



Mid-Market Rent Housing APPLICATION FORM

If you require assistance to complete this form, please contact:

Manor Estates Associates Limited
11 Washington Lane
EDINBURGH

Tel 0131 337 3222

info@manorestates.org.uk

FOR OFFICE USE ONLY

DATE RECEIVED: _____

EDINDEX NON-EDINDEX

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SECTION 1: PERSONAL DETAILS

First Applicant		Second Applicant	
Title		Title	
Surname		Surname	
First Name		First Name	
Date of Birth		Date of Birth	
Current Address:		Current Address:	
Postcode:		Postcode:	
Contact Telephone Numbers Home: Mobile: Work:		Contact Telephone Numbers Home: Mobile: Work:	
NI Number		NI Number	
Email Address		Email Address	

Please provide the names and details of anyone else who would be living in the property with you

First Name	Second Name	Date of Birth	Relationship to You

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SECTION 2: EMPLOYMENT AND FINANCIAL DETAILS

First Applicant		Second Applicant	
Are you currently in employment? Yes <input type="checkbox"/> No <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> What is your job title? Start date of current employment .../.../....		Are you currently in employment? Yes <input type="checkbox"/> No <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> What is your job title? Start date of current employment .../.../....	
Employer Details: Name: Address: Postcode: Telephone Number: Email Address:		Employer Details: Name: Address: Postcode: Telephone Number: Email Address:	
INCOME DETAILS		INCOME DETAILS	
Current net monthly salary (After tax)	£	Current net monthly salary (After tax)	£
Bonuses/Commission	£	Bonuses/Commission	£
Sickness Benefit	£	Sickness Benefit	£
Pension	£	Pension	£
Working Families Tax Credit	£	Working Families Tax Credit	£
Child Benefit	£	Child Benefit	£
Child Maintenance Payments	£	Child Maintenance Payments	£
Widow's Pension	£	Widow's Pension	£
Shareholder's Profits	£	Shareholder's Profits	£
Other Income	£	Other Income	£
Total Monthly Income	£	Total Monthly Income	£
Annual Salary	£	Annual Salary	£
If you do not have a regular income, do you have access to capital funds? YES / NO		If you do not have a regular income, do you have access to capital funds? YES / NO	
PLEASE PROVIDE ORIGINAL COPIES OF YOUR LAST 6 MONTHLY BANK STATEMENTS. PLEASE ALSO COMPLETE AND SUBMIT THE FORM AUTHORISING US TO SEEK REFERENCES FROM YOUR EMPLOYER			

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SECTION 3: CURRENT ACCOMMODATION DETAILS

First Applicant	Second Applicant
<p>Please give details of your current accommodation</p> <p>Home Owner <input type="checkbox"/></p> <p>Local Authority Tenant <input type="checkbox"/></p> <p>Tenant of Registered Social Landlord <input type="checkbox"/></p> <p>Private Rented Tenant <input type="checkbox"/></p> <p>Lodger <input type="checkbox"/></p> <p>Living with Parents/Relatives <input type="checkbox"/></p> <p>Tied Accommodation <input type="checkbox"/></p> <p>Other (please state) <input type="checkbox"/></p> <p>.....</p>	<p>Please give details of your current accommodation</p> <p>Home Owner <input type="checkbox"/></p> <p>Local Authority Tenant <input type="checkbox"/></p> <p>Tenant of Registered Social Landlord <input type="checkbox"/></p> <p>Private Rented Tenant <input type="checkbox"/></p> <p>Lodger <input type="checkbox"/></p> <p>Living with Parents/Relatives <input type="checkbox"/></p> <p>Tied Accommodation <input type="checkbox"/></p> <p>Other (please state) <input type="checkbox"/></p> <p>.....</p>
<p>Is the property furnished?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Is the property furnished?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Date you moved in:/...../.....</p>	<p>Date you moved in:/...../.....</p>
<p>Landlord Details</p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Email address</p> <p>.....</p>	<p>Landlord Details</p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Email address</p> <p>.....</p>
<p>If you currently own your home, do you intend to sell the property?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, please advise why:</p> <p>.....</p>	<p>If you currently own your home, do you intend to sell the property?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, please advise why:</p> <p>.....</p>

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IF YOU ARE OR HAVE BEEN A TENANT, LODGER OR LIVING IN TIED ACCOMMODATION AT ANY TIME IN THE LAST 3 YEARS, PLEASE GIVE DETAILS OF YOUR LANDLORD(S) BELOW (NOT INCLUDING LANDLORD DETAILS IN RESPECT OF YOUR CURRENT ACCOMMODATION)

	FIRST APPLICANT		SECOND APPLICANT	
Previous Tenancy Address				
Tenancy Dates	From	To	From	To
Landlord Name, Address and Email Address				
Previous Tenancy Address				
Tenancy Dates	From	To	From	To
Landlord Name, Address and Email Address				
Previous Tenancy Address				
Tenancy Dates	From	To	From	To
Landlord Name, Address and Email Address				
Previous Tenancy Address				
Tenancy Dates	From	To	From	To
Landlord Name, Address and Email Address				

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SECTION 4: OTHER INFORMATION

First Applicant	Second Applicant
<p>Are you currently registered with EdIndex? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please provide your EdIndex number and date of registration</p> <p>.....</p> <p>.....</p>	<p>Are you currently registered with EdIndex? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please provide your EdIndex number and date of registration</p> <p>.....</p> <p>.....</p>
<p>Have you, or anyone to be housed with you, been evicted for anti-social behaviour, or been the subject of an Anti-Social Behaviour Order (ASBO) or Criminal Anti-Social Behaviour Order (CRASBO)? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Have you, or anyone to be housed with you, been evicted for anti-social behaviour, or been the subject of an Anti-Social Behaviour Order (ASBO) or Criminal Anti-Social Behaviour Order (CRASBO)? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you ever been evicted from a rented property for any reason, such as rent arrears or anti-social behaviour? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details:</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Have you ever been evicted from a rented property for any reason, such as rent arrears or anti-social behaviour? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details:</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Are you eligible to work in the United Kingdom? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Are you eligible to work in the United Kingdom? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Are you or any member of your household a member (or related to a member) of staff or committee of Manor Estates Housing Association or Manor Estates Associates Ltd? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details:</p> <p>.....</p> <p>.....</p>	<p>Are you or any member of your household a member (or related to a member) of staff or committee of Manor Estates Housing Association or Manor Estates Associates Ltd? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details:</p> <p>.....</p> <p>.....</p>

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DECLARATION

I/We declare that the information supplied by me/us in this application is correct.

I/We understand that supplying false or misleading information or deliberately withholding relevant information may result in the cancellation of my/our application.

First applicant's signature Date.....

Second applicant's signature Date

I/We hereby give permission for the Manor Estates Associates Limited to approach my/our current employer and my/our bank for confirmation of income details

First applicant's signature Date.....

Second applicant's signature Date

Manor Estates Associates Limited may approach your current or former landlord(s) to enquire if your tenancy has been conducted satisfactorily. Your permission for us to do so is requested so that information about tenancy may be disclosed to comply with relevant Data Protection legislation

First applicant's signature Date.....

Second applicant's signature Date

I/We hereby give permission for Manor Estates Associates Limited to carry out a formal credit check using a recognised agency

First applicant's signature Date.....

Second applicant's signature Date

All information provided in connection with your application will be treated as confidential in accordance with our Confidentiality Policy. We also comply with the requirements of the Data Protection Act 1998. Data will only be used to assess your application and to provide statistical information on who we are housing. Personal information will not be shared with any other organisation without your consent unless we have an obligation to do so.

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COMPLETED FORMS SHOULD BE RETURNED TO:

**Manor Estates Associates Limited
11 Washington Lane
EDINBURGH
EH11 2HA**