



Application form – OCLT St Clement's

Pre-application checklist: Please write "Y" in the boxes to the left to confirm that you:

	intend to rent the property as part of a family of no more than 2 adults (who are a couple) and no more than 2 children. Your family must be at least one adult and at least one child to be considered.
	are in housing need. Ideally you will be on Oxford City Council's Affordable Housing Register .
	have a right to rent in the UK and are able to prove this
	do not own a property , either in Oxford or elsewhere, whether it provides you with income or not. (This requirement can be waived in exceptional circumstances, e.g. if you need to move out of a house that you own or part-own due to a relationship breakdown. If you believe your circumstances are exceptional, please provide details in Section 2, Question 7.)
	are a member of OCLT (you can sign up for £1 at www.oclt.org.uk/support-us/)
	are able to afford the rent , £1,125 pcm (affordable for people on Local Housing Allowance)
	have had a connection for at least one year to the St Clements ward or adjoining wards (Marston, Holywell, St Mary's, Donnington, Temple Cowley, Churchill, and Headington Hill & Northway; see map). Elsewhere in this application, the word "local" refers to this area. For the purposes of this application, you have a local connection if one or more of the following is true: i. You live in the local area now ii. You lived in the local area before and still have family who live there iii. You can show you need to live in the local area because • You have current employment there • You have close family living there • You have children at school there • You make a significant contribution to the community there

Pre-application information

How to complete the application:

- Complete all questions, writing 'none' or 'not applicable' if appropriate.
 - Note: this application has 5 sections, plus an optional [Equality & Diversity monitoring form](#)
- Continue on a new page at the end of the application whenever you don't have enough space, making it clear which question the information relates to.
- Email your completed application to housing@oclt.org.uk.
- If you're asked to attend an interview (these will be held on Monday 12th and Tuesday 13th February only), be prepared to bring along documentary evidence to back up your statements, e.g. last 3 months' payslips and bank statements, references, testimonials, healthcare reports, photographs, your notice to quit.

Data protection statement:

- *The information you provide in this application will be retained in the strictest confidence, and will only be shared with the OCLT Housing Committee to help them compile a shortlist of applicants for interview.*
- *OCLT will not share your personal information with third parties except as necessary to carry out our business or as required by law or other legal processes.*
- *If you are offered the tenancy, your application will be retained by OCLT.*
- *Applications from unsuccessful applicants will be securely destroyed once the tenancy has commenced.*

	Please write "Y" in the box to the left to confirm you have read and understood this.
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SECTION 1: Information about you and your family

Our East Oxford house is suitable only for a small family of up to 2 adults and up to 2 children. Please list your family members' names and ages below. We will only consider applications from people who can fully occupy the house.

1. Your current contact details

Address	
Tel. no:	Mobile No.
Work Tel. no:	E-Mail:

2. People in your family

	Title	Forename(s)	Surname	Date of Birth	Gender <i>M/F</i>
You					
Adult 2					
Child 1					
Child 2					

3. Relationship to you

Adult 2	
Child 1	
Child 2	

4. Have you or anyone in your household been known by any other name? *Please give details*

5. National Insurance Number

Please give full numbers

You	
Adult 2	
Child 1	
Child 2	

6. Does any member of your household have a disability or medical condition which needs to be taken into consideration? Please give details

You	
Adult 2	
Child 1	
Child 2	

7. Is anyone in your household pregnant? If so, please write their details here:

If so you will be asked to provide documentary evidence at interview stage.

Name:
Due date:

8. Do you currently own or help look after any pets that you would like to bring with you?

Please note that you will require our prior written permission – which will not be unreasonably withheld. Any pets must be kept under proper control and not be allowed to cause nuisance to any other person.

	Type	Age	Years owned	Nature
Pet 1				
Pet 2				

SECTION 2: Housing Need

1. When did you move into your current home, and what is your residency status?

Note: Examples of residency status include: *Owner Occupier; Lodger ; Living with parents, relatives or friends; provided with job; Council tenant; Housing Association Tenant; Private Tenant; Homeless / no fixed abode; other*

Date moved in:
Residency status:

2. If you have been given notice to quit, please detail why, and state the date by which you need to have left.

Why:
Date by which you need to leave:

3. If you are registered with Oxford City [Choice Based Lettings](#), when did you first register and what is your current priority rating?

Date of registration:
Current priority rating:

4. Please describe your current accommodation

Number and size of bedrooms		Other rooms / spaces you have use of							
Single	Double	Kitchen / Diner	Lounge	Utility	Bathroom / Shower	Separate WC	Hall	Parking	Outside space

5. What are your main reasons for wishing to leave?

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6. If you have lived at any other addresses over the past two years, please provide details below

Previous addresses	Dates (from/to)	Residency status (see note in Q1 above)	Reason for leaving

7. We will not offer housing to you if you own property, unless your circumstances are exceptional (e.g. if you need to move out of a house that you own or part-own due to a relationship breakdown). If you *do* own property, but believe your circumstances are exceptional, please give details below.

Full property address:	
Why is it inappropriate for you to be housed there?	
Is this property being sold, and /or will you be due a share of any equity now or in the future?	

SECTION 3: Local Connection

This section asks for details of your connection to the local area (defined as the St Clement's Ward and adjoining wards of Marston, Holywell, St Mary's, Donnington, Temple Cowley, Churchill, and Headington Hill & Northway; [see map](#)).

This could be family connections, schools attended by you or your children, where you work or do voluntary work.

1. Do you currently live in the 'local area'?

Yes	No

2. If you lived in the 'local area' prior to the date of application (if so, please make sure this is detailed in section 2, question 6) **and still have family who live there, please provide details:**

3. Can you demonstrate a need to live in the local area because:

- You have current employment there?
- You have close family living there?
- You have children at school there?

If so, please provide details below:

4. Do you believe you will be an asset to the local community because you contribute to it through volunteering or community groups? If so, please give details below. This can include, for example,

sports clubs, artistic groups, social groups, community support groups, or council activities. Please note: you may be asked to provide proof of involvement at a later stage (e.g. brief letter from the organisation, membership confirmation, etc.).

Description of activity and address where it's held	Level of involvement (key organiser, helper, participant, member)	Frequency / hours involved

SECTION 4: Can you afford the rent?

Part 1: Employment information

1. Please give details of your current job(s)

Job title	Place of work	Date started	Employer's name & address	Hours per week

2. How do you currently travel to work?

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3. If you have held any other jobs over the past two years, please provide details below

Your role, name & address of employer	Dates (from/to)	Hours per week	Reason for leaving

Part 2: Your financial circumstances

1. Please give details of your net income, expenditure and savings below. Note: if invited to interview, you will be asked to bring copies of your last three months' bank statements

Monthly income	
Net (family) income from Main Employment <i>(after tax and national Insurance)</i>	
Net (family) income from other Employment <i>(after tax and national Insurance)</i>	
Benefits received by family <i>e.g. child benefit, universal credit, working tax credit, housing benefit, carers allowance</i>	
Maintenance payments received	
Any other regular income <i>(please specify source)</i>	
Cost of your current accommodation <i>e.g. rent, board etc.</i>	
Cost of your utilities bill <i>e.g. heating, light, water, council tax accommodation</i>	
Maintenance payments made	
Spare money each month after meeting your outgoings.	
Savings built up over time <i>(cash and investments).</i>	

2. Do you have arrears for your rent, council tax or other payments in respect of your current home (such as utilities or any outstanding county court judgements)? If so, give details below.

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SECTION 5: References and declarations

1. **Please provide details of at least two referees.** They must not be close relatives and ideally should have known you for at least three years. If you are currently renting, one of your referees must be your LANDLORD or LANDLORD'S AGENT. If you are employed, one of your referees must be your EMPLOYER. We will contact your referees if you are offered the tenancy.

Referee 1	Title and Full Name	
	Address	
	Email	
	Tel No	
	Connection to you	
Referee 2	Title and Full Name	
	Address	
	Email	
	Tel No	
	Connection to you	

2. **Please write "Y" in the boxes to the left to confirm the following statements:**

	I certify that the information given on this application is true and accurate to the best of my knowledge and belief. <u>I understand that any false or deliberately misleading information may result in this application being rejected, or if successful, the tenancy being revoked.</u>
	I confirm that I will produce evidence of my income from employment and all other sources to establish my ability to meet OCLT rental and other commitments in respect of any tenancy granted to me.
	I would be willing to attend an interview on February 12th or 13th 2024 if invited.

Signature	Print name	Date

3. **How did you first hear of this vacancy, e.g. word of mouth, OCLT newsletter, Facebook, Whatsapp?**

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