



Southampton

The Earl of Southampton Trust

Registered Charity No. 1195619

24 The Square, Titchfield, Hampshire, PO14 4RU
Tel: 01329 513294 email: info@eost.org.uk
www.eost.org.uk

Application for an Almshouse

The Earl of Southampton Trust provides housing for people in need in accordance with the charity's Governing Document. The charity's entry criteria is: people in need and currently resident in the Ancient Parish of Titchfield, the areas covered are:

- Sarisbury and Whiteley (parish of St Paul's)
- Titchfield (parish of St Peter's)
- Locks Heath (parish of St John's)
- Warsash (parish of St Mary's)
- Stubbington (parish of Holyrood)
- Lee on the Solent (parish of St Faith's)

Data Protection Statement: It is part of the Trustees' responsibilities to ensure that applicants for almshouses are suitably qualified under the terms of the charity's governing document. Trustees, therefore, need to investigate the personal circumstances of applicants. **The Charity complies with the regulations for data security under the Data Protection Act 2018 and UK General Data Protection Regulations (UK GDPR). The data we collect has been classified as Sensitive Data under Article 9 of UK GDPR. We have strong procedures and policies in place to protect the collection and storage of this data.** The personal data supplied on this form and other information relating to an almshouse appointment or your care management will be held on file. **Some details may be checked with relevant organisations since the charity reserves the right to investigate and verify what you write in this form,** but no details will be disclosed for any inappropriate purpose. You may have access to your personal information on request.

IMPORTANT NOTE: We cannot consider applications that are incomplete. Please ensure that you complete ALL sections (where not applicable write N/A), in BLOCK CAPITALS throughout, sign the declarations in Sections 5, 6 and 8, and enclose any supporting evidence.

We receive many applications so please provide as much background information as possible, continuing on additional paper if necessary, to show why you may be suitable for an Almshouse.

Section 1 – About You

Full name..... Mr / Mrs / Miss / Ms.....

Current address.....

.....

..... Post Code.....

Telephone No..... Mobile Number.....

Email address.....

Length of time at this address..... Council Tax Band.....

Date of Birth..... Age..... Marital status.....

Employment History - Please give details of your current occupation (if any) and brief details of your employment history:

.....

.....

.....

.....

How did you hear about the Earl of Southampton Trust?

.....

Second Applicant

Full name..... Mr / Mrs / Miss / Ms.....

Current address.....

.....

..... Post Code.....

Telephone No..... Mobile Number.....

Email address.....

Length of time at this address..... Council Tax Band.....

Date of Birth..... Age..... Marital status.....

Employment History - Please give details of your current occupation (if any) and brief details of your employment history:

.....

.....

.....

.....

Section 2 – About your Family

Next of kin.....

Relationship.....

Address.....

.....

.....Post code.....

Telephone NoMobile Number.....

Do you have children? **Yes / No**

If **YES** and under the age of 18, please state their age/s and gender.....

If under 18 do they live with you **Full-time / Part-time / Not at all**

Section 3 – About your present home

PLEASE NOTE: If shortlisted for interview we may wish to visit you in your current home

Type of accommodation (e.g. 3 bedroom house, 2 room flat):

.....

Do you, or your spouse, own it? **Yes / No**

If **'yes'**, what is its present estimated value? £.....

Is there a mortgage outstanding on the property and, if so, how much is outstanding? If there is no mortgage, please write NONE

.....

If you do not own the property where you currently live, who does own this property?

.....

Is this person related to you in any way? If **YES** what is the relationship?

.....

If you, or your spouse, have ever owned the property where you currently live, in what circumstances did you cease to be the owner?

.....

.....

If rented, please give name and address of landlord:

Name:

Address:.....

..... Postcode.....Current rent £.....per week

Do you receive Universal Credit or Housing Benefit to help with housing costs? **Yes / No**

Do you receive Council Tax discount or reduction? **Yes / No**

Why do you wish to leave your present accommodation?

.....
.....
.....
.....

What are your intentions regarding your current accommodation if you are appointed to an almshouse?

.....
.....

If you or your partner own property other than the one in which you live now, please give details below.
This should include property owned abroad as well as in the UK:

Address.....

.....

.....Post Code

Section 4 – Your Income

PLEASE NOTE: If you are invited for interview you will be required to bring with you bank statements for all current and savings accounts for the three months immediately preceding the interview date, documentation relating to all debts and/or loans, together with evidence of earnings such as payslips, or proof of earnings if self-employed. If your application is successful and you are awarded an Almshouse you will be required to provide a Statement of Income & Savings at least every two years, on request.

To enable the trustees to assess your application, please provide the following information. This should include details of **all** sources of income and state how frequently you receive them, e.g. weekly, monthly or annually:

	Amount	Per Week (✓)	Per Month (✓)	Per Year (✓)
Earnings				
1. Employment	£			
2. Self-employment	£			
Pensions				
1. State retirement pension	£			
2. Pension paid by a past employer	£			
3. Private pension	£			
4. Widow's or Widower's pension	£			
5. Pension Credit	£			
6. Any other pension	£			
Social Security Benefit				
1. Attendance Allowance	£			
2. Child Benefit	£			
3. Income Support/Job Seekers Allowance	£			
4. Working Families Tax Credit	£			
5. Personal Independence Payment	£			
6. Universal Credit	£			
7. Any other benefits – provide details	£			
Other Income				
1. Annuities	£			
2. Bank Deposit Account	£			
3. Building Society Account	£			
4. Investment	£			
5. Renting property or land that you own	£			
6. Grants from a charity	£			
7. Financial assistance from a relative/friend	£			
8. From a trust fund	£			
9. Any other income – please give details	£			

Section 5 – Your Capital

1. Bank accounts (current & savings accounts, please indicate)

1a. Bank Current balance £.....
1b. Bank Current balance £.....
1c. Bank Current balance £.....

2. Building Society accounts

Building Society Current balance £.....

3. Shares Current value £.....

4. National Savings Certificates Current value £.....

5. Unit Trusts Current value £.....

6. NS&I Premium Bonds Current value £.....

Further information about bank accounts and savings (continue on separate paper if necessary)

.....
.....
.....

Section 6 – Borrowing

Do you have any outstanding debts with Fareham Borough Council and/or previous landlords? **Yes / No**

You **MUST** declare ALL OUTSTANDING DEBTS and LOANS. Please tick / complete as follows:

I confirm that I have no outstanding debts or loans: **Signature**.....

Or, I have outstanding debts as follows:

FBC: Amount £ **Bank:** Amount £

Former landlord: Amount £ **Credit Card:** Amount £.....

Other debt or loan (name) Amount £

List details of any other debts or loans here (continue on separate paper if necessary)

.....
.....

Section 7 – About your Health and Social Factors

Are you able and willing to live independently and to look after yourself and your accommodation?.....

.....

Please give details of any significant illnesses, injuries or operations during the last five years.....

.....

.....

Are you currently receiving treatment for any illness? **YES / NO**

If **Yes**, Please give details below:

.....

.....

Are there any other health or social factors that you would wish the trustees to take into consideration when assessing your application? **YES / NO**

If **Yes**, please give details below:

.....

.....

.....

Name and address of your GP.....

.....Post Code.....

Medical Consent Authority: The charity may wish to write to your GP requesting a medical certificate to enable your application to be considered further. If you are appointed as a resident and, at a later date, trustees become concerned about your health and/or your ability to continue to live independently they may need to obtain a further medical report. Please sign below so signify you authorise your GP to provide us with medical information about you either now or in the future.

Signature..... **Date**.....

Do you have a conviction which is not spent under the Rehabilitation of Offenders Act 1974? **YES / NO**

This information will be processed solely for the purposes of this application.

If **'YES'**, please provide details:

.....

.....

.....

Section 8 – References

Please give the names and addresses of two responsible people (not relatives) who know you well and whom the charity may approach for a reference. If you are currently renting accommodation, one of the referees should be your current landlord. Please indicate how you know the referees. We will never disclose sensitive personal data to the referees but we will supply them with basic information regarding you and your application.

1..... **2**.....

.....

.....

Post Code..... **Postcode**.....

Relationship..... **Relationship**.....

Section 9 – Additional Information (Optional)

Applicants should be aware that almshouses are intended to be a community where residents can live safely together. If you wish to make any other statements in support of your application and suitability for almshouse accommodation, please use the space below.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Section 10 – Declaration

I have read the charity's Conditions of Entry and believe that I am eligible to apply to live in one of the charity's almshouses.

I declare that the information given in this application is correct and complete to the best of my knowledge and belief. **I understand that the Trustees would be entitled to terminate any appointment to an almshouse dwelling I may be given as a result of this application, if my answers in this application form are untrue, or misleading in any respect (for example, due to omitting or misstating relevant facts).**

I have read this application form carefully (and the charity's Residents' Handbook) and agree to abide by it should I be appointed to an almshouse.

I accept that if I am appointed as a resident I shall be a beneficiary of the charity and not a tenant. Any weekly sum I pay will be a maintenance contribution and not a rent.

I confirm that I am able to look after myself and to live independently, with the assistance of family and social services if necessary.

I consent to my GP or other medical attendant providing the charity with a medical certificate or report about my health and condition now or at a future date in accordance with the terms of the medical Consent Authority on page 7.

I consent to the charity holding personal and sensitive data relating to me and my personal circumstances in accordance with the General Data Protection Regulations (GDPR).

I understand that I have the right to request access to the information that is held by the Charity relating to my data. I understand that I have the right to decline to provide information requested within this form.

The charity is obliged to check the immigration status of prospective residents and will need to see proof of identity such as passport or driving licence.

I agree that the charity may contact me by: (Please tick as appropriate.)

email

post

telephone

Signature.....

Name..... **Date**

(PLEASE PRINT NAME IN CAPITAL LETTERS)

Please return your completed application to:

Tracey Kenney, The Earl of Southampton Trust, 24 The Square, Titchfield, Fareham, PO14 4RU

Or by email to **info@eost.org.uk**