TENANCY APPLICATION FORM

- Applicants MUST be in housing need in South Lakeland.
- Preference will be given to those with local connections.
- Please print in CAPITALS.
- ALL questions must be answered. Write NONE where relevant.
- Incomplete applications will not be considered.
- Return the completed form to: FAO: Amanda Rudd, Cumbria Tourism Business Centre, Windermere Road, Staveley, Kendal, Cumbria LA8 9PL. **PLEASE DO NOT STAPLE DOCUMENTS**

Property Address:	Post Code:

How did you hear about the property vacancy? *(please tick)* Newspaper advert ☐ Word of Mouth ☐
Website ☐ To Let board at Property ☐ Rightmove ☐ Other *(please specify)* _____

1. ABOUT YOU

YOUR PARTNER *(if applicable)*

	Mr ☐ Mrs ☐ Miss ☐ Ms ☐	Mr ☐ Mrs ☐ Miss ☐ Ms ☐
Surname		
First names		
Date of birth		
Place of birth		
Present address		
Postcode		
Contact telephone and/or mobile		
Email		
Date you came to this address		

List all children and other adults who will be living with you.
DO NOT include yourself or your partner. If living less than full time with you mark 'X' in box

Full Name	Birth Date	Place of Birth	Relationship to You	X

	YOU	YOUR PARTNER
How long have you lived in the South Lakeland area?		

2. PRESENT ACCOMMODATION

Which of the following best describes your present housing situation?

Owner occupier		Living with friends/relatives	
Council tenant		Lodger	
Housing Association tenant		Homeless / no fixed address	
Private tenant		Accommodation provided with job	
		Date job finishes *(if known)*	

Other, *(give details)*

If you are a tenant, please give the name and address of your landlord:

How much rent do you pay per MONTH? £

If you have been asked to leave your present accommodation, please give the date by which you have been asked to leave and the reason why:

If you have been given written notice, please attach a copy.

Which other Housing lists are you on?

Your previous addresses over the last 10 years. Please begin with the most recent.

Address		

Dates From To From To

Reason for Leaving

Address

Reason for Leaving

Address

From To From To

Reason for Leaving

Schools attended with dates

Local Family Connections

Other members of your families (eg parents, grandparents) who have lived/are living in South Lakeland

Name	Address	Years Residence	Relationship to you or your partner

Children currently attending schools/colleges:

Name	Age	School/College

Details of any pets:

Type of Pet	Age	Breed of Pet

3. EMPLOYMENT/SELF EMPLOYMENT

	YOU	YOUR PARTNER
Occupation		
Employer's name & address		

Any others living with you, as listed in 1.7, who are in employment:

Name	Employers Name	Employers Address

Apart from your employment/Self Employment are you or your Partner involved in any local voluntary community activities? Give brief details

Previous occupation[s] in the last five years, or prior to retirement.

4. FINANCIAL CIRCUMSTANCES - This section MUST be completed IN FULL.

TOTAL MONTHLY household income for ALL wage earners before deductions. Please enclose copies of your last 3 pay slips or if self-employed the latest copy of your financial accounts/tax return. These will be returned to you.

	You	Your Partner	Other Wage Earners
Earned income per MONTH	£	£	£
Other income per MONTH State Pension	£	£	£
Occupational Pension	£	£	£
Benefits	£	£	£
Any other Income, e.g. Rental or Investment	£	£	£
Pensions	£	£	£
TOTAL	£	£	£
Lifetime ISA	£	£	£

Details of Savings If YES, Please give Details:	£

Do you, or your partner own houses, or any other property? Yes ☐ No ☐

Give address(es), approximate value and details, If *not, please enter "NONE"*

Value of property	£
Mortgage outstanding	£
Monthly repayments	£
Arrears (if any)	£

If you are not living in a property you own, please explain why not:

5. REFERENCES

Please note that if this section is not completed, the application cannot be considered.

Please supply names and addresses of TWO persons we may contact in order to seek a reference, e.g. your employer, doctor, vicar, long term friend, but NOT family members.

Name		
Address		
Telephone		
Email		
Relationship to you		

The successful applicant will be subject to satisfactory credit referencing.

6. REASONS FOR APPLICATION.

Why are you in housing need? Please attach additional sheet(s) if necessary.

. Declaration

Please note: all sections of this form MUST be completed, and the Declaration MUST be signed before your application can be considered.

I/We certify that the information given on this form is true and accurate to the best of my/our knowledge.

I/We understand that any false information will invalidate this application, and/or any tenancy granted as a result.

I/We agree to receive telephone calls and home visits from members or agents of the Lakeland Housing Trust.

I/We agree to the Lakeland Housing Trust taking up the references I/We have provided and for obtaining a credit report from an external referencing company.

By signing this application I/We are agreeing to share the information contained in this form and any resulting personal information drawn upon by the external Referencing Company with the Trustees of the Lakeland Housing Trust.

I/We confirm that all sections have been filled out accordingly and I/We understand that if information is omitted this may jeopardise the application.

Please tick this box to confirm that you have attached copies of your payslip information, as requested at 4. ☐

By signing below, I understand if these are not attached my application will not be valid and as such not considered.

Applicant's Signature _____ Date _____

Partner's signature _____ Date _____

All information given within this application form will be treated in strictest confidence.