

Name:	
Ref:	
Date:	



Market Rent Application Form

Please **print and return a hardcopy** application to -:

Helen McGregor House
65 Pettigrew Street
Glasgow
G32 7XR

If you need more information or help to fill in this form, please contact us by emailing mmr@shettleston.co.uk

If you need this document in large print, Braille, audio or another language, please contact us on 0141 763 0511 or by emailing mmr@shettleston.co.uk

Please note the following -:

- Forms will be disregarded if information provided is illegible or incomplete.
- You may be invited for an interview to verify the information provided in the form.
- If invited to interview, you will be required to bring photographic ID such as a passport or driving licence.
- Pets are not permitted in the properties.
- We may carry out a credit check.
- Eligibility for a Market Rent property will be based on income and employment status, however we will also consider your household size.
- Your application will be prioritised using the following basic criteria -:
 - Have a gross* household income with a minimum of £20,000 per year

If you are successful, you must occupy the property as your only or principal home.

*Please note that gross household income is based on the total combined income of **all the proposed occupants before tax is deducted**. This figure should also include any benefits or payments in addition to a salary paid by an employer to any member of the household.

ABOUT YOU (Please complete in BLOCK CAPITALS)

1. Applicant Information

	Main Applicant	Joint Applicant (if any)
Title		
First Name		
Last Name		
Present Address		
City		
Postcode		
Date of Birth		
Telephone Number		
Mobile Number		
	Relationship to Applicant	
National Insurance No:		
Email Applicant 1		
Email Joint Applicant		

ABOUT YOUR FAMILY OR HOUSEHOLD

2. Proposed Occupants (excluding Main or Joint applicant)

Please provide information on anyone who **will be** occupying the property with you. This should include anyone currently living with you that will be moving with you and those who are not presently living with you but plan to occupy the property -:

First Name	Last Name	Relationship to You	Date of Birth	Sex (Male / Female)	Is this person currently living with you and will move with you? (yes or no)

3. Addresses for Occupants (excluding Main or Joint applicant)

Please include the current address of anyone not presently living with you, but will be moving with you and is included on the above list in question 2.

First Name	Last Name	Current Address	Landlords Name & Address

4. Current Living Accommodation

Please advise of your current living accommodation (Main and Joint applicant only)

Current Accommodation – Please tick appropriate option	Main Applicant	Joint Applicant
Date of entry		
Current Landlords Name & Address		
Home Owner		
Local Authority tenant		
Registered Social Landlord (Normally a Housing Association or Housing Co-operative tenant)		
Private rented tenant		
Lodger		
Living with parents / relatives		
Tied accommodation		
Other (please state) :		

5. Is anyone in your proposed household pregnant? (please circle) Yes / No

If yes, please give details below, including the expected birth date of the child(ren). We will need to see proof of the expected date of delivery.

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.....

REASONS FOR APPLYING FOR A NEW HOME

6. General Information

Please confirm your reasons for applying for a Market Rent property. (please tick all that apply):

Current home too expensive

Relationship breakdown

Illness or disability

To live independently

Homeless or threatened with homelessness

To give or receive support

Domestic abuse

Crime or fear of crime

For work or study

Harassment

Under occupying

Overcrowding

Other (please state below)

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EMPLOYMENT AND FINANCIAL DETAILS

7. Salary/Employment (including main and joint applicant and all proposed household members in employment)

In order to qualify for a Market Rent property your **household** income should normally be within the ranges specified under the Eligibility Criteria. Please include details of the Main and Joint Applicant **and all** proposed household member(s) in employment (ie including those currently living with you and those who are not currently living with you but plan to occupy the property.)

Name	Full-Time/ Part-Time	Gross Salary Per Annum	Job Title/ Employers Name and Address	Employers Contact Name/ Email Address and Phone Number

8. Other income

Please specify any other income your household will receive (per annum). Evidence must be provided for all household income elements, the accepted evidence list is contained within the Qs and As leaflet:

	(Per annum)	Documentation Attached (please tick)	Name of recipient
Bonuses / Commission	£		
Sickness Benefit	£		
Unemployment Benefit	£		
Housing Benefit/Universal Credit	£		
Bank Interest	£		
Superannuation or Pension from Previous Employment	£		
Working families tax credit	£		
Child benefit	£		
Child maintenance payments	£		
Widow's pension	£		
Shareholder's profits	£		

Other (please state below)

.....

9. Documents required

The following **original** documents should be brought along with your completed application form as evidence (for any proposed member of the household) of income. Copies will be taken at the time, and originals will be returned.

Salary

If salary is paid on a monthly basis you need to provide copies of pay slips from the last 3 months

☐

If salary is paid fortnightly we need the last 6 salary slips

☐

If salary is paid on a weekly basis we need slips from the last 13 weeks

☐

Employment

If you are unable to provide salary information we can also accept evidence from your employment from a copy bank statement, along with a copy of your contract or a letter from your employer confirming current employment and gross salary. This must be on a company letterhead paper and signed

☐

Self-Employment

If you are self-employed please include your most recent audited accounts

☐

Other income sources

Supporting documentation for all other eligible sources of income ie Child benefit, Working Tax Credit Pension Payments etc

☐

Not in employment

If you are not in employment, but have an offer of employment, we will need a copy of the offer letter from your prospective employer, this letter must confirm your gross starting salary

☐

10. Where you've lived before

Please give your address and your landlord(s) address covering the last 5 years. Tenancy references will always be sought. If you were not a tenant – please ignore the landlord details and simply fill in your relevant information

	Main Applicant		Joint Applicant	
1st Previous Address				
Tenure of property Eg owned / parents (if not a rented property)				
Tenancy / Occupation Dates	From	To	From	To
Reason for Leaving				
Landlords Name & Address (where applicable)				
2nd Previous Address				
Tenure of property Eg owned / parents (if not a rented property)				
Tenancy / Occupation Dates	From	To	From	To
Reason for Leaving				
Landlords Name & Address (where applicable)				
3rd Previous Address				
Tenure of property Eg owned / parents (if not a rented property)				
Tenancy / Occupation Dates	From	To	From	To
Reason for leaving				
Landlords Name & address (where applicable)				

Please use another sheet of paper if more space is required.

**WE MAY SEEK FURTHER CLARIFICATION ON THE FOLLOWING QUESTIONS FROM YOUR
PREVIOUS LANDLORD AND/OR EMPLOYER :**

11. Has anyone ever taken action against you or anyone on your application for anti –social behaviour? (This would include written warnings, court action, previous evictions and Anti-Social Behaviour Orders).

YES

☐

NO

☐

If YES please give the full name of person(s) against whom action was taken:

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.....

.....

12. Do you, or anybody you are applying with, have to register with the police under the Sex Offenders Act 1997 and / or the Sexual Offences Act 2003

YES

☐

NO

☐

If YES please give the full name of person(s) who has to register:

.....

.....

.....

13. Do you or a member of the proposed household own a pet?

YES

☐

NO

☐

If YES please give details

.....

.....

.....

14. RSL Waiting list

	Name
Is anyone named on your application also on the waiting list for a Social Landlord?	

If so, please advise which Social Landlord?

.....

.....

.....

YOUR DECLARATION AND SIGNATURE(S)

15. Relationship to Staff or Committee Members of either Shettleston Housing Association/Directors of The East End Housing Development Company/ Upkeep.

Special permission is needed for us to offer accommodation to employees, committee members or their close relatives. Are you or anyone of your household a member or related to a member of staff or committee of the Association/Directors of Shettleston Housing Association/The East End Housing Development Company/Upkeep.

YES

☐

NO

☐

If YES, please give details:

.....

.....

.....

16. Data Protection Statement

All information provided within this application will be treated in confidence and comply with the relevant Data Protection Act. The information within this form will need to be verified by any relevant party and in signing this form you give consent for this to be carried out and for third parties to release the required information. The purpose of obtaining this information is to verify your current and previous housing circumstances and the information will only be used for the purpose of assessing your re-housing needs and requirements (The information will be held securely in our files and will be used for the purpose of assessing your housing need as defined in the East End Housing Development Company Limited's Allocation Policy.

Should you be successful in obtaining accommodation with the East End Housing Development Company Limited, this form and any addition/updates will be held securely in your house file). After the granting of any tenancy, should any of the information you provide on this application be found to be false or misleading, this will be grounds for the East End Housing Development Company Limited to raise action against you to end the tenancy.

Data Subject Express Consent

In accordance with the Data Protection Act, information which is provided by you, which is defined as sensitive eg racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, mental or physical health, sex life, criminal records, or allegations of criminal conduct, requires your express consent to enable us to process this information. It is therefore essential that you sign the form were indicated to confirm you are aware of the need for us to collect this information and to confirm your permission for this.

Invite to interview!

If your application for Market Rent appears eligible, and a suitable property is available, you will be invited to attend an interview by East End Housing Development Company. The purpose of this interview is to validate the information supplied in your application form.

17. Declaration

I/We certify that the information given in this application and any other application forms relating to this application is a true and accurate record of my/our present circumstances, if not the application/s may be invalidated.

East End Housing Development Company Limited has the right to apply in court for repossession of any dwelling/accommodation where the tenancy was found to have been granted on false or misleading information.

I/We agree to inform the East End Housing Development Company Limited of any changes in my/our circumstances.

I/we authorise East End Housing Development Company Ltd to make any necessary enquiries or investigations to confirm the details of this application.

East End Housing Development Company reserves the right to take up bank references or any other relevant references for any applicant being considered for a market rent property. We may also carry out a credit check.

East End Housing Development Company may approach your present or former landlord(s) to enquire if your tenancy has been satisfactorily conducted. Your permission is requested so that information about your tenancy may be disclosed to the organisation to comply with the Data Protection Act.

.....
Applicants' Signature
applicable)

.....
Joint Applicants' Signature (if

.....
Date

.....
Date

Please return to the Market Rent Property Team at the address shown below -:

The East End Housing Development Company
Helen McGregor House
65 Pettigrew Street, Glasgow G32 7XR

Checklist

Completed sections 1 -18 of the Stage 2 Application Form

☐

Completed the Ethnic Monitoring Form – see attached

☐

All relevant back up documentation is included for each person within the household

☐

EQUALITY AND DIVERSITY MONITORING FORM

East End Housing Development Company Limited is committed to the promotion of Equal Opportunities and as a result monitors all applications received to ensure that we do not directly or indirectly discriminate against disadvantaged groups and that our services reflect the needs of the population we serve.

To assist us in the process it is very important that the following questions are answered. However, if you choose not to answer any of these questions it will not affect your application or your right to our services.

How would you describe your ethnic origin?

White?

Scottish

☐

Other British

☐

Irish

☐

Any other white background (self-define):

☐

Dual Heritage?

Please specify dual heritage background if appropriate, e.g. Parkistani & Scottish (self-define):

☐

Asian, Asian Scottish, or

Asian British

Indian

☐

Pakistani

☐

Bangladeshi

☐

Chinese

☐

Any other Asian background, e.g. Vietnamese, Malaysian Thai, etc (self-define):

☐

**Black, Black Scottish, or
Black British**

Caribbean

☐

African

☐

Any other black background (self-define):

☐

Other Ethnic Background?

Any other background (self-define):

☐

How would you describe your household?

☐

Black/Minority

☐

Ethnic

☐

White

☐

Dual e.g. (Pakistani/ Scottish

Disability Monitoring Categories

**Do you consider yourself to have a disability as defined by the
Disability Discrimination Act (DDA)?**

☐

YES

☐

NO

☐

Mobility

☐

Manual dexterity

☐

Physical Co-ordination

☐

Ability to lift, carry or otherwise move
everyday objects

☐

Speech, hearing or eyesight

☐

Perception or the risk of physical danger

☐

Memory or ability to concentrate, learn
or understand

☐

Other (self-define):

Gender monitoring categories

How would you describe your gender?

☐

Male

☐

Female

☐

Other (self-define):

How would describe your household?

☐

Single Male

☐

Single Female

☐

Couple (different gender)

☐

Couple (same gender)

☐

Single Parent (Male)

☐

Single Parent (Female)

☐

Family (different gender couple with Children)

☐

Family (same gender couple with children)

☐

Other (self-define):

Age monitoring categories

☐

16-25

☐

26-40

☐

41-50

☐

51-60

☐

61-75

☐

over 75

Language monitoring categories

Please state the language you prefer to use?

e.g. English, Punjabi, Arabic, Sign, etc:

Thank you for your help to monitor our service

