcode:
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		<p>Tel No:</p> <p>Email:</p>
<p>11.</p>	<p>How long have you lived at your current address?</p>	
<p>12.</p>	<p>If LESS THAN 5 YEARS, please give the last two addresses of where you have lived and the number of years at each address</p>	<p><u>First address:</u></p> <p>Landlord's Name:</p> <p>Previous Property Address:</p> <p>Dates at this address:</p> <p><u>Second Address:</u></p> <p>Landlord's Name:</p> <p>Previous Property Address:</p> <p>Dates at this address:</p>

13.	Does anyone else live at your address other than you and your spouse:	Yes / No										
14.	Please CIRCLE which type of accommodation you currently live in:	<table border="0"> <tr> <td>House</td> <td>Bungalow</td> </tr> <tr> <td>Room in a shared house</td> <td>Studio flat</td> </tr> <tr> <td colspan="2">1 or 2 bedroom flat (with warden control)</td> </tr> <tr> <td colspan="2">1 or 2 bedroom flat (without warden control)</td> </tr> <tr> <td colspan="2">Other (please state)</td> </tr> </table>	House	Bungalow	Room in a shared house	Studio flat	1 or 2 bedroom flat (with warden control)		1 or 2 bedroom flat (without warden control)		Other (please state)	
House	Bungalow											
Room in a shared house	Studio flat											
1 or 2 bedroom flat (with warden control)												
1 or 2 bedroom flat (without warden control)												
Other (please state)												
15.	Are you related to your landlord? If Yes, please confirm the relationship.	Yes / No										
16.	Please circle one of the following which best describes your current situation:	<table border="0"> <tr> <td>Council tenant</td> <td>Housing Association Tenant</td> </tr> <tr> <td>Renting Privately</td> <td>Living in a property tied to your job</td> </tr> <tr> <td>Staying with family or friends</td> <td>Homeless</td> </tr> <tr> <td colspan="2">Other (Please state)</td> </tr> </table>	Council tenant	Housing Association Tenant	Renting Privately	Living in a property tied to your job	Staying with family or friends	Homeless	Other (Please state)			
Council tenant	Housing Association Tenant											
Renting Privately	Living in a property tied to your job											
Staying with family or friends	Homeless											
Other (Please state)												

17.	Please state your monthly rent amount	£
18.	<p>Have you made an application to any other housing providers, including Local Authorities, private lets or family for accommodation?</p> <p>If Yes, please complete the following questions:</p> <p>Name of Housing Provider (or other)</p> <p>Date of Application</p> <p>Housing Provider's (or other's response)</p>	Yes / No

Your Finances

		You	Spouse
19.	<p>Are you currently working?</p> <p>If Yes, please give details of your present employment and whether it is full, part-time, casual or an informal arrangement</p> <p>If No, please give details of your former employment</p>	Yes / No	Yes / No
20.	<p>Have you or your spouse ever worked in Commerce or Agriculture</p> <p>If Yes, please give details.</p>	Yes / No	Yes / No

21.	<p>Please give details of you and/or your spouse's monthly income (we will require proof)</p> <p>Salary from any work</p> <p>Government Basic State Pension (weekly figure)</p>	<p>£</p> <p>£</p> <p>£</p>	<p>£</p> <p>£</p> <p>£</p>
22.	<p>Are you or your spouse in receipt of any other government benefits? (we will require proof)</p>	<p>Yes / No</p>	<p>Yes / No</p>
23.	<p>Do you and/or your spouse have financial assets that fall under the eligibility limit of £30,000 per person? (further details will be required)</p>	<p>Yes / No</p>	<p>Yes / No</p>
24.	<p>Has there been any significant change in your financial situation in the last 10 years? If so, please give details</p>	<p>Yes / No</p> <p>When:</p> <p>Please give brief details:</p>	
25.	<p>Have you previously (in the last 10 years) owned a property?</p>	<p>Yes / No</p>	

	Please circle if any of the following are relevant to you or your spouse.	<p>Owned, part-own or had a financial interest in a property</p> <p>Sold a property (in this country or abroad)</p> <p>Inherited a property</p> <p>Transferred ownership of a property</p> <p>Likely to inherit a property</p>
26.	If you have CIRCLED any of the above, please provide the following details:	<p>Market value of the property £</p> <p>Amount received from sale of a property £</p> <p>Date of Sale:</p>
27.	Do you or your spouse have any outstanding debts or CCJ's?	<p style="text-align: center;">Yes / No Yes / No</p>

Your Health

		You	Spouse
28.	Are you and your spouse able to look after yourselves and lead a fully independent life? (e.g. showering, shopping, dressing, preparing meals, cleaning your flat)	Yes / No	Yes / No

29.	Do you receive regular help in your home?	Yes / No	Yes / No
30.	Are you applying for a ground floor or an any floor property?	Ground Floor / Any Floor	

Our Community & You

31.	<p>Having read the Villager Handbook please give details of</p> <p>i) why you would like to come to Whiteley Village,</p> <p>ii) how you would benefit from living here and</p> <p>iii) the skills, attitude and experiences you believe you can bring to our community.</p>		
32.	<p>Do you have a pet?</p> <p>If yes, please give details</p>	Yes / No	
33.	<p>Under the Immigration Act 2014 we are obliged to check the immigration status of all prospective residents. Please confirm you are entitled to reside in this country and can provide appropriate documentation if necessary.</p>	Yes / No	

	All applicants will be required to produce evidence of their identity	
34.	Please provide details as to where you heard about our charity i.e. Website, word of mouth, Recommendation	

Your family and friends

Please give details of your first and second next of kin, their relationship to you and confirm that they would assist in the event of an emergency.	
First next of kin	Second next of kin
Address	Address
Landline telephone number	Landline telephone number
Mobile telephone number	Mobile telephone number
Email address	Email address
Relationship	Relationship
Frequency of contact	Frequency of contact

Would they be able to assist in the event of an emergency?
Yes / No

Would they be able to assist in the event of an emergency?
Yes / No

References

We require contact details for two referees. The first referee needs to be someone in a 'recognised profession' or 'a person of good standing in your community' who has known you for at least three years. For a list of recognised professions, please visit the website address below (shown in green).

The second referee needs to be your current employer if you are still working or your employer/landlord if you are currently living in tied accommodation. If you are not in employment, your second referee needs to be a person who is not related to you but who has known you for at least three years. Your referees will be contacted by The Whiteley Homes Trust in support of your application for accommodation

First referee
Address
Landline telephone number
Mobile telephone number
Email address
Relationship

Second referee
Address
Landline telephone number
Mobile telephone number
Email address
Relationship

Declaration

- a. I / we have read The Whiteley Homes Trust Villager Handbook and believe that I am / we are eligible to apply to live in one of the Trusts cottages or Huntley House.
- b. I / we have read The Whiteley Homes Trust Villager Handbook which includes the Letter of Appointment and I / we agree to abide by them should I/we be appointed as a beneficiary (ies) of The Whiteley Homes Trust.
- c. I / we are aware and accept that Whiteley Village is NOT a private estate and that it is a charity and the Trust reserves the right to advertise as such.
- d. I / we declare that the information given in this application and supporting documents is true, accurate and complete.
- e. I / we accept that if I am / we are appointed as a resident (s) I / we will be a beneficiary of The Whiteley Homes Trust and not a tenant and I / we will have no legal interest in the property. Any weekly sum that I / we pay will be a maintenance contribution, not rent.
- f. I / we confirm that I am / we are able to look after myself / ourselves, with the assistance of family and / or social services if necessary.
- g. I / we authorise and agree to The Whiteley Homes Trust making further enquiries regarding the financial or medical information which I / we have and may in the future provide, if necessary.
- g. I / we understand that The Whiteley Homes Trust has the right to set aside an appointment if it is found that an appointment would have not been awarded had all the relevant facts been disclosed.

It is part of the Trust's responsibility to ensure that applicants for almshouses are suitably qualified under the terms of The Whiteley Homes Trusts' governing document. The Trust therefore needs to investigate the personal circumstances of applicants. If your application for accommodation is successful, the personal data supplied on this form and other information relating to an almshouse appointment will be held on file for the duration of your appointment as a resident and for a further two years. Some details may be checked with relevant organisations, but none will be disclosed for any inappropriate purpose. You may have access to your personal information on request. If your application is unsuccessful, your application form and all other personal data supplied will be destroyed.

Please sign below to indicate your acceptance for The Whiteley Homes Trust to hold your personal data and to declare that all the above statements are true.

Your name		Spouse's name
Your signature		Spouse's signature
Date		Date

Checklist

Checklist of supporting documents which need to be sent along with this completed application.		
	1.	A copy of the photo page of your current passport(s)
	2.	A copy of your current tenancy agreement and proof of your current rent amount.
	3.	A copy of your most recent Council Tax demand.
	4.	A copy of your notice to quit if you have been advised by your landlord that you must leave the property.
	5.	Copies of your most recent letters confirming the amounts of your State Retirement Pension, work-related pensions, private pensions and any other pensions.
	6.	Copies of a recent pay slip if you are in employment.
	7.	Copies of your most recent Benefit and Allowance letters confirming the amounts for the last three months.
	8.	Copies of your bank, building society and Post Office statements for all accounts for the last three months.

	9.	Copies of all recent statements showing your savings and capital (e.g. ISAs, Premium Bonds, shares etc.)
	10.	Any other supporting documents which you feel are relevant to your application.

Thank you for applying for almshouse accommodation at The Whiteley Homes Trust.

Please return your completed form and supporting documents to:

Whiteley Homes Trust
The Housing Department
The Eliza Palmer Hub
Whiteley Village
Walton-on-Thames
Surrey KT12 4ES

Space for extra information