



## Application for Residence

in Almshouses owned by  
Isleworth & Hounslow  
Charity Ltd

Isleworth & Hounslow Charity Ltd provides housing for people in housing need and financial need who are currently resident in the London Borough of Hounslow and who have lived in the London Borough of Hounslow for at least the last two years.

**Please note that this application form must be completed in full. If there are any sections left blank this may affect your application being processed. If a section does not apply to you please state N/A.**

This application form is to apply for

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(Office Use Only)

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## Personal details

Your full name and title

Your maiden name (if appropriate)

Your age

Your date of birth

Your place of birth

Your gender

Your marital status

Your landline telephone number

Your mobile telephone number

Your email address

Your national insurance number

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## Personal details

Are you a UK national?

Yes

No

Are you or have you ever been an asylum seeker?

Yes

No

Do you have leave to remain in the UK?

Yes

No

If you are an asylum seeker, what is your status?

Have you ever been evicted from a property?

Yes

No

If yes, please give details

Have you retired from employment?

Yes

No

If yes, please give details of your former employment.

If no, please give details of your present employment and whether it is full time or part time.

## Spouse's details

Spouse's name

Spouse's maiden name

Spouse's age

Spouse's date of birth

Spouse's place of birth

Spouse's gender

Spouse's national insurance number

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Has your spouse retired from employment?

Yes

No

If yes, please give details of your spouse's former employment.

If no, please give details of your spouse's present employment and whether it is full time or part time.

# Your current accommodation

Address and postcode

How long have you lived in the London Borough of Hounslow?

How long have you lived at the above address?

If less than two years at this address, please give the last two previous addresses.

First previous address

How long did you live at this address?

Please give the landlord's name.

Second previous address

How long did you live at this address?

Please give the landlord's name.

Please indicate the type of accommodation you currently live in.

- House
- Bungalow
- Room in a shared house
- Studio flat
- 1/2 bedroom flat with warden control / sheltered accommodation
- 1/2 bedroom flat without warden control
- Other (Please state)

Are you renting your current accommodation?

- Yes       No

If yes, are you a

- Council tenant?
- Housing Association tenant?
- Private tenant?
- Living in a property tied to your job?
- Living with relatives or friends?
- Other? (Please state)

# Your current accommodation

Please give a short description of your current property.

Please give the name and address of your landlord.

Are you related to your landlord?

Yes  No

If yes, please confirm the relationship.

What sort of tenancy are you on and when does it expire?

What is your notice period?

If you have different housing arrangements, tell us what they are.

What is your weekly rent?

How many rooms do you occupy?

Do you share the kitchen?

Yes  No

Do you share the bathroom?

Yes  No

Does anyone live with you at your current address?

Yes  No

If yes, who and why? Please state their full name, age, relationship to you, whether employed or in education and their weekly contribution to the household (£).

Have you made an application to any other housing providers, including the Council, for accommodation?

Yes  No

If yes, please give details of the housing provider, the date of your application and the housing provider's response.

Are you currently on Hounslow Council's waiting list?

Yes  No

If yes, how long have you been on the waiting list?

What is your reference number?

# Your current accommodation

What is your Council Tax band?

Do you own the property you are currently living in or any share in it?

Yes

No

If yes, what proportion do you own?

How long have you owned the property?

Are you the sole owner?

Yes

No

If not, please give details of the co-owners.

What is the current market value of your property?

What is left to repay on a mortgage associated with this property?

How much would you expect to receive from the sale proceeds after the repayment of the mortgage and associated expenses?

What is your present mortgage repayment per month?

What are your intentions regarding this property, if you were offered an almshouse?

Do you own any other properties or have an interest in any other properties in the UK or abroad?

Yes

No

If yes, please give details.

Are you on the electoral register?

Yes

No

If yes, at what address are you registered?

Have you ever been served with an Anti-Social Behaviour Order (ASBO)?

Yes

No

If yes, please give details.

# Reason for application

Are you in immediate need?

Yes

No

Are you (please tick all the boxes that apply to your situation)

About to be made homeless?

Unable to afford your current accommodation?

Sharing with others?

Unable to maintain your property?

Finding your present home unsuitable?

In accommodation that is too large?

Subject to harassment/vandalism/break-ins?

Suffering from ill health?

Wishing to be part of a community?

Lonely or isolated?

Wishing to move nearer to relatives (please provide their relationship to you and their name and address)?

Other reason (please state)?

Please provide a detailed statement giving the reasons for your application. Please give any special circumstances. Please answer this question as fully as possible, telling us why you need to move from where you are currently living.

In addition, please give detailed information about any mobility issues and needs, if applicable.

The more information you give us, the better.

Please continue on a separate sheet if necessary.

# Reason for application

(continued)

# Your finances

Weekly Income for your household (list all income for both you and your spouse/partner).

- Universal Credit
- Housing Benefit
- Local Housing Allowance
- Council Tax Benefit
- Income Support
- Job Seeker's Allowance
- Employment & Support Allowance
- Incapacity Benefit
- Statutory Sick Pay
- Disability Living Allowance
- Attendance Allowance
- Carer's Allowance
- Working Tax Credit
- Child Tax Credit
- Child Benefit
- Help with Childcare Costs
- Child Maintenance
- State Pension
- Occupational/Private Pension
- Pension Credit
- Wages/Salary
- Other Income (details below)

**Weekly total**

Amount of savings



# Your finances

Do you or your spouse have any shares in a business?

Yes

No

If yes, please give details

Do you or your spouse have any other assets (e.g. holiday home, caravan, boat etc.)

Yes

No

If yes, please give details and approximate valuation.

In the past 10 years have you or your spouse sold a property either in this country or abroad?

Yes

No

If yes, on what date did you sell the property and what were the proceeds of the sale?

In the past 10 years have you or your spouse transferred ownership of any property to relatives or friends?

Yes

No

If so, when and what was the property valuation and the circumstances of the transfer?

Do you or your spouse have a financial share in any family property?

Yes

No

If yes, what is the value of your share?

In the past 10 years have you or your spouse made any gifts to members of your family or friends of amounts greater than £1000?

Yes

No

If yes, please list the date, recipient's name and amount of each gift.

## Your finances

Do you have any dependants?

Yes

No

If yes, please give details.

Do you currently support any dependants?

Yes

No

If yes, please give details.

Have you received any large sums of money eg, inheritance, legacy or winnings within the last 5 years? Please state

Is there anything else to do with your or your spouse's income, assets or savings that we should know, such as change that is likely to happen soon, for example, retiring from work or inheriting money? Please note that if you do not give us full information on this form, it may delay processing your application.

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# Your health and social factors

Please give details of any health issues for you and your spouse.

Please give details of any mental health problems? *(This will not necessarily affect the Trustee's decision)*

Please give full details of all ongoing medical conditions and the treatment you or your spouse are receiving for them and any recent operations.

Are you or your spouse registered disabled?

Yes       No

If yes, in what way are you disabled?

Do you or your spouse have or have you ever had any addiction problems? *(e.g. alcohol, drugs. This will not necessarily affect the Trustee's decision)*

Yes       No

If yes, please give details

Do you or your spouse smoke?

Yes       No

Do you or your spouse have difficulty climbing stairs?

Yes       No

Are you and your spouse able to look after yourself/yourself and lead a fully independent life (e.g. showering, shopping, dressing, preparing meals, keeping your accommodation clean and tidy)?

Yes       No

If no, please give further details on how you and/or your spouse need assistance and what assistance you currently receive.

Are there any other health or social factors that you would like the charity to take into consideration when assessing your application?

# Your health and social factors (continued)

Do you own a car?

Yes

No

Do you have any pets?

Yes

No

If yes, what is your pet?

*The Charity currently adopts a No Pet Policy for certain animals. Please state if you are able to find an alternative place for your pet to live if you were offered accommodation (please check with the charity for a list of appropriate pets).*

Please give the name, address and telephone number of your GP

GP name

GP address

GP telephone number

Please ask your GP to complete the enclosed medical form(s).

*Our governing document 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 the Charity need to be fully aware of your circumstances.*

Do you have a convictions which is not spent under the Rehabilitation of Offenders Act 1974?

Yes

No

If yes, please give details.

Have you made a will?

Yes

No

Have you put into place a Lasting Power of Attorney with respect to either your Financial & Property affairs and/or your Health & Welfare?

Yes

No

If yes to either or both of the above questions, please provide details of where your will and/or Lasting Power of Attorney are stored (e.g. with a family member or solicitor).

## Next of kin

Please supply names, addresses and telephone numbers of two next of kin, your relationship to them and confirm that they would assist in the event of an emergency or illness.

First next of kin

Address

Telephone number

Email address

Relationship

Frequency of contact

Would they be able to assist in case of illness or emergency?

Yes

No

Other comments

Second next of kin

Address

Telephone number

Email address

Relationship

Frequency of contact

Would they be able to assist in case of illness or emergency?

Yes

No

Other comments

# Declaration

I confirm that all replies on this form are correct to the best of my knowledge and belief.

I understand that any misleading information I have supplied may disqualify my application.

I accept that if I am appointed as a resident, I shall not be a tenant. Any weekly sum I pay will be a maintenance contribution and not rent.

I confirm that I am able to look after myself, with the assistance of family and social services if necessary.

(If you are applying as a couple, you must both sign the declaration below).

In addition, I fully understand that:

Failure to provide complete financial details may disqualify your application.

Failure to disclose any relevant information may prejudice your application. Misleading or inaccurate information may lead to your appointment being set aside at some time in the future and you having to leave the almshouse.

Only forms which are fully completed will be considered by the Trustees.

The Charity reserves the right to seek additional information, e.g. proof of income/benefits, proof of expenditure.

If you meet the Charity's criteria for residency, a member of staff and a Trustee may wish to visit you in your current accommodation. Following this home visit, you may be then be invited to an interview with the Charity's Trustees.

## Signature(s) of declaration

Applicant's signature (1)

Applicant's name (please print)

Date

Applicant's signature (2)

Applicant's name (please print)

Date

# Data protection statement

It is part of the trustees' responsibilities to ensure that applicants for almshouses are suitably qualified under the terms of the Charity's governing document. Trustees therefore need to investigate the personal circumstances of applicants. If your application for accommodation is successful, the personal data supplied on this form and other information relating to an almshouse appointment will be held on file for the duration of your appointment as a resident and for up to two further years. 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.

If your application is unsuccessful, your application form and all other personal data supplied will be destroyed within the next two years.

Please sign below to indicate your acceptance for the Charity to hold your personal data.

Applicant's signature

Applicant's name (please print)

Date

## Supporting letter

If you have a **social worker or support worker**, or receive help from any Council departments, agencies, charities or health providers, please ask them to write a **supporting letter** to accompany your application, explaining why you are in need of accommodation.

## References

Using the Charity's Reference Form, please provide **two references** from people (other than family) who have known you for more than two years and who can tell us about your character and why you are in need of accommodation. One of these references can be your current or most recent landlord if you wish.

**How did you hear about the Charity and its almshouses?**

# Checklist

- 1. A copy of the photo page of your current passport(s).
- 2. A recent current valuation of your property (if you own it) and an up to date mortgage statement showing the amount outstanding.
- 3. A copy of your current tenancy agreement (if you are renting) and proof of your current rent amount.
- 4. A copy of your most recent Council Tax demand.
- 5. A copy of your Notice to Quit if you have been advised by your landlord that you must leave the property.
- 6. Copies of your most recent letters confirming the amounts of your State Retirement Pension, work-related pensions, private pensions and any other pensions. If you have not yet started receiving your State Retirement Pension and other pensions, please provide a State Retirement Pension forecast and forecasts for any other pensions.
- 7. Copies of a recent payslip if you are in employment.
- 8. Copies of your most recent Benefit and Allowance letters confirming the amounts of your Benefits and Allowances.
- 9. Copies of your bank, building society and Post Office statements for all accounts for the last three months.

- 10. Copies of all recent statements showing your savings and capital (e.g, ISAs, Premium Bonds, shares etc).
- 11. Paperwork to show the proceeds of sale if you have sold property.
- 12. Medical forms completed by your doctor.
- 13. Any other supporting documents which you feel are relevant to your application.

Please return the completed form and supporting documents to: Isleworth & Hounslow Charity Ltd, Tolson House, Parthenia Drive, Isleworth TW7 6GT, or scan and send by email to [info@iahcharity.org.uk](mailto:info@iahcharity.org.uk). Please phone 020 8569 9200 with any queries.