

Cornwall Council

Affordable housing eligibility questionnaire



The following information is required before Cornwall Council can consider whether a potential tenant of an affordable home meets the housing need and local connection criteria within the s106 agreement relating to the property. All information provided will be treated as confidential and will not be disclosed without your written consent.

If you knowingly provide false information, or fail to provide information, you may be guilty of a criminal offence.

Address of affordable home you are looking to rent (including postcode):
.....
.....

Name of Parish/Town the affordable home is located in:

Property type (e.g. 2 bed mid terraced house):

Applicant 1

Name:

Current Address:

.....

.....

Postcode:

Tel:

Email:

Applicant 2

Name:

Current Address (if different from Applicant 1):

.....

.....

Postcode:

Tel:

Email:

Are you at present:

A Council or housing association tenant

A private tenant

Please indicate length of tenancy left: -----

If you are a tenant, is your home 'tied' to your job? YES NO

An owner/occupier

Other (e.g. living with parents)

Please specify -----

Details of your present accommodation

Sleeping arrangements at your present address:

	Males Sleeping in Room		Females Sleeping in Room		Relationship to each other (e.g. Spouse, partner, siblings)
	No.	Age	No.	Age	
Bedroom 1					
Bedroom 2					
Bedroom 3					
Bedroom 4					
Living Room 1					
Living Room 2					

Please give brief details of any disrepair, defects or lack of facilities at your present address: -----

Could your housing need be met by adapting/extending your present home?

YES (Please state below)

NO (Please give reasons below)

Local Connection

You will need to provide evidence that you have a local connection to the Town or Parish where the affordable home is located. A checklist of the accepted evidence is attached to this questionnaire. All information provided will be treated as confidential.

You need to make sure that you meet the specific local connection criteria relating to the affordable home you are looking to rent. These will be set out in the s106 agreement relating to the property. The evidence you provide will need to show how you meet these criteria. The owner of the affordable home should be able to let you know what the criteria are. You or the owner will need to submit a copy of the s106 agreement with this application.

How long have you lived at your current address? (Please provide dates)

Applicant 1:

Applicant 2:

.....

.....

If you or your partner have lived at your current address(es) for less than 5 years please state ALL former addresses you have each had **in the Parish/Town of the affordable home** at any time in the past.

Name	Address	Date occupied from	Date occupied to

If you or your partner's connection with the Parish/Town where you wish to live is not through recent or previous residency what is your household's connection with the Parish/Town?

Employed in the Parish/Town - you or a member of your household work full time in the Parish/Town where you want to live (not seasonal work)

Please give address and name of employer (if applicable)

.....

How many hours a week are you employed?

Dates of employment:

Close member of your family lives in the Parish/Town

Name:

Relationship:

Address:

How long have they lived in the Parish/Town (please provide dates)?

.....

Other connection (please state)

.....

If the above questions do not cover the specific local connection criteria in the s106 agreement relating to the affordable home, please set out below how you meet the specific local connection criteria:

.....

.....

.....

.....

Income and Savings

You need to provide evidence that you are in need of affordable housing, that is, you do not have sufficient income or financial resources to purchase a property on the open market in the area. A checklist of the accepted evidence is attached to the questionnaire.

All information provided will be treated as confidential and you are required to provide proof of income, savings, business accounts, etc. as detailed below:

Income from paid employment

Please attach copies of your wage slips for the last three months.

	YOU	YOUR PARTNER
Name and address of employer		
Gross pay per annum (before tax)	£	£

Income from other paid employment (e.g. second, part-time or casual jobs) **Please attach copies of your wage slips for the last three months.**

	YOU	YOUR PARTNER
Name and address of employer		
Gross pay per annum (before tax)	£	£

Income from a business or self-employment

Please attach copies of your audited accounts, to be no older than 12 months

	YOU	YOUR PARTNER
Full details of business or self-employment		
Annual income (before tax)	£	£
Net profit during year	£	£

Income from Pensions, State Benefits, Property or any other sources

Please attach relevant copies of statements, letters etc

Details	Paid to	Amount	How often paid

Savings, Investment and other capital

Please attach copies of all bank or building society statements for the last 3 months or most recent copies if issued annually.

Details (e.g. bank, building society)	You	Your Partner
	£	£
	£	£
	£	£
	£	£

Please give details of any land, property, business or any investment that you or your partner has, or any assets or income not detailed above. **Please attach relevant evidence.**

Details	You	Your Partner
	£	£
	£	£
	£	£
	£	£

Declaration

I/We certify that to the best of my knowledge, the information given in this form is correct, and that I/We have not withheld any other information which would materially affect the Council's decision on whether I/we meet the occupancy conditions in the s106 agreement relating to the affordable home we are looking to rent.

I/We understand that knowingly giving false information may lead to a criminal prosecution.

Please return by post or email the completed form and copies of evidence to:

**The Affordable Home Ownership Team
Cornwall Council
New County Hall
Treyew Road
Truro
TR1 3AY**

Email:

affordablehomeownership@cornwall.gov.uk

Tel: 01872 326353 (option 2)

Please note that paper documents submitted will be destroyed unless you specifically request that they are returned to you

Signed:

Applicant 1 _____ Date _____

Applicant 2 _____ Date _____

Evidence checklist

The Council requires applicants to prove their identity, as well as local connection and housing need eligibility for the affordable home they are looking to build.

Please provide the following evidence:

A: Proof of identity

The following documents are accepted:

A current and valid passport
UK residence permit
A valid UK driving license (paper and photograph parts)
National Insurance number card
Marriage certificate
Medical card
Letters about asylum from the Home Office

B: Local connection

You will need to show you meet the local connection criteria:

Residency – sufficient evidence to cover the relevant local connection period for prospective purchaser/tenant/close family member as appropriate

The following documents are accepted:

Utility bills (gas electric phone etc.)
Council tax bills
Bank/Building Society account/credit card statements
State benefit books or receipts showing rent paid
Payslips showing home address
Written certification from either a Solicitor / Social Worker / Probation Officer / Inland Revenue Officer / Police Officer / Teacher or Doctor

Employment – sufficient evidence to cover the relevant local connection period

The following documents are accepted:

Payslips showing employer's address
Employer's letter confirming length and terms of employment (including hours worked if applicable)

C: Housing Need

You will need to show that you are homeless or threatened with homelessness or living in accommodation which in the opinion of the Council is insecure or unsuitable and you are unable to purchase or rent reasonably suitable accommodation in the open market for property in the locality where the Affordable Dwelling is situated taking into account your

income and capital and other financial circumstances. Accommodation may be unsuitable on the grounds of cost, overcrowding unfitness or lack of basic amenities or because of a person's infirmity physical disability mental disability or specific social or care needs;

The following evidence of housing need is acceptable:

Tenancy or license agreement
Rent book showing name and address of applicant
Where applicable letter from friend or family member confirming residence at their address
P60 annual statement of earnings for the most recent complete tax year
Payslips covering last 3 months
For self-employed persons a set of accounts no older than 12 months
Bank/Building Society account or other statements showing savings/capital
Evidence of any other income including state benefits

Please return copies (photocopies or scans) of your evidence with the completed eligibility questionnaire by post or email to Cornwall Council at the address on page 8.

Please note that paper documents submitted will be destroyed unless you specifically request that they are returned to you

The Affordable Housing Team can be contacted by telephone: 01872 326353 or email: affordablehousing@cornwall.gov.uk