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**Applications must be completed in full, and block capitals. Please read the following information before completing your application.**

**Qualifying criteria**

In order to qualify for our waiting list applicants must demonstrate they meet the following criteria:

* Age qualification – aged over 58 years (accommodation will not be offered until applicants(s) reach 60 years of age.
* Financial consideration – applicants do not have the financial capacity to resolve their housing need themselves.
* Residential qualification – applicants must have either be born in or have lived within, the Highcliffe, Christchurch, Bournemouth, Bournemouth and Poole area for at least 5 years during their lifetime. We will consider applicants in exceptional circumstances e.g. an applicant giving or needing support from a relative living in one of these areas.

(More details can be found in our allocations policy on our website).

**Document check list**

The following documents must be provided **BEFORE** we can consider your application further. Failure to provide the information will delay your application being processed.

|  |  |
| --- | --- |
| **Document** | **Please indicate if you have enclosed the documents** **Yes/No** |
| **Photographic identification (passport, driving license or citizens card).** |  |
| **National insurance number (original NI card, wage slip or benefits letter).** |  |
| **Proof of current address (utility bill, bank statement, tenancy, or benefits letter from the last three months).** |  |
| **Most recent three-month wage slips and/or proof of benefits/pension.**  |  |
| **Most recent three-month bank statement (if you are self-employed 6 months bank statement required).** |  |

**Personal Details of application**

**Applicant**

**Title First Name Surname**

**Home Telephone Mobile telephone**

**Email address**

**Date of Birth**

**Joint Applicant (if applicable)**

**Title First Name Surname**

**Home Telephone Mobile telephone**

**Email address**

**Date of Birth**

**Connection to Highcliffe, Christchurch, Bournemouth or Poole**

**Were you born in the area above? Yes / No (Include address if known)**

**Have you lived in the area above for five years in your lifetime? Yes / No (Include address if known)**

**If you have answered no to the above questions, then unfortunately you are not eligible to access our waiting list.**

**There is some flexibility to the residential qualification, and we will consider exceptional circumstances. For example, an applicant giving or needing / receiving support from a relative who lives in one of these areas above. you have exception circumstances**

**Personal Details of Applicant(s)**

**Current Address**

**Current Postcode Time at Address (years/months)**

**Number of bedrooms Number of occupants (including you)**

**If you are sharing your current accommodation, please list all those who currently live there.**

|  |  |  |
| --- | --- | --- |
| **Other occupant(s) name(s)** | **Relationship to you** | **Age** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Do you own this or any other property? Yes / No (If yes please give address here)**

**Are you currently renting your accommodation? If yes, please provide monthly rental amount.**

**Have you been asked to leave your current accommodation by your landlord? If yes, please provide evidence to support this e.g. a copy of any possession notices served on you**

**Do you have a tenancy agreement Yes / No (If yes, please leave contact details of your landlord(s) below and the notice period you are required to give your landlord)**

**If you are a tenant of a social landlord or local authority? Would you be giving up the property if you were offered accommodation with us?**

**If so, how many bedrooms does your property currently have?**

**Do you believe your current property in poor condition. If yes, we may need to carry out a home visit.**

**Are you moving in order to receive support from a close family member? If yes, state their address.**

**Please tell us about your accommodation requirements and preferences**

**(You can tick as many boxes as you like)**

**Christchurch** [ ]  **Highcliffe** [ ]  **Bournemouth** [ ]  **Poole** [ ]

**Bedroom requirements**

**Studio** [ ]  **One bedroom** [ ]

**Floor Level**

**Ground** [ ]  **First** [ ]  **Second** [ ]  **Third** [ ]  **No Preference** [ ]

**Do You own any Pets?**

**Yes** [ ]  **No** [ ]

**Please State what type of animal**

**Cat** [ ]  **Dog** [ ]  **Breed of dog**

**Other (please describe)** [ ]

**In a brief description please describe your pet**

**Do you own a car (Yes or No)**

**If yes, how many cars does your household own?**

**Please note that we do not allow motor homes or commercial vehicles on our sites. If you own any of these then you will need to find offsite parking provisions yourself.**

**Financial**

**Please tell us about your financial situation (If two people applying please give joint income in the boxes below).**

**Total of any capital savings or assets including the value of your property, or any other assets e.g. boat, timeshare etc. For assets, please say what you would expect to receive if sold.**

 **Applicant (monthly) Join Applicant (monthly)**

**Income of earnings (Net)**

**State pension**

**Occupational Pension**

**Other pension**

**Other Benefits**

**Other income from
savings or assets**

**If you are receiving other Benefits, please tell us what you are currently receiving and the monthly amount.**

**Please now give any further information in support of your application. Please give your reasons for applying for accommodation.**

***In accordance with our obligations under the General Data Protection Regulation (2018), all applicants will be made aware when they apply that their personal information will be held and may be shared with other relevant external agencies for the purposes of consideration of an offer of accommodation being made.***

***All personal information will be processed in accordance with the requirements of the General Data Protection Regulation (2018). Applicants have the right to inspect personal information held about them under Article 15 of the General Data Protection Regulation (2018). Applicants may also correct any inaccurate information held about them.***

***Personal information will not be shared with organisations external to Christchurch Housing Society unless this is for the purpose of assisting in meeting the applicants housing needs or to detect or prevent fraud in accordance with the applicant’s signed declaration.***

**Applicant**

**Signed Date**

**Print Name**

**Joint Applicant**

**Signed Date**

**Print Name**

**Property information (office use only)**

**Size of property required Number of residents Location required.**