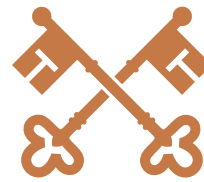


Application for almshouse housing Guidance notes



**Liversage
Trust**

For the people of Derby
Since 1529

Please read these notes carefully before completing the application form

Submitting an application form does not guarantee that you will be accepted on to the Liversage Trusts Almshouse waiting list. Each completed application is assessed against the 'eligibility' criteria detailed below, after which you will be notified in writing of our decision. To be eligible for rehousing with the Trust you must meet all criteria as detailed below. You will also be required to provide relevant additional information in support of your application, which is used to confirm your eligibility, plus determine any additional priority status for re-housing.

It is important that you complete the form fully and provide us with all relevant information as your application cannot be processed where information or details are missing. This, in turn, may lead to your application being returned to you and/or a delay in your application being processed.

A. Qualifying Criteria

To be eligible for re-housing with the Liversage Trust, an applicant **MUST** meet all of the following criteria:

- **You must be in housing need, hardship or distress** - any applicant whose total assets including but not limited to savings, bonds, housing and other assets exceed £23,250, is not eligible.
- **You must be aged 60 years of age and over** - any person living with the main applicant aged below 60 does not have automatic right of succession.
- **You must have resided in Derby for not less than five years** - anyone who has lived outside of the Derby city area for the immediate five years prior to their application will not qualify as a beneficiary even if, for the majority of their life, they have lived within the city.

Should an application not meet all the criteria, then the application form will not be processed and the applicant will be advised that they are ineligible to go on the almshouse waiting list.

B. Completing the application form

Section 1 – Applicant's personal details

- Provide the full name of all applicants who will be re-housed within a Liversage Trust property.
- State the date of birth for all applicants. (Proof is required - see checklist at end.)
- Provide contact details for the main applicant, including mobile phone number and email address where applicable. This is so we can more easily contact you and discuss your application.
- State how long you have lived at your current address, including date of moving in. (Proof is required - see checklist at end.)

Section 2 – Previous addresses over the last 5 years

- Provide details of any previous addresses covering the last 5 years, including dates you lived at the property and if applicable, who your landlord was, if you rented. (Proof is required - see checklist at end.)

Section 3 – Details of anyone current living with you but not moving

- Provide the full name and nature of your relationship with anyone who currently lives with you, but will not be moving or included on the application for re-housing with the Liversage Trust.

Section 4 – where you live now

- Provide a simple description of the property you currently live in. For example, this could be a 2-bed house or a 1-bed, third floor flat.
- If you rent your property, provide full details of your landlord, including current rent paid and any notice period that you must give when vacating your current accommodation.
- If you own your property, provide details of estimated sale value and any equity in the property. You must advise on any estimated leaving dates. (Proof is required - see checklist at end.)

Section 5 – Applications to other housing providers

- Provide details of any other housing providers you have approached to assist with re-housing.
- If you have only approached the Liversage Trust, please detail why you haven't approached any other housing providers. For example, this could be due to property locations, rent levels being too high or a bad experience with previous landlords.

Section 6 – Why you want to move

- Provide as much information as possible about why you would like to move to a Liversage Trust property. Please note the more information you provide, including any supporting statements / evidence from other sources, the better able the Trust is to assess your application and determine whether any additional priority may be applicable. Any information submitted should detail; the nature of any issues, the impact on the individual and any action or remedy being undertaken to help with the problem. (Proof is required - see checklist at end.)

Section 7 – Where you want to move to

- Provide details about where you would like to move to and any special requirements that you might have, such as a ground floor property only. Tick all estate boxes that apply.
- Please think carefully about where you would like to live and the different property types available across Liversage Trust estates, as detailed within your information pack. 3 refusals of an offer of accommodation will result in you being removed from the waiting-list.

Section 8 - Financial circumstances

- Provide full information on your financial circumstances including current income and any savings you may have, ensuring totals are clearly distinguished. (Proof is required - see checklist at end.)

Section 9 – Vehicle ownership

- Please tick to confirm vehicle ownership and detail the nature of that ownership.

Section 10 – Pet ownership

- Please tick to confirm pet ownership and detail what type and number of pet/s you own, including age.

Section 11 – Next of kin

- Provide next of kin details and contact information.

Section 12 – Relationship to others

- Please tick to confirm whether or not you are related to an existing Trust resident, a member of staff, or a Trustee, and detail name and address.

Section 13 – References

- Please provide full details of two referees. One should be someone who is not related to you, but whom you have known for at least 3 years, while the other must be your current landlord, should you rent your property.

Section 14 – Assistance in completing the form

- Provide details of anyone who has helped you to complete the application form and reasons why. Please ensure they sign and declare their relationship to you.

Section 15 – Declaration

- Please ensure you and any other applicant read, sign and date the declaration to confirm that you have completed the application form accurately and to the best of your abilities.

C. General Information

The application form should be completed using black ink or type.

- Please do not use staples to attach copies of supporting information / certification.
- Please read the questions carefully and fill in every section of the form as fully as you can. If you think some parts do not apply, write N/A (not applicable) in the spaces provided.
- Where a yes/no answer is required, please put a tick in the appropriate box.
- Make sure any information you provide is clear, precise and easily understood. The information you provide will be used to determine your priority level, which in turn could impact on how long you will wait before an offer of accommodation.
- **If you do not fill in the form correctly, give us all the information we need, including required supporting information, or you do not sign the declaration at the end, we will return your application to you and this will delay your application for rehousing.**
- Please check your form before sending back to us and complete the Proof Document Checklist.

All application forms should be returned to:

The Liversage Trust, Board Room, London Road, Derby, DE1 2QW

Email: info@liversagetrust.org

D. What happens next?

Each application is assessed against the stated criteria and will either be accepted on to the waiting list or determined as ineligible. Where an application has been accepted, further investigations may be undertaken including a home visit to establish any additional priority. All applicants will be invited to meet with Trustees prior to any offer of accommodation. All applicants will be notified in writing as to the outcome of their application.

Proof Document Checklist

Please send us ALL of the documents that apply to you and any other applicant.

Please note that some documentation may cover more than one area; in which instance, please provide one copy only, per person. Where a request is not relevant, for example, you are not in receipt of benefits; please write in N/A, otherwise tick the box where documents are enclosed.

Failure to provide all documentation will prevent us from registering your application.

Right to rent:

You and any applicant (if applicable) must have citizenship in an EU country or indefinite/exceptional leave to remain in the UK with access to public funds. Please provide a copy of each applicant's passport or UK Birth certificate.

National Insurance Number:

Please provide a recent payslip, N.I. card, DWP/benefit letter, p60, p45 or any other official document that shows a N.I. number for each person on the application.

Proof of age:

Please provide a copy of a full Birth Certificate for you and any other applicant (if applicable).

Proof of address:

Please provide proof for the last 5 years at any address where you have lived. This can be a Bank Statement, Utility Bill or any other official document with a name, address and a date on it.

Proof of savings / Financial circumstances:

Please provide copies of any relevant bank statements, saving accounts, wage slips dated within last 2 months and/or property valuations, sales brochures and mortgage statement as appropriate.

Proof of benefits:

Please provide a copy of any government benefits that you or any applicant (if applicable) receive such as Job seekers allowance, ESA, DLA, PIP, Housing benefit, Universal or Pension credit.

Supporting information

Please provide relevant independent evidence / information in support of your application which may assist in determining any additional priority. E.g. letter from a Doctor / hospital, other agency etc.

Tenancy agreement:

If you have a signed tenancy agreement, licence, a rent book or other agreement for the rent you are paying, please provide us with a copy.

Please note that your application will not be registered without the relevant proof documents
Please do not send original documents in the post.



Application for Almshouse Housing

The Liversage Trust provides almshouses for people aged 60 years and over, who are in need, hardship or distress as a consequence of their current housing situation. A weekly visiting service and emergency call alarm is available. Residents occupy homes as a beneficiary of the Charity, not as a tenant, and weekly sums payable are regarded as maintenance contributions, not rent.

If you would like to be considered for one of our properties and meet current eligibility criteria, please complete this form, referring to the guidance notes provided; this details the information and supporting evidence that we require to process your application quickly. Wherever necessary, please continue any section on a separate sheet of paper and submit this with the form.

Please note, where a section is marked by (*), supporting evidence is required & you should refer to the guidance note.

1. Applicant's personal details(*)			
Main Applicant's name (including title):		Date of birth:	
Second Applicant's name (including title):		Date of birth:	
Applicant's current address:			
		Postcode	
Mobile phone:		Home phone:	
Email Address:			
How long have you lived at this address? (Please give dates).			
2. Previous addresses over the last 5 years(*)			
Address	Dates lived there	Name and Address of landlord (if rented).	



Liversage Trust

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Since 1529

T: 01332 348155
E: info@liversagetrust.org
www.liversagetrust.org

Liversage Trust, London Road,
Derby, DE1 2QW

5. Have you applied to anyone else for re-housing

If yes, please tell us who:

If no, please tell us why not:

6. Why you want to move including any health or social reasons(*)

Please give us as much information as possible to support your application (continue on a separate sheet if necessary):

7. Where you want to move to

Estate:	Property type:	Please tick (✓) all those you would consider
Arthur Hind Close	1-bed bungalow	<input type="checkbox"/>
	2-bed house	<input type="checkbox"/>
Nottingham Road	2-bed house	<input type="checkbox"/>
	2-bed flat	<input type="checkbox"/>



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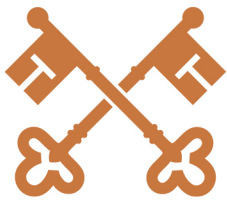
Liversage Trust, London Road,
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London Road	1-bed house	<input type="checkbox"/>
	1-bed bungalow	<input type="checkbox"/>
Franchise Street / Drewry Lane	1-bed bungalow	<input type="checkbox"/>
	1-bed flat	<input type="checkbox"/>
	2-bed flat	<input type="checkbox"/>
	3-bed house	<input type="checkbox"/>

Please detail any specific requests.

8. Financial circumstances (*)

	You	Your partner
If you still work:		
Who is your employer?		
What are your average weekly earnings?	£	£
If you receive benefits:		
What housing benefit do you get?	£	£
Is this Full or Partial housing benefit (please write in)		
What other benefits do you get? (list all that you currently receive)		
	£	£
	£	£
	£	£
Other income/assets:		
What total weekly pension do you get?	£	£
Total of any other regular income	£	£
Total savings	£	£
Please state value of any other assets (eg second property)	£	£



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9. Vehicle ownership

Do you own a car or a mobility scooter?

Yes No

If yes, please give details:

* Please note, the Trust has a mobility scooter policy which is available on request.

10. Pet ownership

Do you own a pet?

Yes No

If yes, please tell us how many and what type of pets you have, plus age:

* Please note, the Trust has a pet policy which is available on request.

11. Next of Kin

1. Name / relationship

Address and telephone number:

2. Name / relationship

Address and telephone number:

12. Relationship to existing Liversage Trust resident / staff / trustee

Are you related to any existing Trust resident, member of staff or Trustee?

Yes No

Name and address:

13. References (*)

Please provide two referees. One should be someone who is not related to you, but who you have known for at least 3 years. The other, must be your current landlord (where applicable).

Reference One:

Reference Two:

Name:

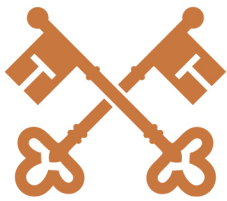
Name:

Address:

Address:

Telephone:

Telephone:



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14. Assistance in completing this form:

If this form has been filled in by someone other than the applicant, please tell us why they are filling in this form:

Name:

Relationship to applicant:

Signature of the person:

Date:

15. Declaration

I declare that the information given in this application form is true. I understand that any deliberately false statement or omission of material facts may result in action being taken against me.

Main applicant's signature:

Date:

Second applicant's signature:

Date:

DATA PROTECTION STATEMENT

It is part of the Trust's responsibility to make sure that applicants for almshouses are suitably qualified under the terms of the Charity's governing instrument. The Trust therefore needs to investigate the personal circumstances of applicants. The personal data supplied on this form, and other supporting evidence relating to an almshouse appointment or care management, will be held on file. 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.

Please return the completed form to: The Liversage Trust, Board Room, London Road, Derby DE1 2QW

Telephone: 01332 348155

Fax: 01332 349674

Email: info@liversagetrust.org