

Mid Market Rent Registration Form

National Housing Trust properties at The Glen, Coalsnaughton (Dunmoss View & Nechtan Drive)

Mid-market rent properties are intended to assist households that have incomes above the average levels of tenants in social rented housing (Council and Housing Association homes) in Clackmannanshire.

The properties which you are registering for are let on behalf of a private landlord, Coalsnaughton 2012 NHT LLP. Applications will be prioritised to persons within the Priority Client Groups and who meet relevant affordability checks. If allocated a property and you are still in occupation of the house after, at least 5 years, you may have the opportunity to purchase the property.

Priority Client Groups

When these properties are allocated, priority will be given to persons who meet the following conditions:

- Council or Housing Association tenants
- Persons who have a current registration on the Clackmannanshire Common Housing Register
- Households who are small, newly forming households who cannot afford to buy or larger households who are currently overcrowded and cannot afford to buy or rent privately
- Households with an gross annual “earned” income not exceeding £29,000 for a single adult household and not exceeding £37,000 for a two-adult household.

Please submit verification of income (previous 3 months) and Photographic identification (copy of driving licence or passport) along with your registration form.

Anyone over the age of 16 can register.

If your first language is not English, we can arrange for the form and guidance to be translated.

If a question does not apply to you, please score it through or write “n/a”- so we know that you have not missed it out

Please complete the form carefully. The information you give us will allow us to assess if you are eligible for the scheme. We can provide copies in larger print if necessary. If you need help to complete the form, please contact us. Our details are at the end of the form. Please note, submitting a completed application does not guarantee you an offer of a mid market rent property.

Part One: Details of all applicants

	First applicant:	Second applicant:
Name:		
Current Address:		
Postcode (in full):		
Telephone number:		
Email address:		
Date of birth:		
National Insurance Number		
Relationship to other applicant:		

(If there are more than two applicants please use the space provided at the end of the form to tell us about the other people applying)

Part Two: Details of those who will be living you

1. Please tell us about the other people who will live in the property:

Surname	First name(s)	Date of birth	Relationship to applicant(s)	Occupation (if applicable)

Part Three: Current accommodation

Do all applicants currently live in the same accommodation? Yes / No

If YES, only complete Questions 1 to 8 in this section. If NO, the second applicant must complete Questions 9 to 16.

You must provide written evidence of the accommodation status of all applicants regardless of whether they currently live in the same accommodation or live separately.

First applicant

1. How would you describe your current living arrangements?

Please tick

Home owner	
Local authority tenant	
Registered social landlord (normally a housing association or housing co-operative) tenant	
Private rented	
Lodger	
Living with parents/relatives	
Tied accommodation	
Other (please state):	

2. If you are a tenant or a lodger please give the name and address of your landlord:

Name and address:

3. Are you on a local authority or RSL waiting list? If so, which?

Name of local authority / RSL	How long have you been on the waiting list?

4. Please describe the type of accommodation that you live in:

Please tick

House	
Flat	
Caravan	
Hostel	
Shared accommodation	
Other (please state):	

5. How long have you lived in this accommodation?

6. How many rooms are there in your present accommodation (excluding the kitchen, bathroom and any hall areas)?

7. Please explain why you want to move from the house you currently live in:

8. Employment Status

	Please tick
Working Full time	
Working Part time	
Retired	
Other (please specify)	
<input type="text"/>	

Please include Enclosure One – Evidence of accommodation status

Second applicant

1. How would you describe you current living arrangements?

Please tick

Home owner	
Local authority tenant	
Registered social landlord (normally a housing association or housing co-operative) tenant	
Private rented	
Lodger	
Living with parents/relatives	
Tied accommodation	
Other (please state):	

2. If you are a tenant or a lodger please give the name and address of your landlord:

Name and address:

3. Are you on a local authority or RSL waiting list? If so, which?

Name of local authority / RSL	How long have you been on the waiting list?

4. Please describe the type of accommodation that you live in:

Please tick

House	
Flat	
Caravan	
Hostel	
Shared accommodation	
Other (please state):	

5. How long have you lived in this accommodation?

6. How many rooms are there in your present accommodation (excluding the kitchen, bathroom and any hall areas)?

7. Please explain why you want to move from the house you currently live in:

8. Employment Status

	Please tick
Working Full time	
Working Part time	
Retired	
Other (please specify)	

Please include Enclosure One – evidence of accommodation status

Part Four: Previous accommodation and tenancy history

Please provide details of previous addresses for the last 3 years for the first and second applicants

Address	Tenant/ Owner/other	Main or Joint Applicant	From	To	Landlord

Does the first or second applicant have any outstanding rent arrears or tenancy related debt?) For example, rechargeable repairs or legal expenses?)

If Yes, please give details of:

- The address of the tenancy
- The Landlord of the property
- The amount owed
- Has any arrangement been maintained with the landlord to reduce the debt?

Has anyone in the household been evicted for anti-social behaviour or has anyone in the household been the subject of an Anti-social behaviour order (ASBO) or are any proceedings under way to evict any member of your household from their present home or to obtain an ASBO?

If Yes, please give details below:

Part Five: Income assessment

1. Net earnings (Please give monthly amounts)

First applicant	£
Second applicant	£
Other applicants	£
Total earnings	£

2. Please specify any other income each month:

Income Support and Income based job-seekers allowance	£
Employment and Support Allowance	£
Pension Credit	£
Working Tax Credit	£
Child tax Credit	£
Child benefit	£
Disability Living Allowance	£
Retirement Pension	£
Other (please specify):	£

3. Do any members of the household currently own their home?

Yes / No

4. Have any members of the household previously owned their home?

Yes / No

Please include Enclosure Two – Evidence of Income (i.e. wage slips covering previous 3 months)

Part Six: Use of Information

Clackmannanshire Council use the information you provide on this application form (including any sensitive personal data as defined in the Data Protection Act 1998) for the purposes of, or in connection with, the processing of your registration and, if you are offered a tenancy, the administration of that tenancy. This may include:

- Enabling the Scottish Government and its agents, including the managing agent and anyone acting on its behalf to monitor and otherwise evaluate the scheme.
- Making checks to verify your identity and credit status, taking up references and sharing this information with other organisations that handle public funds, and passing information to other partner housing providers (including registered social landlords and private developers)

The information may also be used for statistical surveys, and the Scottish Government and their representatives may contact you in the future to seek your views on the scheme.

The Scottish Government must protect public funds and so may use the information you have given on this form to detect and prevent fraud. Under section 29(3) of the Data Protection Act 1998, the information may be disclosed for the purposes of crime prevention and detection. Sensitive personal data is required under the Equal Opportunities Monitoring statute.

You may request a copy of the information we hold about you. We may charge an administrative charge for each request. You also have the right to request correction of any incorrect information.

NB: "Sensitive Personal Data" is defined in the Data Protection Act 1998 as information concerning your racial or ethnic origin, political opinions, religious philosophical or similar beliefs, trades union membership, physical or mental health, sexual life, commission of criminal offences or involvement in criminal proceedings.

Part Seven: Signing the application form

For joint applications both signatures are required.

I/We confirm that I/we would like to be considered for the National Housing Trust Initiative and that I/we have fully considered the requirements of the scheme.

I/We acknowledge and explicitly give my/our consent to the gathering, processing and storing Sensitive Personal Data as defined in the Data Protection Act 1998, as will be required to process my/our registration.

I/We also acknowledge and explicitly give my/our consent to Clackmannanshire Council passing Sensitive Personal Data as set out in the General Protection Data Regulation (GDPR) and other Data Protection Legislation to the Scottish Government to enable the Scottish Government to monitor and evaluate the National Housing Trust initiative, and to enable the Scottish Government to potentially contact me/us in the future to seek my/our views on the National Housing Trust

I/We confirm that the information provided in this application form is to the best of my/our knowledge and belief correct and accurate in all respects.

I/We understand and confirm that Clackmannanshire Council reserve the right to withdraw from any agreement with me/us in the event that the information provided proves to have been false or misleading

Signatory 1: Print name (including Mr/Mrs/Ms/Miss):

Signature 1:

Date:

Signatory 2: Print name (including Mr/Mrs/Ms/Miss):

Signature 2:

Date:

We may contact you after we have received the application form to ask you to sign letters giving us permission to contact other organisations mentioned in this form.

Please ensure the following information is included with your application:

- 1. Evidence of accommodation status**
- 2. Evidence of income (covering previous 3 months)**
- 3. Photographic identification (driving licence or passport)**

Equal opportunities monitoring

We aim to ensure that everyone will receive equal treatment whatever their race, colour or ethnic origin.

To ensure our policy is working, we would be grateful if you would choose ONE section, then tick one box within that section to indicate your cultural background.

First applicant

How would you describe your ethnic origin (please tick where appropriate)				
White – Scottish	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
White – Other British	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
White – Irish	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other White Background	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Any Mixed Background	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Indian	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Pakistani	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Bangladeshi	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Chinese	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other Asian Background	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Caribbean	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
African	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other Black Background	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Any Other Background	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Second applicant

How would you describe your ethnic origin (please tick where appropriate)				
White – Scottish	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
White – Other British	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
White – Irish	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other White Background	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Any Mixed Background	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Indian	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Pakistani	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Bangladeshi	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Chinese	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other Asian Background	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Caribbean	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
African	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other Black Background	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Any Other Background	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Additional space for extra information

A large empty rectangular box intended for providing additional information.

Please return this form to:

Housing Services
Clackmannanshire Council
Kilncraigs
Greenside Street
Alloa
FK10 1EB