



APPLICATION FOR ACCOMMODATION AT WHITELEY VILLAGE

The Whiteley Homes Trust, a registered charity, provides accommodation for older people who are of limited financial means, in accordance with the criteria laid down in the will of William Whiteley. For further information detailing the eligibility criteria and to learn more about the village please visit our website at www.whiteleyvillage.org.uk

Please answer all the questions fully and clearly, and then read the declaration at the bottom of the form before signing. If you have any difficulties completing the form, please contact The Housing Team on 01932 842360. Once completed send it to the address at the end of this form or email to housing@whiteleyvillage.org.uk.

Your Personal Details

1.	Your Full Name (Incl title e.g Mr, Mrs, Miss, Ms or Other)	
2.	Your Date of Birth	
3.	If you live with a partner/spouse, please state:	Partner/spouse's Name: Partner/spouse's Date of Birth:
4.	Your current address with postcode	Address: Postcode:

<p>4. cont.</p>	<p>Your current contact details:</p>	<p>Tel No (mobile & landline):</p> <p>Email:</p> <p>Your current Landlord's name:</p>	
		You	Partner/spouse
<p>5.</p>	<p>National Insurance No.</p>		
<p>6.</p>	<p>Place of Birth</p>		
<p>7.a</p> <p>7.b</p>	<p>Nationality /</p> <p>Citizenship</p>		
<p>8.</p>	<p>Do you and/or your partner/spouse have a conviction which is not spent under the Rehabilitation of Offenders Act 1974?</p>	<p>Yes / No</p>	<p>Yes / No</p>
<p>9.</p>	<p>Are you and/or your partner/spouse eligible to claim State benefits in the UK?</p>	<p>Yes / No</p>	<p>Yes / No</p>
<p>10.</p>	<p>Have you and/or your partner/spouse ever lived abroad?</p> <p>If yes, please give details including dates:</p>	<p>Yes / No</p>	<p>Yes / No</p>

Your Current Accommodation

11.	How long have you lived at your current address?	
12.	If LESS THAN 5 YEARS , please give the last two addresses of where you have lived and the number of years at each address	<p><u>First address:</u></p> <p>Property Address:</p> <p>Dates at this address:</p> <p>Landlord's Name:</p> <p><u>Second address:</u></p> <p>Property Address:</p> <p>Dates at this address:</p> <p>Landlord's Name:</p>

		You	Partner/spouse
13.	Does anyone else live at your address other than you and your partner/spouse? If yes, what is their relationship to you:	Yes / No	
14.	Please CIRCLE which type of accommodation you currently live in:	House Room in a shared house 1 or 2 bedroom flat (with warden control) 1 or 2 bedroom flat (without warden control) Other (please state)	Bungalow Studio flat
15.	Are you related to your landlord? If Yes, please confirm the relationship:	Yes / No	Yes / No
16.	Please circle one of the following which best describes your current situation:	Council tenant Renting Privately Staying with family or friends Other (Please state)	Housing Association Tenant Living in a property tied to your job Homeless
17.	Please state your monthly rent amount:	£	
18.	Have you made an application to any other housing providers, including Local Authorities, private lets or family for accommodation?	Yes / No	Yes / No

18. Cont.	<p>If Yes, please complete the following questions:</p> <p>Name of Housing Provider (or other)</p> <p>Date of Application</p> <p>Housing Provider's (or other's response)</p>	
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Your Finances

		You	Partner/spouse
19.	<p>Are you currently working?</p> <p>If Yes, please give details of your present employment and whether it is full, part-time, casual or an informal arrangement:</p> <p>If No, please give details of your former employment:</p>	Yes / No	Yes / No
20.	<p>Have you or your partner/spouse ever worked in Commerce or Agriculture?</p> <p>If Yes, please give details:</p>	Yes / No	Yes / No
21.	<p>Please give details of your and your partner/spouse's monthly income (we will require proof):</p> <p>Salary from any work:</p> <p>Government State Pension:</p>	£	£
		£	£
		£	£

		You	Partner/spouse
22.	<p>Are you and/or your partner/spouse in receipt of any other government benefits? I.e. Pension Credit, Universal Credit, Attendance Allowance etc?</p> <p>If yes please confirm the benefit:</p>	Yes / No	Yes / No
23.	<p>Do you and/or your partner/spouse have financial assets that fall under the eligibility limit of £30,000 per person/£50,000 as a couple)? (further details will be required)</p>	Yes / No	Yes / No
24.	<p>Has there been any significant change in your financial situation in the last 10 years? If so, please give details:</p>	<p>Yes / No</p> <p>When:</p> <p>Please give brief details:</p>	Yes / No
25.	<p>Do you currently or have you previously owned a property?</p> <p>Please circle if any of the following are relevant to you and/or your partner/spouse:</p>	<p>Yes / No</p> <p>Own, part-own or have a financial interest in a property</p> <p>Sold a property (in this country or abroad)</p> <p>Inherited a property</p> <p>Transferred ownership of a property (State the date and to whom)</p> <p>Likely to inherit a property</p>	Yes / No

<p>25. Cont.</p>	<p>If you have CIRCLED any of the above, please provide the following details:</p> <p>(supporting documents must be submitted with this application)</p>	<p>Market value of the property: £</p> <p>Amount received from sale of a property: £</p> <p>Date of sale:</p> <p>Reason for sale:</p>											
		You	Partner/spouse										
<p>26.</p>	<p>Do you and/or your partner/spouse have any outstanding debts or CCJ's, including credit cards?</p> <p>(supporting documents must be submitted with this application)</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes / No</td> <td style="width: 50%; text-align: center;">Yes / No</td> </tr> <tr> <td colspan="2">Who is the debt to?</td> </tr> <tr> <td colspan="2">How much is owed?</td> </tr> <tr> <td colspan="2">What is the nature of the debt and how was the debt created?</td> </tr> <tr> <td colspan="2">Please detail what payment arrangements are in place?</td> </tr> </table>		Yes / No	Yes / No	Who is the debt to?		How much is owed?		What is the nature of the debt and how was the debt created?		Please detail what payment arrangements are in place?	
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Your Health

		You	Partner/spouse
27.	Are you and your partner/spouse able to look after yourselves and lead a fully independent life? (e.g. showering, shopping, dressing, preparing meals, cleaning your property)	Yes / No	Yes / No
28.	Do you receive regular help in your home?	Yes / No	Yes / No
29.	Are you applying for a ground floor or an any floor property?	Ground Floor / Any Floor	

Our Community & You

30.	<p>What is your housing need?</p> <p>i) Why do you need to move from your current accommodation?</p> <p>ii) Why would you like to come to Whiteley Village?</p>	
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30. cont.	<p>iii) How would you benefit from living here?</p> <p>iv) What are the skills, attitude and experiences you believe you can bring to our community?</p>		
31.	<p>Do you have a pet?</p> <p>If yes, please give details:</p>	Yes / No	
		You	Partner/spouse
32.	<p>Under the Immigration Act 2014 we are obliged to check the immigration status of all prospective residents. Please confirm you are entitled to reside in this country and can provide appropriate documentation if necessary.</p>	Yes / No	Yes / No
33.	<p>Please provide details as to where you heard about our charity i.e. internet search, website, Local Authority, family, friend etc</p>		

Your family and friends

Please give details of your first and second next of kin, their relationship to you and confirm that they would assist in the event of an emergency.

First Next of Kin	Second Next of Kin
Name	Name
Address	Address
Landline telephone number	Landline telephone number
Mobile telephone number	Mobile telephone number
Email address	Email address
Relationship	Relationship
Frequency of contact	Frequency of contact
Would they be able to assist in the event of an emergency?	Would they be able to assist in the event of an emergency?
Yes / No	Yes / No

References

We require contact details for two referees:

1. The first referee needs to be someone in a 'recognised profession' or 'a person of good standing in your community' who has known you for at least three years. For a list of recognised professions, please visit the website address below (shown in blue).
2. The second referee needs to be your current landlord. Your referees will be contacted by The Whiteley Homes Trust in support of your application for accommodation.

First referee	Second referee
Name	Name
Address	Address
Landline telephone number	Landline telephone number
Mobile telephone number	Mobile telephone number
Email address	Email address
Relationship	Relationship

<https://www.gov.uk/countersigning-passport-applications/accepted-occupations-for-countersignatories>

Declaration

a. I / we have read The Whiteley Homes Trust Villager Handbook and believe that I am / we are eligible to apply to live in one of the Trusts cottages or Huntley House.

b. I / we have read The Whiteley Homes Trust Villager Handbook which includes the Letter of Appointment and I / we agree to abide by them should I/we be appointed as a beneficiary (ies) of The Whiteley Homes Trust.

c. I / we are aware and accept that Whiteley Village is NOT a private estate and that it is a charity and the Trust reserves the right to advertise as such.

d. I / we declare that the information given in this application and supporting documents is true, accurate and complete.

e. I / we accept that if I am / we are appointed as a resident (s) I / we will be a beneficiary of The Whiteley Homes Trust and not a tenant and I / we will have no legal interest in the property. Any weekly sum that I / we pay will be a maintenance contribution, not rent.

f. I / we confirm that I am / we are able to look after myself / ourselves, with the assistance of family and / or social services if necessary.

g. I / we authorise and agree to The Whiteley Homes Trust making further enquiries regarding the financial or medical information which I / we have and may in the future provide, if necessary. From time to time The Whiteley Homes Trust may consult a credit agency. If we do this we will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations, debt tracing and fraud prevention. You may request the name and address of the credit agency we use and you may also apply for a copy of the information provided to us.

g. I / we understand that The Whiteley Homes Trust has the right to set aside an appointment if it is found that an appointment would have not been awarded had all the relevant facts been disclosed.

It is part of the Trust's responsibility to ensure that applicants for almshouses are suitably qualified under the terms of The Whiteley Homes Trusts' governing document. The Trust therefore needs to investigate the personal circumstances of applicants. If your application for accommodation is successful, the personal data supplied on this form and other information relating to an almshouse appointment will be held on file for the duration of your appointment as a resident and for a further two years. 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. If your application is unsuccessful, your application form and all other personal data supplied will be destroyed.

Please sign below to indicate your acceptance for The Whiteley Homes Trust to hold your personal data and to declare that all the above statements are true.

Name	Signature	Date
Your name:	Your signature:	
Partner/spouse's name:	Partner/spouse's signature:	

Checklist

Checklist of supporting documents which MUST be submitted with the completed application form:		
1.		A copy of a form of ID, i.e., current or expired passport, drivers licence, birth certificate.
2.		A copy of your most recent Council Tax demand.
3.		A copy of your notice to quit if you have been advised by your landlord that you must leave the property.
4.		Copies of statements for the last 3 months minimum for all bank accounts (bank, building society and Post Office etc). Full statements with breakdown shown (incoming transactions, outgoing transactions and balance after each transaction).
5.		Copies of statements for the last 3 months minimum showing your savings and capital (e.g. savings accounts, ISAs, Premium Bonds, stocks and shares accounts etc.). Full statements with breakdown shown (incoming transactions, outgoing transactions and balance after each transaction).
6.		Medical letter from your General Practitioner and/or Hospital Consultant detailing your current physical and mental health status.
7.		Documentation detailing the proceeds from sale of a property and how those funds have been distributed and spent.
8.		Documents detailing any debts and the payment arrangements in place (if any).
9.		Any other supporting documents which you feel are relevant to your application.

Thank you for applying for Almshouse accommodation at The Whiteley Homes Trust.

Please return your completed form and supporting documents to:

Whiteley Homes Trust
The Housing Department
The Eliza Palmer Hub
Whiteley Village
Walton-on-Thames
Surrey KT12 4ES

Space for extra information