

# Application form

This application form is intended to provide InReach with all the information necessary for us to assess your eligibility and priority for an Inreach home, including your ability to afford to meet both mortgage and rent payments.

InReach homes are let on a first come first served basis, so getting your completed form to us as soon as you can is really important. Please bear in mind though that it's not just the completed form we need. When we receive your form we also need copies of the following for each applicant in order to begin the assessment process: -

- Proof of ID (birth certificate or passport or driving license etc).
- Proof of where you are living (a recent utility bill, bank statement).
- Proof of income (copies of last 3 monthly pay slips or last 12 weekly pay slips and any benefits claimed i.e. tax credits/child benefits etc). We need these to arrange a financial assessment with an independent advisor.

Please note that we will only begin to process your application when we have received your completed form and all of the above.

We will also need the following but these can wait until we have an outcome of your financial assessment.

- References from your employer - dated within the last month
- References from your landlord (if you are currently renting a home) - dated within the last month.

We look forward to hearing from you but if you have any more questions please do not hesitate to give us a call on 01952 217103.

[www.inreach-homes.co.uk](http://www.inreach-homes.co.uk)

**About you**

**Main applicant**

**Joint applicant**

Name:



Address:



Please provide your previous address(es) on a separate sheet if you have lived here for less than 3 years.

Contact Number:



Date of Birth:



National Insurance No:



Other members of the household:  
(Not to include the main/joint applicants)

Number of children under 5

Male

Female

Number of children aged 5 - 18

Male

Female

Number of adults aged over 18

Male

Female

Marital status:

Married

Single

Living together

Widowed

Please include dates:

Divorced

Please include dates:

Separated

Please include dates:

Developments applied for:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Office use only**

Date received

Date completed

Is this your first application with InReach?

Yes  No

If no, where have you applied previously?

Are you or any member of your household related to any existing member of The Wrekin Housing Trust's staff or Board?

Yes  No  If yes, please tell us who:

Are you either a current employee or Board Member of The Wrekin Housing Trust or have been in the last 12 months?

Yes  No

(schedule 1 of the Housing Act 1996 requires us to ask for this information)

**About your current circumstances**

Are you at the moment (please tick):

- A Housing Association tenant?
- A Council tenant?
- An owner occupier?
- Private sector renting?
- A lodger?
- Staying with family or friends?
- Other (please give details below)

If you are a private, council or housing association tenant, please give the name, address and contact number of your landlord. The Trust will require a landlord's reference before your application can be approved.

**About the home you want to apply for**

What sort of home do you require?

House  Flat

How many bedrooms do you need?

One  Two  Three  Four  Other

If you are not successful in being allocated a home in the scheme you have chosen, would you be interested in similar schemes in other areas?

Yes  No

Which areas?

Do you currently have, or have you ever had a mortgage?

Current mortgage  Previous mortgage

First time buyer

If you have a current mortgage please provide your last mortgage statement and sales particulars.

If you have a previous mortgage please provide proof of any equity from the sale.

Failing to provide this information will result in your application being declined.

### Financial Details

This information will be used by the independent financial advisor to assess whether you meet the financial criteria. You will need to supply evidence of your income and savings.

**You must complete this section in full so that we can process your application.**

#### Income

	Main applicant	Joint applicant
Occupation:	<input type="text"/>	<input type="text"/>
Employer's name and address:	<input type="text"/>	<input type="text"/>
Date employment started:	<input type="text"/>	<input type="text"/>
Basic salary:	<input type="text"/>	<input type="text"/>
Monthly take home pay:	<input type="text"/>	<input type="text"/>
Child Benefit:	<input type="text"/>	<input type="text"/>
Tax Credits:	<input type="text"/>	<input type="text"/>
Pensions:	<input type="text"/>	<input type="text"/>
Other benefits or incomes:	<input type="text"/>	<input type="text"/>
Total income per month:	<input type="text"/>	<input type="text"/>

Please provide proof of all income: ie copies of wage slips from the last 3 months if employed, last 12 months audited accounts and a 12 month projection if self employed; along with copies of tax credit, child benefit letters etc.

### Savings

	Main applicant	Joint applicant
Name of Bank/Building Society:	<input type="text"/>	<input type="text"/>
Current balance:	<input type="text"/>	<input type="text"/>

You will need to provide copies of statements for all saving accounts.

Do you have current approval from a Bank or Building Society for a mortgage?

Yes  No

If "yes", how much have they said you may borrow?

Are you in arrears of rent in the property you currently live in?

Yes  No

If "yes", how much do you owe?

Have you ever been declared Bankrupt?

Yes  No

If "yes", please give the date discharged

Please use this space to give us any further information you think is relevant to your application. This includes detailing your local connection to the area i.e you should be working or living there.

**Declaration - Important**

The answers given on this application form are true and I understand I will lose the entitlement to occupy the home if my answers are later found to be untrue or misleading.

I understand that InReach and Rent4sure needs to obtain, process and retain information regarding me and, where appropriate, my family, and that it may from time to time process sensitive personal data such as disability, illness or ethnic origin. The information is required so that InReach is able to process my application and demonstrate fairness in service delivery. The information may also be used for statistical surveys, and can be passed on in confidence, to The Wrekin Housing Trust or its subsidiary companies, the Housing Corporation and agencies working on either the Government, Opendoor or the Trust's behalf. The information may also be shared with other agencies in order to prevent and detect fraud. I consent to all these uses of personal data provided the Trust complies with the Data Protection Act 1998.

I authorise InReach and Rent4 sure to make necessary enquiries regarding my application. This includes approaching my landlord, employer, bank, building society and current mortgage lender or any other agency for information they need relating to my application.

Signed (main applicant)

Date



Signed (second applicant)

Date



This form should be returned to:

**The Wrekin Housing Trust (promoting InReach Homes),  
Colliers Way, Old Park, Telford TF3 4AW**

**How did you hear about InReach Homes?**

Journal/Chronicle

Family/Friends

Internet

Advertising Boards

Registered customer

Other

If other, please specify:

## Equal Opportunities Monitoring

Opendoor is committed to the equality of opportunity in accessing its homes and services. To make sure this happens, Opendoor monitors the allocation of property to check that its allocation policies do not discriminate against any sector of society. To help us do this, please answer the questions below.

### Yourself

White British

White English

White Scottish

White Welsh

White Northern Irish

White Irish

White Other  Please state

### Mixed race.

White & Black Caribbean

White & Black African

White & Asian

Other  Please state

### Asian or Asian British

Indian

Pakistani

Bangladeshi

Other  Please state

### Black or Black British

Black Caribbean

Black African

Other  Please state

### Chinese or Chinese British or other Ethnic Group

Chinese

Other  Please state

Refused

## Additional information for credit referencing purposes

### About you

	Main applicant	Joint applicant
Do you smoke?	Yes / No	Yes / No
Do you have any pets?	Yes / No	Yes / No
What pets do you have?		

### About your employer

Company supervisor/HR contact name and job title		
Company contact telephone number		
Company fax number		
Company contact email address		
Temporary or permanent contract:	Temp / Perm	Temp / Perm

### Your financial details

Name of Bank/Building Society:		
Name on the account:		
Sort Code:		
Account number:		
How long have you been with your bank:		
Do you have a cheque guarantee card?	Yes / No	Yes / No

## **Your previous addresses**

If you have lived at your current home for less than three years, please provide your previous address details here: