



ABOVE DERWENT COMMUNITY LAND TRUST LTD

Application Form for Shared Ownership at Pow Wood, Portinscale

(to be read in conjunction with the Housing Allocations Policy which can be found on our website at <http://www.abovederwentclt.org> or available from The Secretary)

1. **Please complete all sections of this form.**
2. Applicants must be in housing need in Above Derwent Parish or Wider Local Area in accordance with the Allocations Policy found at <http://www.abovederwentclt.org> or available from The Secretary, secretaryadclt@btinternet.com.
3. Please complete all questions in black ink (writing 'none' or 'not applicable' if appropriate)
4. Please print in capitals for legibility. If required, continue on a separate sheet for any of your answers where there is insufficient space making it clear the question number to which your additional sheet refers.
5. This application form can be downloaded from <http://www.abovederwentclt.org> or available from The Secretary.
6. A Word version of the form is available from the Secretary for those who wish to complete the form electronically, the form should then be printed and signed before return to the Secretary.
7. Return fully completed forms with supportive documents (if relevant) to:
The Secretary
Above Derwent Community Land Trust
Beck View, The Ravine
Thornthwaite
Cumbria CA12 5SE

All applications will be forwarded to ADCLTs Allocation Committee for consideration.
8. Please advise the Secretary if after submitting your application any of the details change.

Your Privacy

- The information you provide in this application will be used to assist ADCLT to select applicants to be offered a home at Pow Wood. We will not share your personal information with third parties except as necessary to carry out our business or as required by law or other legal processes. If you are offered a home your application will be retained by ADCLT for 6 years after your offer has been accepted.
- Applications from unsuccessful applicants will be securely destroyed once the sales on all homes at Pow Wood are completed.
- ADCLT will retain anonymised information from all applications to inform decisions on future developments by ADCLT.

The full ADCLT Policy Notice can be found on our website at <http://www.abovederwentclt.org>.

1. Please provide some detail about the APPLICANT and your SPOUSE / PARTNER (if applicable)

Detail	Applicant	Spouse / Partner
Surname		
First Names		
Title (Mr, Mrs, Miss, Dr, Other)		
Male / Female		
Date of Birth		
Place of Birth		
Contact Number - 1		
Contact Number - 2		
Current Address		
Email Address		
Relationship to other applicant		

2. Residency History (Applicant & Spouse / Partner)

Please provide the residency history for both the Applicant & Spouse / Partner in reverse date order, starting from the current address through to childhood and birth (where possible)

Who (name of Applicant or Spouse/Partner)	Date from (mm/yyyy)	Date to (mm/yyyy)	Full Address	Postcode	Residency Status (owner, Tennant, Occupier - child, Occupier - living with relative, OTHER - please state)	Reason for Leaving

If required, please continue on a separate sheet ensuring that all known details are included

3. Details of Household / Family Members who will be moving with you (not the APPLICANT or SPOUSE / PARTNER)

Detail	Household Member 1	Household Member 2	Household Member 3	Household Member 4
Surname				
First Name(s)				
Title: Mr, Mrs, Miss, Ms, Dr				
Male or Female				
Date of Birth				
Place of Birth				
Relationship to You				
Are they part of your Current Household? Yes/No				
How many nights a week do they stay with you?				

4. Educational establishments in either the Above Derwent Parish or the Local Wider Area attended at any time by you, your partner and any children living with you, full or part time please state

Who: (name of applicant/spouse/household member)	Name & Full Address of Educational Establishment	Dates attended - From	Dates attended - To

5. Employment Details - Starting with your most recent or current employment, in reverse date order, provide detail of employment history for both the APPLICANT and the SPOUSE / PARTNER

Name (Applicant and Spouse / Partner)	Date from (mm/yyyy)	Date to (mm/yyyy)	Employer Details (Name & Address)	Hours worked per week	Reason for Leaving

If required, please continue on a separate sheet ensuring that all employment details within the last 5 years are included.

6. Details regarding ownership of any property or land by the Applicant or Spouse / Partner

	Applicant		Spouse/Partner	
	Yes	No	Yes	No
Do you or your spouse / partner currently own a property or a piece of land in the UK or abroad				
Have you or your spouse / partner owned a property or a piece of land in the UK or abroad in the past five years				
Do you or your partner have shared ownership of any property in the UK or abroad				
If you have answered YES to any of these questions, please provide the following				
Name of Owner				
Address or Land Location				
What is the value of the property or piece of land?				

7. Do you or your partner provide substantial care to a relative in Above Derwent or the Wider Local Area?

<p>Do you or your partner provide substantial care to a relative?</p> <p>Substantial Care means that identified as required by a medical doctor or relevant statutory support agency</p>	Yes / No
If Yes, what care are you providing?	
Name of relative you are caring for	
Address of relative you are caring for	

8. **Your Connection to the local area - Please state what other close relations of you or your partner (e.g. parents, grandparents, siblings) are currently living in Above Derwent or the Wider Local Area.**

Family Connection	Applicant	Spouse / Partner
Name		
Address		
Relationship (Child, Parent, Grandparent, Sibling)		
Name		
Address		
Relationship (Child, Parent, Grandparent, Sibling)		
Name		
Address		
Relationship (Child, Parent, Grandparent, Sibling)		

If required, please continue on a separate sheet.

9. **Apart from their main residence do your parents, partner or other close relation own residential property in Above Derwent or the Wider Local Area. regardless of whether it is income producing?**

	Yes	No
Parents		
Spouse / Partner		
Other Close Relation		

If you answered YES, please give details and explain why it is inappropriate that you and your family/partner could not be housed there:

10. Financial Circumstances

NOTE - This section must be fully completed in respect household NET INCOME from all sources for YOU and your SPOUSE / PARTNER from all sources and the income of any other person who will be resident with you. This disclosure should include unearned income, benefits, dividends, interest, and regular receipts from any source.

Please state the amount of NET INCOME (per week or per month, delete as appropriate) from main employment and from any other employments. Give details of savings and of capital for yourself, your partner and other proposed resident including freehold or leasehold property whether or not it is income producing and whether or not it is residential, business or other use.

Area	Applicant	Spouse / Partner	Other Residents
Weekly/Monthly Income from Main Employment			
Weekly/Monthly Income from Other Employment			
Cash Savings			
Capital (e.g. Shares; Non-Cash ISA; Bonds; etc)			
Freehold/Leasehold properties – give details			
Income from any other source, including all benefits			

Please provide detail of the main household MONTHLY EXPENDITURE including rent, mortgage payments, non-mortgage loans, credit agreements for YOU and your SPOUSE / PARTNER?

Area	Applicant	Spouse / Partner
Mortgage		
Rent		
Loans		
Credit Agreements		

11. Expenditure arrears - are there any current arrears in rent/council tax or other payments in respect of your current tenancy?

If YES, please provide details:

12. If you have been given notice to quit on your current residency please attach a copy and give reasons for the notice to quit.

If YES, please provide details:

13. Are you on any housing waiting lists?

If YES, please provide details:

14. Your Conduct

Area	Applicant Yes / No	Spouse / Partner Yes / No
Have you or your spouse / partner ever had an order for possession of a property, or ever been evicted from a property?		
Do you, or does anyone else included in this application, have any outstanding debt, other than noted in Qu 11, to any private landlords, housing associations, or local authority properties?		
Have you, or anyone else in this application, been given an order made in civil court that is linked to a property, or to the locality of a property?		
Have you, or anyone else included in this application, been subject to a non-molestation order, an injunction order, an occupation order, or a restraining order?		
Have you, or anyone else included in this application, ever been found guilty in a court of law of any crime relating to benefits, social housing, or any related matters?		

15. References

Please note that references will be taken up if you are offered Shared Ownership. At least two references (who must not be relatives) are required for both the applicant and the spouse / partner from your employer, doctor, vicar, close friend, bank manager or teacher etc. Preferably your referees should have known you for at least three years. If you are currently renting one of your referees must be your landlord or land agent.

Referee 1	Applicant	Spouse / Partner
Title & Full Name		
Address		
Referee 2	Applicant	Spouse / Partner
Title & Full Name		
Address		

If you wish to provide additional references, please detail on a separate sheet.

16. Apart from your employment are you or your partner involved in any local voluntary or Community Activities? Please give details.

Applicant	Spouse / Partner

17. In your own words please explain why you are in housing need of a three-bedroom affordable property in the Above Derwent Parish.

If required, please continue on a separate sheet

18. Mortgage Readiness

Please Tick Yes or No to the following questions as appropriate	Yes	No
Have you asked about getting a mortgage?		
If answered YES to previous question, please give details: -		
Please Tick Yes or No to the following questions as appropriate	Yes	No
Has your Bank/Building Society agreed to offer you a mortgage?		
Have you got enough money to pay the deposit without needing another loan to do so?		
Will your mortgage repayments include insurance cover for your mortgage in the event of unemployment/redundancy/illness?		
If you answered No to the previous question will you make separate arrangements for such cover?		

Please provide the name and address of your solicitor

19. Please confirm that you agree to produce evidence of your income from all sources to establish your ability to meet the costs of home ownership.

Delete as Appropriate

I/We Agree

/

I/We Disagree

I/We certify that the information given on this application is true and accurate to the best of my/our knowledge and belief. I/We understand that any false or deliberately information will negate this application.

I/We understand that all information given on this form will be retained in the strictest confidence and shall only be imparted to Above Derwent directors who are entitled to know such information in pursuance of this application for an affordable home.

I/We would be willing to attend for interview, if invited.

Signed and dated by Applicant and Spouse / Partner

Person:	Signature	Print Name	Date
Applicant			
Spouse / Partner			