



Southampton

Registered Charity No. 1195619

# The Earl of Southampton Trust

## 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), sign the declaration in Section 7, 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. Applicant Details

Full Name	
Mr/Mrs/Miss/Ms	
Marital Status	
Date of Birth	
Contact Number	
Email Address	
Current Address	
Length of time at this address	
Previous Address (if less than 5 years at current address)	
Nationality	
Employment Details	
Details of any children under the age of 18 (age/s and gender/s)	
If under 18 do they live with you	Full-time                      Part-time                      Not at all

## Second Applicant (if applicable)

Full Name	
Mr/Mrs/Miss/Ms	
Marital Status	
Date of Birth	
Contact Number	
Email Address	
Current Address	
Length of time at this address	
Previous Address (if less than 5 years at current address)	
Nationality	
Employment Details	
Details of any children under the age of 18 (age/s and gender/s)	
If under 18 do they live with you	Full-time                      Part-time                      Not at all

## Section 2. About your present home

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

If you **don't own** your present home, please complete the section below:

Type of accommodation (e.g. 3 bedroom house, 2 bedroom flat)	
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 rented, please give name and address of your landlord	
Current rent (please state whether amount is weekly or monthly)	
Have you been, or are currently in rent arrears? If YES, please give details	
Do you receive Universal Credit or Housing Benefit to help with housing costs?	
What other avenues have you explored (or are exploring) to secure alternative accommodation?	
Are you on the FBC waiting list and if so, do you know what band you're on?	
Why do you wish to leave your present accommodation?	
How much notice do you have to give?	
If you, or your spouse/partner, have previously owned any residential property, please provide details and explain the circumstances in which you disposed of your interest	

If you **own** your present home, please complete the section below:

Type of accommodation (e.g. 3 bedroom house, 2 bedroom flat)	
Is the property in your sole ownership?	
What is its present estimated value?	
Is there a mortgage on the property and, if so, how much is outstanding?	
What other avenues have you explored (or are exploring) to secure alternative accommodation?	
Are you on the FBC waiting list and if so, do you know what band you're on?	
Why do you wish to leave your present accommodation?	

### Section 3. Financial Information

**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:

Household Income (include details of all sources of income from all contributors)		Amount (£)	Payment Frequency
Employment	Employment/Self Employment		
Pensions	State retirement/Employer/Private pension		
	Any other Pension/Annuities		
State Benefits	PIP/Attendance Allowance		
	Child Benefit		
	Income Support/Job Seekers Allowance		
	Working Families Tax Credit		
	Universal Credit		
	Housing Benefit		
	ESA		
	Disability Living Allowance		
	Carers Allowance		
	Any other benefits:		
Other Income			
<b>Total</b>			

Savings	Current Balance
Bank account	
Building Society	
Savings account	
Other (e.g. shares, premium bonds etc)	
<b>Total</b>	

Debts	Total
Loans	
Credit Cards	
Arrears	
Fareham Borough Council and/or previous landlords	

## Section 4. About your Health and Social Factors

Please give details of any significant illnesses, injuries or operations during the last five years	
Are you currently receiving treatment for any illness? If yes, please give details	
Are there any other health or social factors that you would wish the trustees to take into consideration when assessing your application?	
Do you have a conviction which is not spent under the Rehabilitation of Offenders Act 1974? If 'YES', please provide details. This information will be processed solely for the purposes of this application.	
Name and address of your GP	

**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.

## Section 5. 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. We will never disclose sensitive personal data to the referees, but we will supply them with basic information regarding you and your application.

Reference 1	
Name	
Address	
Phone	
Email	
Relationship to applicant	

Reference 2	
Name	
Address	
Phone	
Email	
Relationship to applicant	

## Section 6. Additional Information (optional)

If you wish to make any other statements in support of your application and suitability for almshouse accommodation, please use the space below or provide in a separate document.

## Section 7. Declaration

- I/we have read the charity's Conditions of Entry and believe that I/we am/are eligible to apply to live in one of the charity's almshouses.
- I/we declare that the information given in this application is correct and complete to the best of my/our knowledge and belief. **I understand that the Trustees would be entitled to terminate any appointment to an almshouse dwelling I/we may be given as a result of this application, if any answers in this application form are untrue, or misleading in any respect (for example, due to omitting or misstating relevant facts).**
- I/we have read this application form carefully and agree to abide by it should I/we be appointed to an almshouse.
- I/we accept that if appointed as a resident(s) I/we shall be a beneficiary of the charity and not a tenant. Any weekly sum I/we pay will be a maintenance contribution and not a rent.
- I/we confirm that I/we am/are able to look after myself/ourselves and to live independently, with the assistance of family and social services if necessary.
- I/we consent to my/our GP or other medical attendant providing the charity with a medical certificate or report about my/our health and condition now or at a future date in accordance with the terms of the medical Consent Authority under section 4.
- I/we 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/we 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.
- I/We declare that I/we am/are legally entitled to reside in the UK (under immigration law) and will provide evidence of this when requested. A few examples of acceptable evidence: current UK passport, driving licence or birth/adoption certificate, recent correspondence from HMRC, a UK Government department (inc. Pensions), local authority.
- I/We consent to the charity requesting appropriate information held by housing, health and social care providers which may be relevant to my/our application for accommodation.
- I/We agree that the charity may contact me/us by: (please tick as appropriate)

Email

Post

Telephone

<b>Applicant Signature(s)</b>		
<b>Name(s)</b> Please print in capitals		
<b>Date</b>		

<b>How did you hear about the Earl of Southampton Trust?</b>

Please return your completed application to: **Tracey Kenney:** [info@eost.org.uk](mailto:info@eost.org.uk)