



## GLENDALE GATEWAY TRUST HOUSING APPLICATION FORM

PLEASE USE CAPITAL LETTERS

Please note: Our properties are allocated on a need's basis. **Before you complete this form please refer to the guidance notes. It is important that you complete all sections of this form.** If a particular question is not relevant to your circumstances, please indicate this. If you are unsure about how to answer any of the questions, please speak to a member of the GGT team or check the guidance notes attached, **we cannot accept part completed forms and will not follow up to complete forms**. If you need assistance completing the form, please contact us and we will be happy to assist you.

**When you have completed the form ensure you provide any additional evidence requested.**

### PLEASE RETURN COMPLETED FORMS TO:

The Glendale Gateway Trust, the Cheviot Centre, 12 Padgepool Place, Wooler NE71 6BL

\*Please mark the envelope 'Accommodation'

Or, attach to an email and send to: [Cindy@wooler.org.uk](mailto:Cindy@wooler.org.uk)

All Applications will stay on our system for **12 months after that it is your responsibility to update us if you wish to remain on our housing list.**

### YOUR DETAILS

First Name:

Last Name:

Date of Birth:

National Insurance No.

Current Address:

Postcode:

Contact Details:

Home:

Work:

<b>Mobile:</b>			
<b>Email:</b>			
<p><b>If you intend to share with another adult please complete their details below and let us know, please indicate here, whether you would like to be considered for a joint tenancy. YES / NO</b></p> <p><b>Please note, a joint tenancy comes with a joint and several liability, (please see guidance notes.)</b></p>			
<b>YOUR PARTNERS DETAILS</b>			
<b>First Name:</b>		<b>Last Name:</b>	
<b>Relationship:</b>		<b>Date of Birth:</b>	
<b>Current Address (if different):</b> <hr/> <hr/> <hr/>			
<b>Postcode:</b>			
<b>Contact Details:</b>			
<b>Phone</b>		<b>Home:</b>	
<b>Mobile:</b>		<b>Work:</b>	
<b>Current Landlord Details</b>			
<b>Name &amp; Address of landlord (if rented)</b>			
<hr/> <hr/> <hr/>			
<b>Postcode:</b>		<b>Tel:</b>	

I give permission for The Glendale Gateway Trust to contact my current & previous landlords in order to obtain a reference.

Y/N                      Signed \_\_\_\_\_

Time at current address: \_\_\_\_\_

If you have lived in your current address for more than 5 years carry on to next section if not you will need to provide the following details for yourself (and partner if applicable)

Previous Address (S) (please provide up to 5 years):

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

Date moved in: \_\_\_\_\_ Date moved out: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_  
\_\_\_\_\_

Date moved in: \_\_\_\_\_ Date moved out: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

If you require more space to provide information for either yourself (or your partner) please provide this in the supporting statement.

Do you or your partner own or part own any property Y/N Please state who: \_\_\_\_\_

Market Value £ \_\_\_\_\_

Do you, or your partner, have a local connection to the Glendale Area? Y/N

*If you have not lived in the area continuously for the last three years or worked more than 16 hours per week in the area for the last three years, do you have a close family member who does. (Close family member being a parent, sibling or child)*

Please give details: -

Do you have any children (under 18yrs) with whom you have shared access? Y/N

*If yes, please supply contact details for your ex-partner and indicate how often the children will stay with you: -*

Does your current property have any adaptations to assist you or your partner in day to day living?  
Y/N

If yes, please list:-

*Please refer to guidance 2 if you require any adaptations*

Do you require ground floor or level access accommodation Y/N

*If yes you will need to provide evidence in the form of a letter from the doctor or a care provider.*

Which medical practice are you with?

How many bedrooms do you need?

*(If on housing benefits you maybe subject to a bedroom tax see guidance 4)*

#### REFERENCES

Please give details of two people who can provide references for you. You will only require 2 in the event that this is your first tenancy, and you have no current landlord otherwise you only require one reference as your second will be your current landlord:

1. Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

**SUPPORTING STATEMENT - Please explain your circumstances and tell us why you would like to rent a property from us: This section must be completed in depth so we can assess your application.**

Why do you want to live here in Wooler?

Why are you unable to rent from a private landlord?

Can you explain to GGT, why you should be added to our waiting list?

Please add any further information that will support your application

DATE FORM COMPLETED:

**Guidance notes**

1. **Assets** - We offer properties on a 'Social Rent' basis therefore, we cannot accept applications from those with assets over £100,000 or who have a yearly income, or joint income of over £60,000 per year. If you own, or part own, a property you must declare this and let us know how much your share in the property is worth. This remains the case even if the property is still occupied by a third party. We may require sight of a recent property valuation.
2. **Property adaptations** - We are a small charitable trust with a limited budget, so cannot commit to carrying out any major adaptations to one of our properties from our own housing fund. It is therefore important that you closely consider our property portfolio to see if it fits with your current and on-going medical needs.
3. **References** - We will need to carry out reference checks with landlords on all applicants who currently rent a property, or have done so in the last 5 years. We will not carry these checks out until we are at the stage of making you a provisional offer on a property and you have carried out a viewing. We reserve the right to withdraw any offer if any concerns are raised regarding your previous rental history.

4. **Affordability** - The majority of our properties are two bedroomed. If you are a single person or a couple who will only use one bedroom and you are in receipt of Housing Benefit, or are claiming the Housing Element of Universal Credit, you will need to contact the Benefits Section at Northumberland County Council to see if your benefits could be affected by the under-occupancy rule, known as Bedroom Tax. Additionally, we will carry out an affordability check at provisional offer stage to all applicants who have no previous checkable rental history, to ensure the tenancy is sustainable
5. **Joint tenancies** - It is important that the main applicant considers whether they wish to enter into a joint tenancy with the other person named on the application. In most cases this will not present a problem, but in the event of a relationship breakdown we cannot simply take one party off the tenancy, without the signed consent of both parties. This effectively ends the tenancy and in order to create a new sole tenancy for the remaining party the rent account must be up to date and we must agree to granting it. Without this signed consent, both parties will continue to have a joint and several liability to the future conduct of the tenancy. Effectively, the whole liability for rent and property condition remains with both parties jointly and individually.

This is not the case in the event of the death of a joint tenant, as the tenancy will automatically revert to the remaining tenant as a sole tenancy, this is known as Survivorship.

6. **Shortlisting** - When your completed application is received it will be assessed according to your needs. Priority will be given to the following; Current GGT tenants in upstairs accommodation in need of ground floor/ level access accommodation, a local connection to Glendale, an evidenced medical need for ground floor or town centre accommodation, persons in overcrowded accommodation and those maximising bedroom usage, in the case of two-bedroom properties. In cases where two or more applicants present the same needs, priority will be given to the person who has been on our waiting list the longest. There may be occasions where we invite applicants to the office for a chat about their application and ask them to bring with them additional supporting information, this will normally be for us to carry out affordability checks. On those occasions we will give the applicant/s plenty of notice.
7. **Ground floor flats** – We have a limited number of ground floor flats and these tend to be sought after, if you require a ground floor flat you must provide evidence on application.
8. **Offer** - Following shortlisting we will be in a position to make a provisional offer to the selected candidate/s, who will be contacted to arrange a viewing of the property. You will be asked to bring with you your photographic ID (passport, driving licence etc.) Please let us know if this is an issue as we can advise on other suitable forms of ID. Following viewing, candidates will be given 24 hours to consider the offer, and we will carry out any reference checks required in that period. If all checks come back satisfactorily and the candidate is wanting to proceed with the tenancy, then we will go to full offer and invite you to come to the office to sign the tenancy agreement. You need to bear in mind that we cannot hold the property for you for more than seven days, before signing our agreement where rent will become liable and a bond deposited, except in extenuating circumstances. So, you may have to pay rent on two properties whilst you serve your notice period with your current landlord.
9. **Emergency need** - Those persons in urgent need of re-housing should always contact the County Council in the first instance, as they have certain statutory duties in relation to those persons

homeless or threatened with homelessness. This would also apply in a number of other cases where the applicant is in urgent need.

10. **Application** – If you complete your form correctly, we will inform you via email a confirmation. If your circumstances change you will need to let us know. All applications run for 12 months after that it is your responsibility to inform us that you wish to remain on our waiting list otherwise you will be removed from our list and you will need to reapply. This can be done by emailing the address on the front, replying to confirmation email or calling the office.
11. **General** - We are a small-scale housing provider with settled tenants; therefore it is often a very long time before one of our properties becomes available. Applicants should always consider other housing options, particularly those with low priority. You should register with Northumberland County Council Home Finder.



Regulator of  
Social Housing

