

APPLICATION FORM

PLEASE READ THE ACCOMPANYING INFORMATION CAREFULLY
BEFORE COMPLETING THIS APPLICATION FORM

Please fill in this form in **BLOCK CAPITALS** and black ink, then send it back to us at the address on the back of this form.
We cannot consider your application unless all sections of this application are fully completed.

Have you previously applied for low cost home ownership with TVHA? Yes No

If yes, what was your reference number? _____

Applicant 2 relates to a partner. Include details of Applicant 2 if they are to be included on the mortgage. If they are not to be included please enter their details in the Current status section.

	Applicant 1	Applicant 2
Gender (please tick)	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Title (Ms/Mr/Mrs/Miss/Other)		
First name		
Surname		
Date of birth		
Address		
Postcode		
How long have you lived there?		
Home telephone number		
Mobile telephone number		
Work telephone number		
Email address		
How many bedrooms do you require?	One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> 3+ <input type="checkbox"/>	
Please describe the composition of the family to be housed.	Single <input type="checkbox"/> Single with children <input type="checkbox"/>	Couple <input type="checkbox"/> Couple with children <input type="checkbox"/> Sharing <input type="checkbox"/>

Do these statements apply to you?

	Applicant 1	Applicant 2
I have access to/can raise at least £3500 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"/>
I have never had a County Court Judgement registered against me	<input type="checkbox"/>	<input type="checkbox"/>
I have never been subject to a repossession order or been declared bankrupt	<input type="checkbox"/>	<input type="checkbox"/>
I have not been behind with my rent in the past 12 months (we will require a statement or rent reference before you are offered a property)	<input type="checkbox"/>	<input type="checkbox"/>
If you cannot tick all the boxes please include on a separate sheet a summary of the circumstances involved		
I am self employed and can provide at least three years accounts	<input type="checkbox"/>	<input type="checkbox"/>

ALL APPLICANTS MUST COMPLETE THIS SECTION

Employment details	Applicant 1	Applicant 2
Job title/Occupation		
Employer's name and address (if a teacher, this should be your school name and address)		
Postcode		
Employer's telephone number		
Place of work		
Are you permanently employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you on a fixed term contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Contract start date		
Contract end date		
How long have you worked in your current role?		
How long have you worked in your current profession?		

Income/Savings	Applicant 1	Applicant 2
Total gross annual income before deductions (excluding overtime and bonuses)		
Regular gross monthly bonuses or overtime		
Please provide details of any other benefits received e.g. Working/Child Tax Credit, Pension or DLA		
Frequency	Weekly <input type="checkbox"/> 4 weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annual <input type="checkbox"/>	
Total joint savings		

DETAILS OF CURRENT EXPENDITURE *this section is not compulsory*

Complete all relevant boxes, using actual or approximate total **monthly** figures for all applicants.

Food and drink	£
Housekeeping: toiletries / cleaning / laundry etc.	£
Clothing	£
Childcare: school meals / pocket money / childcare	£
Child maintenance: CSA payments etc.	£
Pets	£
Personal: alcohol / cigarettes etc.	£

Leisure: gym / sport / pubs / clubs / holidays etc.	£
Travel: public transport / car tax / MOT / fuel etc.	£
Telephone: landline / mobile / internet etc.	£
Council Tax and utilities: gas / water / electricity	£
Home entertainment: TV licence / satellite / CDs etc.	£
Financial: insurance (life / contents etc.) / endowments	£
Other expenses: prescriptions etc.	£

DETAILS OF CURRENT LOANS

Give details of all loans including hire purchase, store card payments, student loans, car loans and credit card payments outstanding:

Name of creditor	Purpose of loan	Total amount outstanding	Date when final payment due	Monthly payments
TOTAL				

Current status	Applicant 1		Applicant 2						
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 and relationship status. If they are between 16-21 please state whether they are in full-time education or working.	Name	Relationship	Full-time education/working	Gender	DOB				
Are you:	Applicant 1	Applicant 2	Applicant 1	Applicant 2					
A council tenant	<input type="checkbox"/>	<input type="checkbox"/>	How many bedrooms does your current home have?	<input type="text"/>	<input type="text"/>				
A housing association tenant	<input type="checkbox"/>	<input type="checkbox"/>	Is it a flat or a house?	<input type="text"/>	<input type="text"/>				
Renting from your employer	<input type="checkbox"/>	<input type="checkbox"/>	If you are a private tenant, council or housing association tenant, please give the name, address and telephone number of your landlord or housing officer in the box(es) below:	<table border="1"> <thead> <tr> <th>Applicant 1</th> <th>Applicant 2</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		Applicant 1	Applicant 2	 	
Applicant 1	Applicant 2								
Living with family or friends	<input type="checkbox"/>	<input type="checkbox"/>							
Renting privately	<input type="checkbox"/>	<input type="checkbox"/>							
On a council housing waiting list	<input type="checkbox"/>	<input type="checkbox"/>							
A current home owner (Please complete below)	<input type="checkbox"/>	<input type="checkbox"/>							
A previous home owner (Please complete below)	<input type="checkbox"/>	<input type="checkbox"/>							
Temporary accommodation provided by local authority	<input type="checkbox"/>	<input type="checkbox"/>							
Other	<input type="checkbox"/>	<input type="checkbox"/>							
If you are on a council waiting list please say where and give your reference number									
	Applicant 1	Applicant 2							
Local authority	<input type="text"/>	<input type="text"/>							
Reference number	<input type="text"/>	<input type="text"/>							

CURRENT AND PREVIOUS HOME OWNERS AND MORTGAGES

Have you (or Applicant 2) ever owned or partly owned a property in the UK or abroad?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provide details of the date the property was/is to be sold	/ /	and the amount of equity you have/will receive: £
Are you currently a shared owner? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, what % equity do you own?		%
How much mortgage do you have outstanding (as either a Shared or Full owner)?	£	
What is the approximate current full value of the property?	£	

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.

How would you describe your ethnic origin?

	Applicant 1	Applicant 2		Applicant 1	Applicant 2		Applicant 1	Applicant 2
White			Asian or Asian British			Chinese		
British	<input type="checkbox"/>	<input type="checkbox"/>	Indian	<input type="checkbox"/>	<input type="checkbox"/>	Other ethnic group	<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>	Question refused	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>			
			Other	<input type="checkbox"/>	<input type="checkbox"/>			
Mixed			Black or Black British			Please state your country of origin		
White & Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Applicant 1	<input type="text"/>	
White & Black African	<input type="checkbox"/>	<input type="checkbox"/>	African	<input type="checkbox"/>	<input type="checkbox"/>	Applicant 2	<input type="text"/>	
White & Asian	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>			
Other	<input type="checkbox"/>	<input type="checkbox"/>						
				Applicant 1	Applicant 2			
Do you consider you or any member of your household to be disabled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you consider you or any member of your household to be disabled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Are you or a member of your household a wheelchair user?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you or a member of your household a wheelchair user?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
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						

IMPORTANT INFORMATION: PLEASE READ. PLEASE ENSURE THAT YOU SIGN AND DATE THIS FORM BEFORE RETURNING IT

TVHA will only process the given personal data of all applicants for the purpose of processing your application for housing and will hold your information in accordance with the Data Protection Act 1998.

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 the Office of the Deputy Prime Minister and agencies working on our and their behalf who may contact you.

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, other zone agents and partner housing associations, 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.

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 by the housing

association or local authority and/or seek possession of any leasehold tenancy granted. (Translation service available if required).

I understand that as a council, housing association or other public sector tenant, I will be required to give up my rented home on the day of completion if I buy or rent a home through any of the housing associations offering homes.

I authorise TVHA to pass information to other zone agents, partner housing associations, credit reference agencies and to estate agents who may be able to assist in locating properties for applicants.

I authorise zone agents or partner housing associations to contact me by telephone, text, email or by post.

Signed (Applicant 1)	Date
<input type="text"/>	<input type="text"/>

Signed (Applicant 2)	Date
<input type="text"/>	<input type="text"/>

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.

Please call us if you need any assistance to fill in this form.

Post your completed application form to:



Thames Valley Housing Association Ltd
Premier House, 52 London Road,
Twickenham TW1 3RP
tel: 0845 600 6699, fax: 020 8607 9923
email: homebuy@tvha.co.uk, www.tvha.co.uk