



homebuy

applicationform

For Office Use Only

Date received:

Approved:

Notes:

Please fill in this form in **BLOCK CAPITALS** and **black ink** then send it back to us at the address on the end of this form. We cannot consider your application unless all sections of this application are fully completed. If you need help filling in this form, please contact us on 0113 243 6893. All persons over the age of 18 must fill in their details as the **second applicant** even if they do not earn an income.

Applicant Information	
Please select which HomeBuy you would like to apply for:	Open market HomeBuy <input type="checkbox"/> Newbuild Homebuy (Part buy, part rent) <input type="checkbox"/>
If applying for a particular scheme please state which one:	
Housing Association or builder developing the scheme (if known):	

First Applicant	Full name and title:			
	Gender:		Date of birth:	
	Full Address: (If you have lived elsewhere in the last 3 years, please list all of your previous addresses on a separate sheet)			
	Home telephone number:		Mobile telephone number:	
	Daytime telephone number and best time to be contacted:		Email:	

Second Applicant	Full name and title:			
	Gender:		Date of birth:	
	Full Address: (If you have lived elsewhere in the last 3 years, please list all of your previous addresses on a separate sheet)			
	Home telephone number:		Mobile telephone number:	
	Daytime telephone number and best time to be contacted:		Email:	
What is your relationship to the first applicant?				

Which area do you live in?		Which area do you work in?	
If you would like to live in a different area than where you currently live or work, please state where and the reason why.			
Would you be interested in receiving information on schemes in other council area's?			
What kind of property are you looking for?		How many bedrooms do you need?	

Are you eligible for low cost home ownership?	First Applicant	Second Applicant
I have access to/can raise at least £2,000 to cover the cost of buying:	<input type="checkbox"/>	<input type="checkbox"/>
I have never failed to keep up payments on any loan or form of credit agreement:	<input type="checkbox"/>	<input type="checkbox"/>
My household income is less than £40,000:	<input type="checkbox"/>	<input type="checkbox"/>
I am employed or self-employed (and can provide at least two years accounts):	<input type="checkbox"/>	<input type="checkbox"/>
I have insufficient funds to buy a property on the open market which meets my housing requirements:	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you cannot tick all the boxes you may not be eligible. Please include on a separate sheet a summary of the circumstances involved.</p>		

Occupation	First Applicant	Second Applicant
Do you consider yourself to be a key worker? (key workers do not have priority this information is for monitoring purposes only)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state which employment group:	Education (1a) <input type="checkbox"/> Firefighters (1b) <input type="checkbox"/> Local Authority (1c) <input type="checkbox"/> NHS (1d) <input type="checkbox"/> Police (1e) <input type="checkbox"/> Probation Service (1f) <input type="checkbox"/> Prison Service (1g) <input type="checkbox"/> Social Workers (1h) <input type="checkbox"/> Other (1i) <input type="checkbox"/> Please specify: <input type="text"/>	Education (1a) <input type="checkbox"/> Firefighters (1b) <input type="checkbox"/> Local Authority (1c) <input type="checkbox"/> NHS (1d) <input type="checkbox"/> Police (1e) <input type="checkbox"/> Probation Service (1f) <input type="checkbox"/> Prison Service (1g) <input type="checkbox"/> Social Workers (1h) <input type="checkbox"/> Other (1i) <input type="checkbox"/> Please specify: <input type="text"/>

	First Applicant	Second Applicant
Do you work in the private sector?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Job title / occupation:		
Employers name and address:		
Employers telephone number:		
Are you permanently employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
How long have you worked in your current role?		
How long have you worked in your profession? (If less than 12 months please list employment history on a separate sheet)		

Income / Savings	First Applicant	Second Applicant
Total annual income before deductions: (Excluding overtime & bonuses)	£	£
Total savings:	£	£
Do you have any outstanding loans or other regular payments? (including credit cards)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how much are the monthly repayments?	£	£
What date is the final payment?		
If the payments are over £200 a month, what is the loan for?		
Maximum amount purchase price?	£	£

Status	First Applicant	Second Applicant
Are you a British or EU/EEA citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, is your passport stamped with "Indefinite leave to remain"?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Who else will be living with you? (Please include full name, date of birth and relationship. If they are between 16-21 please state whether they are in full time education or working)		

Current Status		First Applicant	Second Applicant
Are you:	A council tenant (2a)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	A housing association tenant (2b)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Renting from your employer (2c)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Living with family or friends (2d)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Renting privately (2e)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	On a council housing waiting list (2f)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are on a council or housing association waiting list please say where and give your reference number:		Local Authority:	
		Reference number:	
Are you:	First time buyer? (2g)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

		First Applicant		Second Applicant	
Are you:	Previously had a mortgage? (2h)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Current home owner? (2i)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Other (2j) (please explain)				
	If you have previously had a mortgage, please tell us when this was re-paid:				
	If you are a current home owner what is the reason for your application: (e.g. relationship breakdown, etc)				

Equal Opportunities

It is against the law and our equal opportunities policy to discriminate against anyone because of their sex, colour, race, religion, disability or sexual orientation. In order to ensure that we do not discriminate, we need to keep records. If you do not answer this question it will not affect your application in any way. Sensitive personal data such as ethnic origin and physical or mental disabilities are required under the Equal Opportunities Monitoring statute. Under section 29(3) of the Data Protection Act 1998 the information may be disclosed for purposes of crime prevention and detection.

First Applicant		Second Applicant	
How would you describe your ethnic origin?		How would you describe your ethnic origin?	
White British (3a) <input type="checkbox"/> Irish (3b) <input type="checkbox"/> Other (3c) <input type="checkbox"/> Mixed White & Caribbean (3d) <input type="checkbox"/> African (3e) <input type="checkbox"/> Asian (3f) <input type="checkbox"/> Other (3g) <input type="checkbox"/> Black or Black British Caribbean (3h) <input type="checkbox"/> African (3i) <input type="checkbox"/> Other (3j) <input type="checkbox"/>	Asian or Asian British Indian (3k) <input type="checkbox"/> Pakistani (3l) <input type="checkbox"/> Bangladeshi (3m) <input type="checkbox"/> Other (3n) <input type="checkbox"/> Chinese or Chinese British Chinese (3o) <input type="checkbox"/> Other ethnic group (3p) <input type="checkbox"/> Question refused (3q) <input type="checkbox"/> Please state your country of origin <input type="text"/>	White British (3a) <input type="checkbox"/> Irish (3b) <input type="checkbox"/> Other (3c) <input type="checkbox"/> Mixed White & Caribbean (3d) <input type="checkbox"/> African (3e) <input type="checkbox"/> Asian (3f) <input type="checkbox"/> Other (3g) <input type="checkbox"/> Black or Black British Caribbean (3h) <input type="checkbox"/> African (3i) <input type="checkbox"/> Other (3j) <input type="checkbox"/>	Asian or Asian British Indian (3k) <input type="checkbox"/> Pakistani (3l) <input type="checkbox"/> Bangladeshi (3m) <input type="checkbox"/> Other (3n) <input type="checkbox"/> Chinese or Chinese British Chinese (3o) <input type="checkbox"/> Other ethnic group (3p) <input type="checkbox"/> Question refused (3q) <input type="checkbox"/> Please state your country of origin <input type="text"/>
Is either applicant or a member of your household a wheelchair user? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Please give details:			
Is either applicant related to a current or former Committee / Board member or officer of a housing association? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please tell us their name and which housing association:			

Equal Opportunities

My 4 Walls will only process your personal data for the purpose of your application for housing and will hold your information in the Data Protection Act 1998.

All information you give us on this form (and information resulting from contact with your landlord and/or employer) may be shared with the same only in relation to this application.

All information will be treated in the strictest confidence. We and partner Registered Social Landlords (RSL's), reserve the right to take up any references relating to applicants as we consider it necessary and may also search the files of any credit reference agency which will keep a record of any such request.

We must protect the public funds we handle and so may use the information you have provided on this form to prevent and detect fraud. Under section 29(3) of the Data Protection Act 1998 the information may be disclosed for purposes of crime prevention and detection. Sensitive personal data such as racial or ethnic origin, offences (including alleged offences) and physical and mental disabilities are required under the Equal Opportunities Monitoring statute.

We may also share this information for the same purposes with other organisations that handle public funds. The information may be used for statistical surveys, which means we may pass this information in confidence to local authorities, Office of the Deputy Prime Minister and agencies working on our and their behalf.

Declaration

It is a criminal offence to knowingly or recklessly make a false declaration or withhold information reasonably required in connection with your application. I/We have read the above and confirm that I/we have provided accurate and up to date information relating to my/our application for home ownership.

I/We understand that if it is found that false information has been given to obtain housing either knowingly or recklessly, appropriate legal action maybe taken and the RSL or local authority and/or seek possession of any leasehold tenancy granted.

I understand that as a Council, RSL or other public sector tenant, I must give up my rented home on the day of completion if I buy or rent through any of the RSL's offering homes.

I authorise My 4 Walls to pass information to Local Authorities, Partner RSL's, credit reference agencies and to Estate Agents who may be able to assist in locating properties for applicants.

Signed (First Applicant) <input type="text"/>	Date <input type="text"/>	Signed (Second Applicant) <input type="text"/>	Date <input type="text"/>
I have included an up-to-date rent statement and / or reference.		I have included an up-to-date rent statement and / or reference.	

Please check you have filled in all sections, otherwise the form will be returned to you.
Translation service available upon request.

Information

All applicants wishing to be housed in homes being developed or acquired with the aid of public funding in South & West Yorkshire must fill in an application form.

My 4 Walls, as agents of the housing registration system, will inform you about your eligibility for the register. We will then refer your details for all relevant schemes to Registered Social Landlords (RSL's) operating in the South & West Yorkshire Regions.

This 'one stop shop' approach will mean that you don't have to register with a number of different housing associations to access housing.

Finally, where did you hear about this service?
* If through newspaper or other, please state below:

Direct Mail (4a) <input type="checkbox"/>	Other* (4g) <input type="checkbox"/>
Employer (4b) <input type="checkbox"/>	Payslips (4h) <input type="checkbox"/>
Local Authority (1c) <input type="checkbox"/>	Posters/flyers (4i) <input type="checkbox"/>
Exhibitions (4c) <input type="checkbox"/>	Radio (4j) <input type="checkbox"/>
Internet (4d) <input type="checkbox"/>	Seminars (4k) <input type="checkbox"/>
Local Authority / Housing Associations (4e) <input type="checkbox"/>	Television (4l) <input type="checkbox"/>
Newspapers / Magazines* (4f) <input type="checkbox"/>	<input type="text"/>

A: Enterprise House, 12 St Pauls Street, Leeds, LS1 2LE

T: 0113 243 6893

F: 0113 245 6828

E: enquiries@my4walls.org.uk

W: www.my4walls.org.uk



**Please return all completed forms for registration to:
My 4 Walls, Enterprise House, 12 St Paul's Street, Leeds, LS1 2LE**