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Liversage Trust
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Application for a tenancy

The Liversage Trust is a charity mainly providing almshouses for the over 60's age group. However, the Trust also operates as a private landlord, with 38 properties let on assured shorthold tenancies. There are various sizes and types of properties available, which are detailed below, but they are all located on Nottingham Road in Derby, DE1 3QS.

- 1 x one bedroom house
- 1 x two bedroom house
- 1 x three bedroom house
- 10 x four bedroom houses
- 14 x one bedroom flats
- 11 x two bedroom flats

Anyone over the age of 18 may apply to be added to the waiting list for one of these properties, as there are no qualifying criteria. However, any offers of accommodation are subject to a successful credit check and landlord reference. If you accept an offer of accommodation from us, a deposit and the first month's rent is payable at the point of sign-up, which is also when you receive the keys for the property.

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.

Verification documents

The documentation listed on the next page 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 scan your original documents whilst you wait.

<p>Proof of identity:</p> <p>Proof of identity is required for all members of the household. Passport or driving license for each person over 18 and birth certificates for anyone under 18.</p>	<input type="checkbox"/>
<p>Right to rent in the UK:</p> <p>British citizens can demonstrate their right to rent with a current or expired passport.</p> <p>EU citizens can use the Home Office online service to provide a “share code” for every member of the household who is over 18.</p> <p>Any other nationalities can provide one of the following:</p> <ul style="list-style-type: none"> • immigration documents issued by the Home Office that confirm time limited / indefinite leave to remain in the UK • passport / travel documents endorsed to show that the holder is “exempt from immigration control”, is allowed to stay indefinitely in the UK, has the right of abode in the UK or has “no time limit” on their stay in the UK • A certificate of registration or naturalization as a British Citizen 	<input type="checkbox"/>
<p>National insurance number:</p> <p>Please provide a recent pay slip, N.I. number card, benefits letter or HMRC letter that shows the N.I. number for each applicant.</p>	<input type="checkbox"/>
<p>Tenancy agreement</p> <p>If you have a tenancy agreement, license agreement, rent book or other agreement for the property you are currently renting, please provide us with a copy.</p>	<input type="checkbox"/>
<p>Proof of current address:</p> <p>If you are not providing a tenancy agreement, please provide a utility bill or bank statement dated in the last 3 months that shows your name and address.</p>	<input type="checkbox"/>
<p>Proof of income:</p> <p>Please provide your last 3 months statements for any bank, building society or Post Office accounts you may hold. If you don't have these, you will need to provide pay slips and award letters for any benefits and / or pensions.</p>	<input type="checkbox"/>

Tenancy application

1. Applicant's Personal Details

Your name: (Including title)		Date of birth:	
		NI number:	
First language:		Nationality:	
Gender:		Ethnicity:	
Your current address and postcode:			
	Dates at this address:		
Mobile number:		Landline number:	
Email:			

2. Joint Applicant's Personal Details (Only complete this section if applicable)

Your name: (Including title)		Date of birth:	
		NI number:	
First language:		Nationality:	
Gender:		Ethnicity:	
Your current address and postcode:			
	Dates at this address:		
Mobile number:		Landline number:	
Email:			

3. Household Members

Please provide details of anyone else currently living with you

Name	Relationship	Age	Will they be moving with you? (Yes or No)

4. Previous addresses

If you have lived at your current address for less than 2 years, please give details of your previous addresses

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

5. 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 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"/>
Are you related to any current Liversage Trust resident, employee or Trustee	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered yes to any of the above, please give further details:		

6. Where you live now

Type of property:	
<input type="checkbox"/> House <input type="checkbox"/> Flat <input type="checkbox"/> Bungalow <input type="checkbox"/> Shared accommodation <input type="checkbox"/> Caravan / Mobile Home <input type="checkbox"/> Other; please give details:	
How many bedrooms are in your home?	If you live in a flat, which floor? (ie; Ground / First)
Do you:	
<input type="checkbox"/> Own your home <input type="checkbox"/> Live with family <input type="checkbox"/> Sofa surfing <input type="checkbox"/> Rent your home <input type="checkbox"/> Live with friends <input type="checkbox"/> Other; please state below	

7. If you rent your current home

Landlord's name, address and telephone number. Please note that we may contact your current landlord for a reference.	
How much is your current rent?	Weekly / monthly
Is your rent paid up to date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please state the amount owed and the reason for arrears	

8. 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. Continue on a separate page if necessary.

9. Type of property considered

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	£445 - £510	
1 Bed House	£445 - £490	
2 Bed Flat	£500 - £660	
2 Bed House	£500 - £600	
3 Bed House	£640	
4 Bed House	£785	
Please tick if you can only consider ground floor accommodation		
Please detail any specific requests, such as a preference for a garden or an upper floor property:		

10. Income

If you work:	Applicant	Joint applicant
Your job title / role		
Name and address of your employer		
What are your average earnings?	£ weekly / monthly	£ weekly / monthly
If you receive benefits:		
How much Housing Benefit or housing cost element of Universal Credit do you receive?	£ How often?	£ How often?
List below any other benefits, pensions or other regular income you receive, such as child maintenance:		
	£ How often?	£ How often?
	£ How often?	£ How often?
	£ How often?	£ How often?
	£ How often?	£ How often?

11. 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:

Joint applicant's signature:

Date:

12. 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.