



**APPLICATION FOR ACCOMMODATION IN STOOP COURT OR LINDLEY HOUSE**

The Byfleet United Charity is restricted to housing persons in need who have lived in the Ancient Parish of Byfleet for a period of at least three years immediately prior to the date of this application. If you do not meet this criterion please explain in a covering letter your interest in living within the boundaries of the Ancient Parish of Byfleet.

The information contained in this application form will be provided to the charity in confidence and will not be disclosed to anyone other than the Staff and Trustees of the Charity. Applicants are advised that failure to disclose any relevant information may prejudice their application. Misleading or inaccurate information may lead to your appointment being set aside at some time in the future requiring you to leave the almshouse.

**1. ABOUT YOU AND YOUR FAMILY**

Name(s) in full: .....

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Address & Postcode: .....

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Length of time at this address: ..... Marital status: .....

Tel No: ..... Mob No: .....

Date(s) of Birth: ..... Age(s): .....

Number of years resident in the Ancient Parish of Byfleet immediately prior to application: .....

Name and address of next of kin (1):

Name.....Relationship.....

Address: .....

..... Tel No: .....

Name and address of next of kin (2):

Name.....Relationship.....

Address: .....

..... Tel No:.....

Are they able to assist in cases of illness or emergency? YES / NO

Please give details of any special circumstances or reason for making this application.....

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Are you employed? YES / NO

Employment History: please give brief details of any occupation you have followed and for how long.

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**2. ABOUT YOUR FINANCIAL CIRCUMSTANCES**

To enable the Trustees to assess your application, please provide the following information:

Net Income Please answer all questions. Enter 'NIL' where appropriate.

		AMOUNT PER WEEK	
		YOURSELF	PARTNER
<u>Pensions</u>			
	State Retirement Pension		
	Widow's Pension/Widow's Allowance		
	Pension from past employment		
	Private Pension		
	Any Other Pension		
<u>Other Income</u>			
	Income from employment		
	Annuities		
	Interest from bank or other sources		
	Income from investments or trusts		
	Rental Income from any property		
	Income from a relative		
	Maintenance		
	Voluntary or Charitable payments received		
	Other Income		
<u>Benefits</u>			
	Pension Credit		
	Housing Benefit		
	Attendance Allowance		
	Council Tax Benefit		
	Any Other Benefit e.g. Incapacity Benefit		
	Disability Living Allowance:-		
	Care		
	Mobility		

**3. ABOUT YOUR SAVINGS AND CAPITAL**

Please answer all questions. Enter 'NIL' where appropriate.

- Bank Accounts (including Post Office Accounts)
- Building Society Accounts
- National Savings Certificate
- Premium Bonds
- Cash – this includes any cash held at home
- ISA Capital
- Any Other Capital – give details
- Stocks/shares/unit trust – please give current value or state name of companies, and number of stocks/shares held on a separate sheet of paper

AMOUNT	
YOURSELF	PARTNER

If you, or your partner, own property other than the one you live in, please give details here:

ADDRESS .....

.....

VALUE £ ..... MORTGAGE £ .....

**4. ABOUT YOUR PRESENT ACCOMMODATION**

Do you, or your spouse, own your present accommodation? YES NO

If YES, what is the present estimated value of the property? £ .....

Please give a very simple description of the property you own. ....

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What are your intentions regarding this property if you are offered a flat at Stoop Court or Lindley House?

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How much money do you still need to repay on a mortgage associated with this property?  
If there is no mortgage on the property, please write **NONE**.

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If you do not own the property where you currently live, who does own this property?

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Is this person related to you in any way? If YES, what is the relationship?

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**5. ABOUT YOUR HEALTH & SOCIAL SITUATION**

Are there any health or social factors that you would wish the Trustees to take into consideration when assessing your application? Please state if there are specific medical reasons you wish to have considered. Please confirm that the Trustees may consult your GP (in confidence) in connection with your application by signing inside the box.

It is a requirement of trustees that they are able to do so if necessary before accepting any applicant.

If yes please give details including medication and any medical equipment used (e.g. oxygen cylinders, wheelchair etc):

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Doctors Name: .....

Surgery Address: .....

Our governing instrument states that residents should be of good character and so we need to ask if you have any criminal convictions. A conviction will not automatically exclude you from being considered as an applicant but Trustees need to be fully aware of your circumstances. Do you have any criminal convictions? YES / NO  
If the answer to this question is yes please provide details on a separate sheet of paper.

Name and addresses of two referees (other than family); these must be people who have known you for more than two years:

1).....  
.....  
2).....  
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**6. CERTIFICATION**

I/We certify that the details above are correct to the best of my/our knowledge and belief and that this application is submitted in good faith. I/We confirm that I am/we are able to look after myself/ourselves, with the assistance of family. I/We accept that if I am/we are appointed as (a) resident(s) I/we shall be a beneficiary of the charity and not be (a) tenant(s). Any weekly sum I/we pay will be a maintenance contribution and not a rent. It is a requirement that residents abide by the terms of the Residents Handbook and the signatories indicate their willingness to do so.

Signed .....

.....  
(PRINT NAME(S) IN CAPITAL LETTERS)

Date .....

General Data Protection Regulation: it is part of the Trustees' responsibilities to ensure that applicants for almshouses are suitably qualified under the terms of the charity's governing instrument. Trustees, therefore, need to investigate the personal circumstances of applicants. The personal data supplied on this form, and other information relating to an almshouse appointment or your welfare management, will be held on file in accordance with the General Data Protection Regulation. 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.