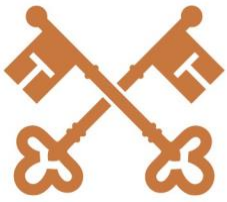


Application for a Tenancy

The Liversage Trust is an Almshouse Charity, but also operates as a private landlord, with 39 properties let on assured shorthold tenancies. If you would like to be considered as a tenant should one of our properties become vacant, please complete this form. Please provide as much detail as you can to tell us about your current circumstances and your preferences for rehousing.

1. Applicant's Personal Details			
Your name:		Date of birth:	
		NI number:	
Partner's name: (if applicable)		Date of birth:	
		NI number:	
Your current address and postcode:			
Telephone:		Email:	
2. Family Members			
Please provide details of family members currently living with you			
Name	Relationship	Age	Will they be moving with you? (state either Yes or No)



3. Previous Addresses over the last 5 years

Full address including postcode	Dates of occupation	If rented, landlord name and address.

4. About you

Do you own any property or land, either in the UK or abroad?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have more than £23,500 in savings or assets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have criminal convictions which have not been spent under the terms of the Rehabilitation of Offenders Act 1974?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been evicted from a rented property or had legal action taken against your tenancy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you own a pet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you own a vehicle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Answering yes to any of these questions, does not necessarily mean that we won't accept you onto the waiting list. If you have answered yes to any of the above, please give further details:



5. Where you live now

Please tick which apply:

House Flat Bungalow Shared accommodation Caravan / Mobile Home

How many bedrooms are in your home?

If you live in a flat, which floor? (ie; Ground / First)

Do you:

Own your home

Live with family

Sofa surfing

Rent your home

Live with friends

Other Please state below

If you rent your current home:

Landlord's name, address and telephone number.

Please note we will contact your current landlord for a reference

How much is your current rent? (state weekly or monthly)

Is your rent paid up to date? (please state either Yes or No)

Yes

No

If no, please state the amount owed and the reason for arrears

If you own your current home:

What is the estimated value?

How much, approximately, is your outstanding mortgage?

What is your estimated timescale for moving and your plans for the owned property?



Liversage Trust

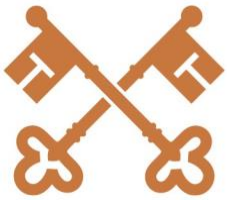
For the people of Derby
Since 1529

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

Liversage Trust, London Road,
Derby, DE1 2QW

6. Why you want to move

Please give us as much information as possible to support your application, including any health or social circumstances you would like us to consider.



Liversage Trust

For the people of Derby
Since 1529

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

Liversage Trust, London Road,
Derby, DE1 2QW

7. Where you want to move to

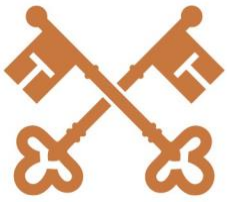
All of our private rented properties are all located on Nottingham Road.

Property type:	Guide price of monthly rent: (per calendar month)	Please tick (✓) all those you would consider
1 Bed Flat (14 in total)	£400 - £450	
1 Bed House (1 in total)	£400 - £450	
2 Bed Flat (12 in total)	£450 - £580	
2 Bed House (1 in total)	£400 - £500	
3 Bed House (1 in total)	£600	
4 Bed House (10 in total)	£700	

Please detail any specific requests, such as a requirement for ground floor accommodation or adaptations:

8. Financial Circumstances

	You	Your Partner
If you work:		
Name and address of your employer?		
What are your average weekly earnings?	£	£
If you receive benefits:		
How much Housing Benefit or housing cost element of Universal Credit do you receive?	£ Weekly / Fortnightly / Monthly	£ Weekly / Fortnightly / Monthly



Liversage Trust

For the people of Derby
Since 1529

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

Liversage Trust, London Road,
Derby, DE1 2QW

List below any other benefits you receive:		
	£ Weekly / Fortnightly / Monthly	£ Weekly / Fortnightly / Monthly
	£ Weekly / Fortnightly / Monthly	£ Weekly / Fortnightly / Monthly
	£ Weekly / Fortnightly / Monthly	£ Weekly / Fortnightly / Monthly
	£ Weekly / Fortnightly / Monthly	£ Weekly / Fortnightly / Monthly
Other income/assets:		
Any other regular income: (eg Child Maintenance)	£ Weekly / Fortnightly / Monthly	£ Weekly / Fortnightly / Monthly
Total savings and investments	£	£
Please state value of any other assets (eg second property)	£	£

9. References

Please provide details of someone who is not related to you, who you have known for at least 3 years, and who will act as a referee, if required:

Name:

Address:

Telephone:

Email:



Liversage Trust

For the people of Derby
Since 1529

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

Liversage Trust, London Road,
Derby, DE1 2QW

14. Declaration

Please read the following statements and sign below. We cannot process your application if you have not signed.

- I declare that the information given in this application is true and complete.
- I understand that if any information I have given is incorrect or incomplete, that the Trust may take legal action against me and this could result in me losing my home.
- I authorise Liversage Trust to check any of the information given on this form.
- I know that I must notify the Trust if any of my circumstances change after I make this application.
- I understand that no sub-letting is permitted under the terms of a Liversage Trust tenancy.
- I authorise my current and previous landlords to disclose information to Liversage Trust relating to my tenancies and conduct.

Applicant's signature:

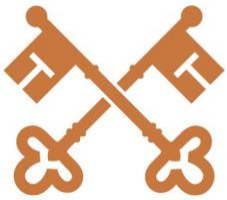
Date:

Partner's signature:

Date:

15. Data Protection Statement

The information which you give when completing your application form will be used in accordance with the Data Protection Act 1998 and the General Data Protection Regulation. Your information is held for the following purposes: to enable the Trust to create an electronic and paper record of your application; to enable the application to be processed; to enable the Trust to compile statistics, or to assist other organisations to do so, provided that no statistical information that would identify you as an individual will be published. The information will be kept securely, and will be kept no longer than necessary. 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.



Liversage Trust

For the people of Derby
Since 1529

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

Liversage Trust, London Road,
Derby, DE1 2QW

16. Verification documents

The following documentation will be required to process your application. We need to see original documents, but please do not send these in the post, as we cannot guarantee their safety. If you visit our office, we will take copies of your original documents whilst you wait.

Proof of identity and right to rent in the UK:

Any applicant must have citizenship in an EU country, or limited / indefinite leave to remain in the UK with access to public funds.

Please provide a copy of each applicants passport or UK birth certificate

National insurance number:

Please provide a recent payslip, N.I. number card, benefits letter or HMRC letter that shows the N.I. number for each applicant.

Proof of current address:

Please provide a utility bill or bank statement dated in the last 3 months, that shows your name and address

Proof of savings / financial circumstances:

Please provide your last 3 months statements for any bank, building society or Post Office accounts you may hold.

Please provide statements of any investments for have, if applicable

Please provide any property valuations / mortgage statements, if applicable

Proof of benefits

Please provide copies of any government benefits, allowances or pensions that either applicant receive.

Please return the completed form to:

The Liversage Trust
6a Liversage Almshouses
London Road
Derby
DE1 2QW

Email:
Telephone:

info@liversagetrust.org
01332 348155