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**RENT FIRST**

**(Rent First - Buy Later)**

**APPLICATION FORM**

**Please let us know if you need help completing this form or if you would like a copy of the form in an alternative format or language:**

 Call Contact One Vale on 01446 700 111 (ask for Rent First)

 Visit the Housing Reception in the Civic Offices, Barry

**Cewch y ffurflen hon mewn gwahanol fformatiau ac ieithoedd drwy holi. Gallwn hefyd eich helpu i lenwi’r ffurflen. Mae croeso i chi ddefnyddio’r manylion uchod i gysylltu â Strategaeth Tai neu cewch alw heibio i Dderbynfa’r Adran Dai yn y Swyddfeydd Dinesig**

**PLEASE READ THE RENT FIRST SCHEME – FREQUENTLY ASKED QUESTIONS DOCUMENT, WHICH**

**INCLUDES THE ELIGIBILITY CRITERIA BEFORE YOU COMPLETE THIS FORM.**

**Please note the information that you provide on this form is confidential.**

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICANT NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATUS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Applicant(s) details**

|  |
| --- |
| **PERSONAL DETAILS AND HOUSING CIRCUMSTANCES** |

|  |  |  |
| --- | --- | --- |
|  | Applicant 1  (Main Contact) | Applicant 2  (husband/wife/partner) |
| Title: | Mr/Mrs/Miss/Ms/Other | Mr/Mrs/Miss/Ms/Other |
| First Name: |  |  |
| Surname: |  |  |
| Address: |  |  |
| Postcode: |  |  |
| Contact Number: |  |  |
| Email Address: |  |  |
| Date of Birth: |  |  |
| Marital Status: |  |  |
| Relationship to First Person: | |  |

**Please note:**

* **Correspondence will be sent to Applicant 1.**
* **All correspondence will be sent by post.**

**You may detail below if you would like correspondence to be sent by email or to another person:**

|  |
| --- |
|  |

**2. Who else would be living with you (not including yourself or the second person included in the table above. Please include children and dependents)?**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Relationship to You | Age | Gender |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Are you or anyone who wishes to be housed with you expecting a baby?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**If so, who? ­­­­­­­­­**

|  |
| --- |
|  |

**3. What are your current housing circumstances?**

|  |  |  |  |
| --- | --- | --- | --- |
| Council tenant |  | Private tenant |  |
| Housing Association tenant |  | Owner occupier |  |
| Living with parents / relatives |  | Living with friends |  |
| Other, please state: |  | | |

**If you are a Housing Association / Council tenant, who your landlord is?**

|  |
| --- |
|  |

**Are you currently on the Homes 4U waiting list:**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**If yes, what is your Homes4U membership number:**

|  |
| --- |
|  |

**4. Are you a British or EU / EAA Citizen?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

|  |
| --- |
| **ELIGIBILITY** |

**If ‘No’ is your passport stamped with ‘Indefinite Leave to Remain’?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**5. Please tick all the statements that apply to you:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Applicant | | Complete questions: |
|  | 1 | 2 |
| I am a first time buyer\* |  |  | - |
| I have lived in the Vale of Glamorgan for at least 6 months |  |  | 5a |
| I have worked in the Vale of Glamorgan for at least 6 months |  |  | 5b |
| I have a relevant local connection to Llantwit Major or the adjacent communities\*\* |  |  | 5c |
| I am due to leave the Armed Forces. Prior to joining the Armed Forces I lived in the Vale of Glamorgan for at least 6 months |  |  | 5d |
| I have owned a property on my own before |  |  | - |
| I have owned a property jointly in the past and now consider myself to be a first time buyer\* ‘in my own right’ |  |  | 5e |

**5a. Please provide previous addresses covering the last 6 months:**

|  |  |
| --- | --- |
| Applicant 1 | Applicant 2 |
|  |  |

**5b. Please provide previous employers, including their addresses, covering the last 6 months:**

|  |  |
| --- | --- |
| Applicant 1 | Applicant 2 |
|  |  |

**5c. Please state relevant local connection and which community the connection is to (See the Frequently Asked Questions for details):**

|  |  |
| --- | --- |
| Applicant 1 | Applicant 2 |
|  |  |

**5d. Please provide previous addresses covering the 6 months prior to joining the armed forces:**

|  |  |
| --- | --- |
| Applicant 1 | Applicant 2 |
|  |  |

**5e. If you have owned a property jointly in the past and now consider yourself to be a first time buyer\* ‘in my own right’ please provide details below:**

|  |
| --- |
|  |

**If you have any additional information to provide in this section please do so below.**

|  |
| --- |
|  |

|  |
| --- |
| **FINANCIAL INFORMATION** |

**6. Please provide information about your annual gross (before deductions) household income and your occupation/s**

**Income:**

|  |  |  |
| --- | --- | --- |
|  | Applicant 1 | Applicant 2 |
| Annual Income |  |  |
| Benefits |  |  |
| Interest from savings |  |  |
| Other/s (please list) |  |  |
| Total Income: |  |  |

|  |  |  |
| --- | --- | --- |
|  | Applicant 1 | Applicant 2 |
| Occupation |  |  |
| Employer’s name and Address |  |  |
| National Insurance No |  |  |

**7. Do you have bank/building society account?**

|  |  |
| --- | --- |
| Applicant 1 | Applicant 2 |
| YES / NO | YES / NO |

**8. Please state the amount of savings you hold:**

|  |  |
| --- | --- |
| Applicant 1 | Applicant 2 |
|  |  |

**9. Please provide information about your monthly outgoings / expenditure below:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Applicant  1 | Applicant 2 | Or Household |
| Mortgage/Rent |  |  |  |
| Council Tax |  |  |  |
| Electricity & Gas |  |  |  |
| TV Licence |  |  |  |
| TV/Internet package |  |  |  |
| Phone & mobile phone |  |  |  |
| Water Rates |  |  |  |
| Insurances (E.g. home/buildings/contents) |  |  |  |
| Pension contributions |  |  |  |
| Food/toiletries/clothing/medicines |  |  |  |
| Entertainment |  |  |  |
| Child care/child maintenance |  |  |  |
| Car (E.g. insurance/petrol/maintenance/tax) |  |  |  |
| Work (E.g. travel/lunches) |  |  |  |
| Rental – Hire Purchase/catalogues |  |  |  |
| Loans (E.g. bank/finance/car) |  |  |  |
| Credit Cards / Store Cards |  |  |  |
| Court Orders (E.g. CCJ’s) |  |  |  |
| Other (E.g. gym/activities/holidays/savings) |  |  |  |
| **Total Expenditure** |  |  |  |

**10. Please tick the property sizes you would be interested in:**

|  |  |  |  |
| --- | --- | --- | --- |
| 3 bedroom |  | 4 Bedroom |  |

**11. How did you hear about Rent First?**

|  |  |  |  |
| --- | --- | --- | --- |
| Council Website |  | Other Website |  |
| Newspaper |  | Leaflet |  |
| Word of Mouth |  | Housing Association |  |
| Signage on site |  | Estate Agents |  |
| Other, please state: |  | | |

|  |
| --- |
| **SUPPORTING DOCUMENTS** |

**In order for your application to be progressed please provide all of the following supporting documentation for each applicant**

|  |  |
| --- | --- |
| Tick if enclosed or mark as not applicable (N/A) | **** |
| **Passport or Driving Licence or Birth Certificate** |  |
| **Birth Certificate or Passport for all children on the application** |  |
| **Proof of Pregnancy** (if applicable) |  |
| **Last 3 months Payslips or a Letter from your Employer**  (the letter should state the applicant’s full salary and any bonus/s or commission earned) |  |
| **Proof of Savings** (if applicable) |  |
| **Proof of Benefits received** (if applicable) |  |
| **Proof you have:**   * **lived in the Vale for 6 months** * **lived in the Vale for 6 months prior to joining the armed forces** * **a relevant local connection**   (E.g utility bills, bank statements or a letter of explanation of your local connection) |  |
| **Bank Statements if not supplied as above** |  |

**Photocopies of all of the above documentation are acceptable.**

**Please do not send Passports, Birth Certificates or Driving Licences in the post.**

**You may bring original documents into the Civic Offices, Holton Rd, Barry where we will make photocopies for you at the Housing Reception**

I / we hereby declare that the information provided in this registration form is correct to the best of my / our knowledge and I / we understand that any false information knowingly given may disqualify me / us from further consideration for the Rent First scheme.

|  |
| --- |
| **DECLARATION** |

The information that you provide in completing this form will be treated as confidential, in line with the requirements of the Data Protection Act 1998.

We, the Vale of Glamorgan Council will need to share the information that you provide with Hafod Housing Association. We may also need to share the information that you provide with other departments of the Council or relevant outside agencies, in order to process your details. By signing this form you are giving permission for all appropriate work in processing your application form to be carried out.

**PLEASE NOTE: IF THIS IS A JOINT APPLICATION BOTH**

**APPLICANTS MUST SIGN THE FORM**

**Applicant 1**

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

**Applicant 2**

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

Any data supplied by you on this form will be processed in accordance with the requirements of the Data Protection Act 1998. In supplying information on this form to the Vale of Glamorgan Council you are consenting for your data to be processed for the purpose in which it was submitted. All personal information supplied will be treated in the strictest confidence and will only be used by the Council, or disclosed to others for the purpose permitted by law.

|  |
| --- |
| **PLEASE RETURN COMPLETED FORMS & SUPPORTING DOCUMENTS TO:**  **HOUSING STRATEGY**  **VALE OF GLAMORGAN COUNCIL**  **FLOOR 3 CIVIC OFFICES**  **HOLTON RD**  **BARRY**  **CF63 4RU**  **OR EMAIL TO: HOUSINGSTRATEGY@VALEOFGLAMORGAN.GOV.UK** |