Liversage Trust
21 Alice Street
Derby DE1 2BY
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Application for almshouse housing – London Road and Franchise Street first floor flats

Guidance notes - Please read these notes before completing the application form

Submitting an application does not guarantee that you will be accepted on to the Liversage Trust waiting list. To be eligible for rehousing in a Liversage Trust almshouse you must meet the qualifying criteria detailed below. You may provide relevant additional information in support of your application, which can also be used to determine any additional priority for your circumstances.

It is important that you complete the form fully and include all information that you want to be considered. An incomplete form could cause a delay in processing your application or we may have to return it to you.

Please complete the form in black ink and ensure the hand writing is legible. Please fill in every part of the form fully, and if you feel a section doesn't apply, mark it with N/A (not applicable).

Qualifying Criteria

To be eligible for housing into a Trust almshouse, an applicant must meet all three of the following criteria:

- Applicants must be in housing need, hardship or distress. Any applicant whose total assets are over £23,250 is not considered to be in housing need. Assets include savings, bonds, investments and property / land ownership.
- Applicants must be 60 years of age or over.
- Applicants must have resided in Derby for five continuous years prior to application. Any applicant who has lived out of Derby for even a short time within the last five years will not be eligible.

What happens next?

Once you have completed the application form, return it to our office, bringing with you the verification documents for copying. Failure to provide all documentation will prevent us from registering your application. Once your application has been assessed you will be notified in writing whether or not you have been accepted to the waiting list. All applicants will be visited at home by a Trustee or employee, prior to any offer of accommodation.

All forms should be returned to:
Liversage Trust, 21 Alice Street, Derby DE1 2BY
Email: info@liversagetrust.org

Document Checklist

Please send us ALL of the documents that apply to you and any joint applicant.

Please note that some documentation may cover more than one area; in which instance, please provide one copy only, per person.

Right to rent in the UK: British citizens can demonstrate their right to rent with a current or expired passport. EU citizens can use the Home Office online service to provide a "share code" for every member of the household who is over 18. Any other nationalities can provide one of the following: • immigration documents issued by the Home Office that confirm time limited / indefinite leave to remain in the UK • passport / travel documents endorsed to show that the holder is "exempt from immigration control", is allowed to stay indefinitely in the UK, has the right of abode in the UK or has "no time limit" on their stay in the UK • a certificate of registration or naturalization as a British Citizen	❑
National Insurance number: Please provide a recent pay slip, N.I. card, benefit letter, HMRC document or any other official document that shows a N.I. number for each applicant.	❑
Proof of age: You may have already provided this on your "Right to rent" documentation. If not a birth certification or driving license is acceptable.	❑
Tenancy agreement: If you have a signed tenancy agreement, license agreement, rent book or other agreement for the property you are renting, please provide us with a copy.	❑
Proof of 5 years residence in Derby: Please provide proof that you have been resident in Derby for the last 5 years continuously. This can be your current tenancy agreement if it began more than 5 years ago, or 5 years of Council Tax bills, or HMRC documents.	❑
Proof of savings and assets: Please provide copies of the last three months statements, for any bank or building society accounts, bonds or investments held by either applicant. If you own a property, please also include a property valuation and / or mortgage statement, as appropriate.	❑
Supporting information: Please provide independent evidence of any circumstances in support of additional priority for your application. For example, a letter from a medical professional or social worker or a copy of a section 8 notice you have been served.	❑

Almshouse Application

1. Applicant's Personal Details

Your name: (Including title)		Date of birth:	
		NI number:	
First Language:		Nationality:	
Gender:		Ethnicity:	
Your current address and postcode:			
	Dates at this address:		
Mobile number:		Landline number:	
Email:			

2. Joint Applicant's Personal Details (Only complete this section if applicable)

Your name: (Including title)		Date of birth:	
		NI number:	
First Language:		Nationality:	
Gender:		Ethnicity:	
Your current address and postcode:			
	Dates at this address:		
Mobile number:		Landline number:	
Email:			

3. Household Members

Please provide details of anyone else currently living with you

Name	Relationship	Age	Will they be moving with you? (Yes or No)

4. Previous addresses

If you have lived at your current address for less than 5 years, please give details of your previous addresses during that time period.

Full address including postcode	Dates of occupation	If rented, landlord name and address.

5. About you

Do you own any property or land, either in the UK or abroad?	Yes ❑	No ❑
Do you have more than £23,250 in savings or assets?	Yes ❑	No ❑
Do you have criminal convictions which have not been spent under the terms of the Rehabilitation of Offenders Act 1974?	Yes ❑	No ❑
Have you ever been evicted from a rented property or had legal action taken against your tenancy?	Yes ❑	No ❑
Do you own a pet?	Yes ❑	No ❑
Do you own a vehicle?	Yes ❑	No ❑
Are you related to any existing Liversage Trust resident, employee or Trustee?	Yes ❑	No ❑
If you have answered yes to any of the above, please give further details:		

6. Where you live now

Type of property:
❑ House ❑ Flat ❑ Bungalow ❑ Shared accommodation
❑ Caravan / Mobile Home ❑ Other; Please give details

How many bedrooms are in your home?	If you live in a flat, which floor? (ie; Ground / First)

Do you:
❑ Own your home ❑ Live with family ❑ Sofa surfing
❑ Rent your home ❑ Live with friends ❑ Other; Please state below

7. If you rent your current home:

Landlord's name, address and telephone number. Please note we will contact your current landlord for a reference.	
How much is your current rent?	Weekly / monthly
Is your rent paid up to date?	❑ Yes ❑ No
If no, please state the amount owed and the reason for arrears	

8. If you own your current home:

What is the estimated value of the property?	
What amount is outstanding on your mortgage, if any?	
Do you own the property solely or jointly? If jointly, give details	
What is your estimated timescale for moving and your plans for the owned property?	

9. Why you want to move

Please give us as much information as possible to support your application, including any health or social circumstances you would like us to consider.

10. Where you want to move to

Estate:	Property type:	Price range per calendar month:	Please tick all that you would consider
London Road	1 bedroom house	£450 - £465	❑
	1 bedroom bungalow	£460 - £465	❑
	2 bedroom house	£530 - £545	❑
Franchise Street / Drewry Lane	1 bedroom, first floor flat	£385 - £395	❑
	2 bedroom, first floor flat	£485 - £495	❑
Tick if you can **only** consider ground floor accommodation:			❑

11. Financial Circumstances

If you work:	Applicant	Joint applicant
Your job title?		
Who is your employer?		
What are your average earnings?	£ Weekly / monthly	£ Weekly / monthly
If you receive any benefits:		
How much Housing Benefit or Universal Credit housing costs element do you receive?	£ How often?	£ How often?
List below any other benefits you receive:		
	£ How often?	£ How often?
	£ How often?	£ How often?
	£ How often?	£ How often?
How much state pension do you receive?	£ How often?	£ How often?
How much private pension do you receive?	£ How often?	£ How often?
Any other regular income. For example, child maintenance or property rental income:	£ For	£ For

	How often?	How often?
Total savings and investments	£	£
Please state value and type of any other assets. For example, second property, holiday home, land owned, motor home, static caravan.		

12. Declaration

Please read the following statements and sign below. We cannot process your application if you have not signed.

- I declare that the information given in this application is true and complete.
- I understand that if any information I have given is incorrect or incomplete, that the Trust may take legal action against me and this could result in me losing my home.
- I authorise Liversage Trust to check any of the information given on this form.
- I know that I must notify the Trust if any of my circumstances change after I make this application.
- I authorise my current and previous landlords to disclose information to Liversage Trust relating to my tenancies and conduct.

Applicant's signature:	Date:
Joint applicant's signature:	Date:

13. Data Protection Statement

The information which you give when completing your application form will be used in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation. Your information is held for the following purposes:

- to enable the Trust to create an electronic and paper record of your application
- to enable the application to be processed
- to enable the Trust to compile statistics, or to assist other organisations to do so, provided that no statistical information that would identify you as an individual will be published.

The information will be kept securely, and will be kept no longer than necessary. 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.