

# Application to Rent a Discounted Property



**If you would like this form in large font, please ring the Housing Officer on 01900 702612.**

Please give the names of all those will be named on the tenancy. If applicants do not live together, please give the postal address, phone number and e-mail address of one applicant only.

Name(s) \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number \_\_\_\_\_ E-mail \_\_\_\_\_

Which property are you applying for? \_\_\_\_\_

## Declaration

I/we declare that to the best of my/our knowledge, the details I/we have given are correct.

In the event of claiming a local connection based on residency, a previous residency or the residency of a family member I/we give permission for Council Tax records to be used to verify the connection.

I/we give permission for this application form and any evidence submitted as part of the application to be retained by the Council. This data will not be used for any purpose other than to assess this application and to gather information about affordable housing provision.

I/we understand that the Council may request further information to allow assessment of my application to be completed.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_

Please tick the box if you give permission for your contact details and, if applicable, a copy of your certification letter to be passed to the developer of the scheme you are applying for. Your application will not be affected if you do not tick the box

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Please send the completed form with accompanying evidence to:

Research, Performance & Intelligence Officer (Housing)  
SPP Team  
Allerdale Borough Council  
Allerdale House  
Workington  
CA14 3YJ

Please mark your envelope 'Private and Confidential'. Alternatively, you can e-mail your application and evidence to [housing.developmentteam@allerdale.gov.uk](mailto:housing.developmentteam@allerdale.gov.uk).

**“Data Protection:** Allerdale Borough Council takes your privacy seriously and your data will be used to provide you with the services you request. It will be processed in accordance with the General Data Protection Regulations (GDPR) and prevailing UK data protection legislation. We may share your data with partner organisations where necessary to provide you with the services requested, or where we are legally required to do so. Failure to provide the necessary information may mean we are unable to provide you with the service you require. We will not use your data for marketing purposes unless we have gained your consent to do so. You have a number of rights in relation to your data. If you want to exercise any of these rights then you can do so by contacting the Information Governance and Data Protection Officer, Allerdale House, Workington, Cumbria, CA14 3YJ (tel: 0303 123 1702 /email: [foi@allerdale.gov.uk](mailto:foi@allerdale.gov.uk)) or by using the Individuals' Rights form on our website. For further information please see the Privacy Notice and individuals' Rights section at [www.allerdale.uk](http://www.allerdale.uk). If you are dissatisfied with the way we have processed your data you may contact the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)”

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1. **What type of property do you currently live in?** (Each applicant should tick one from each column)

Property Type			Tenure			Bedrooms		
Applicant	1	2	Applicant	1	2	Applicant	1	2
Detached house			Own (no mortgage)			One		
Semi-detached house			Own (with mortgage)			Two		
Terraced house			Rent from Housing Association			Three		
Bungalow			Private Rented			Four		
Maisonette			Tied accommodation			Five or more		
Flat			Shared Ownership					
Bedsit/studio			Rent from Housing Trust					
Caravan/Park home			Lodger					
			Live with family					

**You must not own a residential property while renting a discounted property. If you own a residential property, you must show evidence to the Council that it has been sold subject to contract before a tenancy can start.**

2. **Use the table below to give details of everyone who will be moving in to the property**

Age Band	Number of People		Employment Status e.g. full-time, part-time, seasonal
	Male	Female	
10 and under			
11 - 18			
19 – 24			
25 – 39			
40 – 54			
55 – 74			
75 and over			

**The following financial information is needed to determine who meets the criteria for affordable housing. This information is confidential and will not be shared with other departments or agencies.**

3. **What is the total monthly income of those needing to move? Please give the gross figure (before tax) and include any benefits received. You do not need to include child benefit payments.**

£ \_\_\_\_\_

4. **What is the value of any savings or investments you have?**

£ \_\_\_\_\_

5. **If you own your own home, what is the outstanding value of your mortgage?**

£ \_\_\_\_\_

6. **If you own your own home, what is the current market value of your property?**

£ \_\_\_\_\_

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7. If you own your home and need to move due to a relationship breakdown, what share of the equity will you receive?

Please state the ratio of the split, showing your share first i.e. 50/50 \_\_\_\_\_

The following information is needed to determine if you meet the criteria for local connection.

8. Use the table below to show how you are connected to the parish you wish to move to. You only need to provide evidence of one connection.

Connection	Supporting Evidence
You currently live in the parish and have done so for at least five years	None required – Council Tax records will be used to verify local connection
You previously resided in the parish for five of the last 10 years	Complete table 9 – Council Tax records will be used to verify local connection
You have a family connection to someone who has lived in the parish for at least five years	Complete table 10 – Council Tax records will be used to verify local connection
You have employment in the parish*	A payslip or letter from your employer showing their address

\* Employment in the parish is defined as permanent employment for a minimum of 16 hours per week, or a firm permanent job offer for a minimum of 16 hours per week.

9. If your connection to the parish is based on previous residency, please provide an address history for the past ten years.

Date		Address
From	To	

10. If your connection to the parish is through family association\*, please provide the name of the person you are related to, the nature of the relationship and their address history for the past five years.

Name	Relationship To You	Address	Date	
			From	To

\* Family association is defined as spouse, civil partner, parent, children and siblings. We will also allow family associations through marriage e.g. step-parents, step-children and step-siblings.

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11. Please give any information you feel would demonstrate housing need. This could include a relationship breakdown, shared bathroom or kitchen facilities, overcrowding in your current home or an inability to maintain mortgage or rent payments.

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**Evidence checklist - Please go through this carefully, if you do not include all necessary evidence your application will be delayed.**

- Evidence of financial situation for each applicant, i.e. bank or building society statements from all accounts. Current account statements must show all transactions covering one calendar month.
- Three wage slips
- Evidence of outstanding mortgage amount, if applicable
- Evidence of value of current property, if applicable
- If you are claiming housing need on the basis that your current property is too expensive, evidence of how much your current mortgage/rent payments are

**Please use this space to give any other information you feel would be useful to support your application. You may be asked to provide evidence of this information.**