

PROPERTY APPLICATION FOR INTERMEDIATE RENT

Please fill in this form in **BLOCK CAPITALS** and black ink, and then send it back to us at the address on the back of this form.

WE CANNOT CONSIDER YOUR APPLICATION UNLESS ALL SECTIONS OF THIS FORM ARE FULLY COMPLETED AND WE HAVE RECEIVED ALL DOCUMENTS AND £100 SET UP FEE

SECTION 1 – PROPERTY REQUIRED		
Please list the area(s) where you would like to live:	Please confirm (if known) which development(s) you are interested in:	
How many bedrooms to you need in your new property? One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/>		
SECTION 2 – PERSONAL DETAILS		
	Applicant 1	Applicant 2
Title (Mr/Mrs/Ms/Miss/Other)		
First Name		
Surname		
Date of Birth		
Marital Status		
Address		
Postcode		
How long have you lived at this address?		
If less than 3 years please provide your previous address		
Contact Telephone Number		
Email Address		
National Insurance Number		
Are you a British or EU/EEA Citizen? (Delete as appropriate)	British <input type="checkbox"/> EU/EEA <input type="checkbox"/>	British <input type="checkbox"/> EU/EEA <input type="checkbox"/>
If not is your passport stamped with 'Indefinite Leave to remain'? (We will need to see evidence of this)		

SECTION 3 – PRESENT CIRCUMSTANCES

	Applicant 1	Applicant 2
Which local authority do you live in / work in?	Live in: Work in:	Live in: Work in:
Please describe the composition of the family to be housed.	Single <input type="checkbox"/> Couple <input type="checkbox"/>	Single with children <input type="checkbox"/> Couple with children <input type="checkbox"/> Sharing <input type="checkbox"/>
Is anyone in the family to be housed expecting a baby?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes when is the baby due? _____ / _____ / _____

Are you:

Applicant 1		Applicant 2	
A Council Tenant? *	Yes <input type="checkbox"/> No <input type="checkbox"/>	A Council Tenant? *	Yes <input type="checkbox"/> No <input type="checkbox"/>
A Housing Association Tenant? *	Yes <input type="checkbox"/> No <input type="checkbox"/>	A Housing Association Tenant? *	Yes <input type="checkbox"/> No <input type="checkbox"/>
Renting Privately? *	Yes <input type="checkbox"/> No <input type="checkbox"/>	Renting Privately? *	Yes <input type="checkbox"/> No <input type="checkbox"/>
Living with Friends or Family?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Living with Friends or Family?	Yes <input type="checkbox"/> No <input type="checkbox"/>
In a Tied Home / Renting with Job?	Yes <input type="checkbox"/> No <input type="checkbox"/>	In a Tied Home / Renting with Job?	Yes <input type="checkbox"/> No <input type="checkbox"/>
A Current Home Owner?	Yes <input type="checkbox"/> No <input type="checkbox"/>	A Current Home Owner?	Yes <input type="checkbox"/> No <input type="checkbox"/>
A Previous Home Owner?	Yes <input type="checkbox"/> No <input type="checkbox"/>	A Previous Home Owner?	Yes <input type="checkbox"/> No <input type="checkbox"/>
On a Council Waiting List?	Yes <input type="checkbox"/> No <input type="checkbox"/>	On a Council Waiting List?	Yes <input type="checkbox"/> No <input type="checkbox"/>
In Temporary Council Accommodation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	In Temporary Council Accommodation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Registered Homeless?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Registered Homeless?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other? (Please give details) _____		Other? (Please give details) _____	

* If you are a private, council or housing association tenant, please give the name, address and phone number of your landlord / lettings Agent:

Applicant 1	Applicant 2

Who else will be living at the Property?

Name	Date of Birth	Gender	Relationship	Working / Education etc
		M / F		
		M / F		
		M / F		
		M / F		

Do you consider you or any member of your household to be disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you or a member of your household a wheelchair user?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 4 – EMPLOYMENT DETAILS							
		Applicant 1			Applicant 2		
Occupation / Job Title							
Full Time or Part Time?		Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>		Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	
Permanent or Fixed Term?		Permanent <input type="checkbox"/>	Fixed Term <input type="checkbox"/>		Permanent <input type="checkbox"/>	Fixed Term <input type="checkbox"/>	
If Fixed Term, what are the contract start and end dates?		Start: _____ End: _____			Start: _____ End: _____		
Employer's name and address							
Postcode							
Employer's telephone number							
If you have been in your current job for less than 6 months, please give the name and address of your previous employer							
SECTION 5 – INCOME DETAILS							
		Applicant 1			Applicant 2		
Total annual income before deductions (excluding overtime and bonuses)							
Regular gross monthly bonuses or overtime							
Total monthly take home pay (after deductions)							
Please provide details of any other income you receive e.g. Working/Child Tax Credit, Pension, DLA, maintenance payments etc...							
What are your total savings (to the nearest £10)?							
SECTION 6 – CURRENT EXPENDITURE / OUTGOINGS							
Applicant 1	Monthly Payment	Total Outstanding	Final Payment Date	Applicant 2	Monthly Payment	Total Outstanding	Final Payment Date
Hire Purchase	£	£		Hire Purchase	£	£	
Loans	£	£		Loans	£	£	
Credit Cards	£	£		Credit Cards	£	£	
Other	£	£		Other	£	£	
(please give details)				(please give details)			

SECTION 7 – CREDIT HISTORY				
	Applicant 1		Applicant 2	
Has a County Court Judgement been registered against you	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been bankrupt, insolvent, or made any arrangement with creditors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you currently up to date on your rent account?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 8 – EQUAL OPPORTUNITIES MONITORING

It is against the law and our equal opportunities policy to discriminate against anyone because of their sex, colour, race, religion, disability or sexual orientation. In order to ensure that we do not discriminate, we need to keep records. If you do not answer this question it will not affect your application in any way. Sensitive personal data such as ethnic origin and physical or mental disabilities are required under the Equal Opportunities Monitoring statute. Under section 29(3) of the Data Protection Act 1998 the information may be disclosed for purposes of crime prevention and detection

How would you describe your ethnic origin?

Applicant 1				Applicant 2					
White	British <input type="checkbox"/>	Irish <input type="checkbox"/>	Other <input type="checkbox"/>	White	British <input type="checkbox"/>	Irish <input type="checkbox"/>	Other <input type="checkbox"/>		
Mixed	White & Black Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Mixed	White & Black Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>	White & Asian <input type="checkbox"/>		
Asian or Asian British	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other <input type="checkbox"/>	Asian or Asian British	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other <input type="checkbox"/>
Black or Black British	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Other <input type="checkbox"/>	Black or Black British	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Other <input type="checkbox"/>		
Chinese or Other Ethnic Group	Chinese <input type="checkbox"/>	Other <input type="checkbox"/>		Chinese or Other Ethnic Group	Chinese <input type="checkbox"/>	Other <input type="checkbox"/>			
Question Refused	<input type="checkbox"/>			Question Refused	<input type="checkbox"/>				

SECTION 9 – INFORMATION – Where did you hear about this service?

Direct Mail <input type="checkbox"/>	Local Authority <input type="checkbox"/>	Radio <input type="checkbox"/>	Financial advisor <input type="checkbox"/>
Employer <input type="checkbox"/>	Housing Association <input type="checkbox"/>	Estate agent <input type="checkbox"/>	Word of Mouth <input type="checkbox"/>
Exhibition <input type="checkbox"/>	Newspaper/Magazine <input type="checkbox"/>	Television <input type="checkbox"/>	Posters <input type="checkbox"/>
Web site /Internet <input type="checkbox"/>	Yellow Pages <input type="checkbox"/>	Tenant Newsletter <input type="checkbox"/>	Other <input type="checkbox"/>

Please supply details, e.g. Which newspaper, magazine? Which radio station?

SECTION 10 – ADDITIONAL INFORMATION REQUIRED FROM ALL APPLICANTS

We cannot make a full assessment on your application form unless we received the following documents from you:

- **Your Orbit HomeBuy approval letter**
- **Your last three months wages slips**
- **Your latest bank statement (showing receipt of wages etc)**
- **Photographic Identity (Passport / Driving License)** Please note if you are not a British of EU / EEA citizen will also need to see evidence of your indefinite leave to remain in the UK.
- **£100 for your tenancy set-up fee** (This is refundable only if your application is declined)

PLEASE DO NOT SEND ORIGINAL DOCUMENTS AS WE CANNOT GUARANTEE THEIR SAFE RETURN

Should you wish to provide further details to support your application, please continue on a separate sheet, sign and date the sheet and return it with this form.

SECTION II – DECLARATION: PLEASE READ AND ENSURE THAT YOU SIGN AND DATE THIS FORM BEFORE RETURNING IT TO US.

We will only process the given personal data of all applicants for the purpose of processing your application for housing and will hold your information in accordance with the Data Protection Act 1998. We may also share this information for the same purposes with other organisations that handle public funds. The information may be used for statistical surveys, which means we may pass this information in confidence to the Department for Communities and Local Government and agencies working on our and their behalf.

All information you give us on this form (and information resulting from contact with your landlord and/or employer) may be shared with the same only in relation to this application. All information will be treated in the strictest confidence. We reserve the right to take up any references relating to applicants as we consider it necessary and may also search the files of any credit reference agency which will keep a record of any such request.

We must protect the public funds we handle and so may use the information you have provided on this form to prevent and detect fraud. Under section 29(3) of the Data Protection Act 1998 the information may be disclosed for purposes of crime prevention and detection. Sensitive personal data such as racial or ethnic origin, offences (including alleged offences) and physical and mental disabilities are required under the Equal Opportunities Monitoring statute.

It is a criminal offence to knowingly or recklessly make a false declaration or withhold information reasonably required in connection with your application.

Declaration: I/We have read the above and confirm that I/we have provided accurate and up-to-date information relating to my/our application for intermediate rent. I/We understand that if it is found that false information has been given to obtain housing either knowingly or recklessly, appropriate legal action maybe taken by Mercian Housing Association and we may seek possession of any tenancy granted. (Translation service available if required).

I understand that as a council, housing association or public sector tenant, I will be required to give up my rented home on the day I rent a home through Mercian Housing Association. I certify I will occupy my new residence as my principal home.

I authorise you to pass information to credit reference agencies and to estate agents who may be able to assist in locating properties for applicants. I authorise Mercian Housing Association to contact me by telephone, text, email or by post.

I understand all applications are subject to specific eligibility criteria and will not make any commitment to renting a property until I have verification in writing to proceed.

I will notify Mercian Housing Association if my circumstances change after I have submitted my application. Failure to do so may render my application and / or subsequent tenancy invalid.

I/We are aged 18 or above and give authority to make any other enquires deemed necessary in respect of this application.

Signed (Applicant 1)

Date

Signed (Applicant 2)

Date

Please send your completed application form and necessary documents to the address below:

**Sales and Marketing Team
Mercian Housing Association
Gee Business Centre
Holborn Hill
Aston
Birmingham
B7 5JR**

Please call us on 0121 322 7400 if you need any help with filling in this form

Have you included?

- **Your last three months wages slips**
- **Your latest bank statement**
- **Photographic Identity**
- **£100 for your tenancy set-up fee**
- **Your Orbit HomeBuy Approval Letter**