



## APPLICATION FORM

## GUIDANCE NOTES

THIS FORM CAN BE FILLED IN ELECTRONICALLY USING ADOBE READER.

DOWNLOAD ADOBE READER AT <https://get.adobe.com/reader/>

ONCE COMPLETED, AT THE END OF THE FORM THERE IS A BUTTON TO EMAIL THE FORM BACK TO US, AND AN OPTION TO PRINT THE FORM SHOULD YOU WISH TO.

Please read the questions carefully and answer all the questions that apply to you. If you do not fill in the form properly or fail to provide all the information that is required, it will be returned to you and this will delay your application.

If you need more room for an answer, please use the space provided on page 8 or attach further sheets of paper as necessary.

Once you are on the register, we will provide you with a registration number and all other details required via post. Please keep the letter you receive in a safe place.

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Please keep us informed of any change in your circumstances (such as a change of address, or additions to your household, etc), as this may affect your status on the register or your application may be closed. Your application will remain on the register for 12 months. You will need to inform us if you wish to remain on the register after this time.

If you are applying with a partner please complete their details in the boxes provided.

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## CHECKLIST

Please ensure you send us copies of all the supporting information we ask for. We cannot process your application without it. Please note that we do not require originals and copies will not be returned.

This includes:

- Proof of identity – e.g. a photocopy of your and your partner’s birth certificates, passports, or driving licences.
- Proof that your children live with you permanently (if applicable) – e.g. a DL84TS from the Child Benefit Agency (telephone them on 08453 021 444).
- Proof that you work in the locality (if applicable) – e.g. a copy of a payslip or contract of employment.
- Proof that you have family living in the locality (if applicable) – e.g. a copy of a family member’s utility bill, tenancy agreement, or bank statement.

*(Throughout this form the word “locality” refers to the parishes listed on the website for the Rural Community Housing (RCH) community in which you are applying for a tenancy.)*

## PERSONAL DETAILS

### PRIMARY APPLICANT

Title:

Mr: Mrs: Miss: Ms:

First Name:

Surname:

Date of Birth (DD/MM/YYYY):

National Insurance Number:

Current Address:

Post Code:

Can we contact you at this address?

YES: NO:

If not, please provide alternate address below:

Post Code:

Home Telephone No:

Work Telephone No:

Mobile Telephone No:

Email Address:

How would you prefer us to contact you?

Mail: Home phone: Work phone:

Mobile phone: Email:

### JOINT APPLICANT

Title:

Mr: Mrs: Miss: Ms:

First Name:

Surname:

Date of Birth (DD/MM/YYYY):

National Insurance Number:

Current Address:

Post Code:

Can we contact you at this address?

YES: NO:

If not, please provide alternate address below:

Post Code:

Home Telephone No:

Work Telephone No:

Mobile Telephone No:

Email Address:

How would you prefer us to contact you?

Mail: Home phone: Work phone:

Mobile phone: Email:

## PERSONAL DETAILS CONTINUED...

### PRIMARY APPLICANT

Employer's Name:

Employer's Address:

Post Code:

If you have any dependant children who will be living with you, please specify below:

First Name:

Surname:

Sex: Male:

Female:

Age:

Relationship to applicant:

First Name:

Surname:

Sex: Male:

Female:

Age:

Relationship to applicant:

First Name:

Surname:

Sex: Male:

Female:

Age:

Relationship to applicant:

First Name:

Surname:

Sex: Male:

Female:

Age:

Relationship to applicant:

### JOINT APPLICANT

Employer's Name:

Employer's Address:

Post Code:

Are you or a member of your family registered disabled? If so, please provide details below:

*(This will not affect the eligibility of your application, it will allow us to determine which of the available properties is suitable for you)*

Have you, or a member of your household, been convicted of a criminal offence?

YES: NO:

If yes, please provide details below:

## FINANCIAL DETAILS

PRIMARY APPLICANT	JOINT APPLICANT
<p>Approximate Gross Annual Earnings: £ Savings: £ Parental / Relative contribution: £</p> <p>Are you currently in receipt of housing benefit? YES:    NO: If yes, please provide details below:</p> <p>Do you currently receive any form of benefit? YES:    NO: If yes, please provide details below:</p>	<p>Approximate Gross Annual Earnings: £ Savings: £ Parental / Relative contribution: £</p> <p>Are you currently in receipt of housing benefit? YES:    NO: If yes, please provide details below:</p> <p>Do you currently receive any form of benefit? YES:    NO: If yes, please provide details below:</p>

## ACCOMMODATION DETAILS

PRIMARY APPLICANT	JOINT APPLICANT
<p>Have you ever been evicted from home? YES:    NO:</p> <p>Have you ever been in rent arrears of more than one month? YES:    NO:</p> <p>Provide any relevant details below:</p>	<p>Have you ever been evicted from home? YES:    NO:</p> <p>Have you ever been in rent arrears of more than one month? YES:    NO:</p> <p>Provide any relevant details below:</p>

## ACCOMMODATION DETAILS CONTINUED...

Please list the details of your current and previous addresses for the past 5 years:

*(Examples of tenancy are private rented tenant, owner occupier, council or housing association tenant, living with parents, living with friends or relatives, at college or university, or other – please specify)*

Address 1:

Address 2:

Type of Tenancy:

Type of Tenancy:

Landlord's Name:

Landlord's Name:

Date From:

Date To:

Date From:

Date To:

Reason for Leaving:

Reason for Leaving:

Address 3:

Address 4:

Type of Tenancy:

Type of Tenancy:

Landlord's Name:

Landlord's Name:

Date From:

Date To:

Date From:

Date To:

Reason for Leaving:

Reason for Leaving:

*If you run out of space above, please use the [OTHER DETAILS](#) section of page 8 of this form*

**You would like to be considered for:** *(please indicate by ticking one or more of the following)*

**1 bedroom property:**

**2 bedroom property:**

**3 bedroom property:**

**4 bedroom property:**

**For which Rural Community Housing community are you applying for residency?** *(write one only)*

## ELIGIBILITY DETAILS

To qualify for Rural Community Housing affordable housing you must be able to demonstrate a local connection to the area that you have selected in the box above in one or more of the following categories:

<i>(please indicate by ticking one or more boxes that apply to you).</i>	APPLICANT 1	APPLICANT 2
<p><b>A) I work more than 20hrs per week within the locality</b>  <i>(If you have indicated that you work more than 20hrs per week within the locality, please provide your employer's name, address details, and your job title below):</i></p>		
<p><b>B) I am the registered carer/guardian of someone living with the locality</b>  <i>(If you have indicated you are the registered carer/guardian of someone above, please provide address details and their relationship with you):</i></p>		
<p><b>C) I have a first-line relative living within the locality</b>  <i>(If you have indicated you have a first-line relative above, please provide address details and their relationship with you):</i></p>		
<p><b>D) I have other local connections</b>  <i>(If you have indicated you have other local connections above, please provide details):</i></p>		

## ELIGIBILITY DETAILS CONTINUED...

### OTHER DETAILS

*Please provide details of any direct connection you may have to the RCH community for which you are applying and/or please describe in your own words how you feel you may be an asset to the RCH community for which you are applying:*

**If you have any other information that you feel may be relevant to your application please write it in the space provided below:**



## DECLARATIONS AND SENDING

Once you have read and signed the declaration below, please email the form by pressing the 'SEND' button at the bottom of the page. Alternatively, you can Print the form using the 'PRINT' button and send the form to the address shown on the website for the RCH community for which you are applying; Or, you can save this document and manually e-mail it to: [applications@ruralcommunityhousing.com](mailto:applications@ruralcommunityhousing.com)

You will receive an acknowledgement e-mail when we have received your application, and we will write to you as soon as we have assessed your application - you do not need to contact us before then. If your application is unsuccessful you may not be informed.

You must keep Rural Community Housing informed of any changes to your household, medical condition or housing situation. This is very important as it could result in a change of your eligibility for certain homes.

Applicants are advised that due to a high demand for available housing owned by the company, many people who are eligible to become applicants may not obtain an offer of a home.

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### DECLARATION

I, the signatory, declare that all the information provided in this form is complete, true, and accurate. I will inform Rural Community Housing immediately of any change in circumstances. I understand that any changes may affect my eligibility for housing. I understand that information will be shared, on a need to know basis and in strict compliance with the law, with all the relevant organisations in order to verify information or to prevent fraud or protect the company interest in other ways. I consent to the company making enquiries of any relevant persons to confirm the information on the application form is correct or to add to the information given where this is necessary to complete an assessment of eligibility or consider suitability for housing. I understand that my application may be cancelled if I give false or misleading information, or if I withhold information. If I am granted a tenancy because I have given false or misleading information, or because of information I have not given, I understand that my tenancy may be terminated.

**Tick the box if you agree to the conditions outlined above:**

**Date:**

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Data Protection - The information you provide on this form will be used by Rural Community Housing Limited to process your application for affordable housing. It will not be passed to third parties without your permission unless we are required to do so by law.