

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 <u>5 sections</u>, plus an optional <u>Equality & Diversity monitoring form</u>
- 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.

SECTION 1: Information about you and your family

Our East Oxford house is suitable only for a <u>small family of up to 2 adults and up to 2 children</u>. 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 M/F
You					
Adult 2					
Child 1					
Child 2					

3. Relationship to yo

You

Adult 2

Child 1

Child 2

Adult 2						
Child 1						
Child 2						
4. Have you	or anyone in your ho	ousehold been k	nown by any other	name?	Please give de	tails
5. National Ins	urance Number Full numbers					

consideration? Ple	ase give details				
You					
Adult 2					
Child 1					
Child 2					
		_	se write their deta		
Name:					
Due date:					
Please note that y	you will require or	ur prior writter	n permission – whi	I like to bring with you? ch will not be unreasona cause nuisance to any otl	-
	Туре	Age	Years owned	Nature	
Pet 1					
Pet 2					

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

SECTION 2: Housing Need

۱.	When did you move into	vour current home.	and what is your	residency status?
L.	which are you move into	voui cuiteiit iioiile.	aliu Wilat is voul	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 m	noved in:								
Reside	ncy status:								
	f you have nave left.	been give	n notice to	o quit, pl	ease detail w	hy, and sta	te the da	ite by whi	ch you nee
Vhy:									
ate b	y which you	ı need to le	ave:						
	f you are ro s your curr			d City <u>C</u>	noice Based L	ettings, who	en did yo	ou first reg	ister and v
ate o	f registratio	n:							
urren	t priority ra	ting:							
4. F	Please desc	cribe your	current ac	commoda	ation				
	er and size rooms			Ot	her rooms / spa	ces you have	use of		
Single	Double	Kitchen / Diner	Lounge	Utility	Bathroom / Shower	Separate WC	Hall	Parking	Outside space
5. \	Nhat are y	our main r	easons fo	r wishing	to leave?			1 1	

Previous addresses	Dates (from/to)	Residency status (see note in Q1 above)	Reason for leaving
	ove out of a house	e that you own or part-o	our circumstances are exceptionate own due to a relationship
breakdown). If you <i>do</i> details below.	ove out of a house	e that you own or part-o	
breakdown). If you <i>do</i>	ove out of a house	e that you own or part-o	own due to a relationship
breakdown). If you do details below. Full property address: Why is it inappropriate for you	ove out of a house o own property, but to be housed	e that you own or part-o	own due to a relationship

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 i	n the	'local	area'?	,
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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	detai	ls be	low:

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?		

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: <u>if invited to interview</u>, you will be asked to bring copies of your last three months' bank statements

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

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 <u>LANDLORD</u> or <u>LANDLORD'S AGENT</u>. If you are employed, one of your referees must be your <u>EMPLOYER</u>. We will contact your referees if you are offered the tenancy.

	Title and Full Name	
Referee 1	Address	
Noicice 1	Email	
	Tel No	
	Connection to you	
	Title and Full Name	
Referee 2	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. I understand that any false or deliberately misleading information may result in this application being rejected, or if successful, the tenancy being revoked.
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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