

**BISHOPS CASTLE & DISTRICT COMMUNITY LAND TRUST Ltd.**

**TENANT APPLICATION FORM**

**Applicants details**

Title ..... First Name(s) ..... Surname ..... Date of Birth .....

Marital Status ..... Contact Number Mobile..... Landline .....

Email .....

**Address History (Please provide the last three years address history; if you need more space please use a separate sheet)**

Current Address; .....

Time at this address; Years ..... Months .....

Address Status; (Please tick one)

Owner ..... Rented ..... Living with family/friends ..... Other (please specify) .....



<b>1. HOUSING NEED</b> <b>Qualifying options</b>	<b>Evidence required</b>	<b>Your circumstances</b>	<b>Please leave column blank</b>
<p>You have no home of your own</p> <p>Or</p>	<p>Tell us about your current situation</p>		
<p>2. You are living in inadequate or unsuitable housing to meet you current or future needs due to:</p> <ul style="list-style-type: none"> <li>• Tenure</li> <li>• Size of accommodation</li> <li>• Location</li> <li>• Security</li> <li>• Cost</li> </ul>	<p>Tell us why it's not suitable, because:</p> <p>Type of tenure</p> <p>Space available</p> <p>Where its located</p> <p>It's condition, or security issues</p> <p>Running costs causes you problems</p>		

<b>2. STRONG LOCAL CONNECTIONS</b> <b>Qualifying options</b>	<b>Evidence required</b>	<b>Your connections</b>	<b>Please leave column blank</b>
<p>'Local area' is defined as being within the area of the Bishops Castle Town Council or within a 10km radius of the properties. A strong local connection is normally established if you meet at least three or more of these qualifying options.</p>			
Your parents lived in the local area where you were born	Their address		
You lived in the local area for five years as a child and attended school	Which school you Attended		
You currently live in the local area	Your address		
You have previously lived here, for how many years	The address and Number of years		
You are currently employed, or have formal offer of employment	Name and address of Employer		
You need to live in the local area to receive or provide support to/from a close relative Or, to receive or provide childcare to/from a close relative	Tell us if you need to live in this specific area, and for what reasons		

<b>3. AFFORDABILITY Qualifying options</b>	<b>Evidence required</b>	<b>Your circumstances</b>	<b>Please leave column blank</b>
Your financial circumstances.  Please provide information on your Monthly household income	Please provide one of the following as evidence of your total household income <ul style="list-style-type: none"> <li>• Copies of 3 months' pay slips</li> <li>• Most recent P60</li> <li>• Details of benefits/pensions</li> </ul>		

**Employment details**

Current employment status (please tick one)

Employed (FT) .....Employed (PT) .... Zero Hours .....Unemployed .....Other (please specify) .....

Company name ..... Address .....

Position ..... Salary ..... Start date .....

Referee name and position ..... Contact number.....

**References**

Please supply details of one additional referee, or two if you are not employed. If you have rented or have owned a property in the past two years we will need the details of your landlord or mortgage lender. If none of the above apply we will need personal references from people who have known you for two years or more.

Name ..... Address .....

Phone ..... Email .....

Name ..... Address .....

Phone ..... Email .....

**Credit check**

As part of your application, the Trust will need to carry out a credit check on you. Please tick here ..... to confirm that you understand and agree to this.

**Data protection**

Information in your application form, references and other information obtained during the application process will be used by the Trust to assess your application for a tenancy. The Trust will share your information with co-opted committee members and any agents the Trust may use to assist with the lettings procedure. Please tick here ..... to confirm that you understand and agree to this.

Are you member of the Trust? ..... Are any of your close relatives a Board member of the Trust? .....

**Declaration** - I confirm that all of the information on this questionnaire, and the supporting evidence, is accurate.

**Applicants signature** ..... **Date** .....