



**GIFFARD PARK HOUSING CO-OPERATIVE LTD (GPHC)
APPLICATION FORM**

Registered Office: The Amenity Building, Hainault Avenue, Giffard Park,
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FOR OFFICE USE ONLY -

Date Application Form Received in Office:

Signed:

**GIFFARD PARK HOUSING CO-OPERATIVE LTD.
Application Form**

Please read the 'Information for Applicants' document before you fill in this form - It explains how Giffard Park Housing Co-operative (GPHC) works and must be signed and dated before you continue with this application form. Please hand both documents in together, together with your written references.

Data Protection: Your completed form will be seen by members of Giffard Park Housing Co-operative and staff. Your personal information will not be distributed elsewhere or used for any marketing.

If you are offered and take up a Tenancy with us, the form will be kept in your file. Otherwise, it will be destroyed.

Please sign here to show you accept this date.....

If you give as much information as possible on this application form - it will help us get a better picture of you and your circumstances. There is room at the end of the form if you want to add additional information which you think will help your application.

PLEASE NOTE THAT ALL QUESTIONS MUST BE ANSWERED OTHERWISE YOUR APPLICATION WILL NOT BE PROCESSED. If you have any queries or issues filling out your application form, please contact us and we will endeavor to help as much as possible.

RIGHT TO RENT IN THE UK – Documents proving the right to rent must be brought to the office before a Tenancy can be considered. This applies to everyone who must bring the relevant documents listed at the end of this application. Copies of the documentation will be taken in your presence and kept in your file if you are offered a Tenancy with us.

1. Personal Details

- a) Title _____ Surname _____ Forename _____
Age _____ Date of birth _____ Gender _____
- b) E-mail address _____
- c) Telephone/contact number(s) _____
- d) Nationality _____
- e) Place of Birth _____
- f) National Insurance Number _____
- g) Contact Address _____

Postcode: _____
- h) Days/Times best for us to call you? _____
Days/Times best for an interview? _____
Day(s)/Time(s) **NOT** suitable to call? _____
- i) Official Next of Kin
(An individual can nominate any other individual as their next-of-kin. The nominated person must agree to the nomination, otherwise it is invalid. You are asked to nominate a Next of Kin for Giffard Park Housing Co-operative to keep on file and to contact if required, relating to any health issue(s) only.)
Name: _____
Address: _____

Postcode: _____

Phone Number: _____

Next of Kin's Relationship to you: _____

j) Emergency Contact (Place where GPHC we be able to contact you after the Tenancy has expired/ended)

Name: _____

Address: _____

Postcode: _____

Phone Number: _____

Emergency Contact's Relationship to you: _____

2. Your Housing need

please be aware that you can only apply for a flat if you are applying alongside another applicant as a couple/joint tenancy, or once you have been accepted as a member and satisfied our probationary period.

a) What type of accommodation are you looking for? (Please tick one box only)

- A room in a shared house
- A Flat/Bedsit *

Please state name of joint applicant, if applicable: _____

*** Please be aware that if you are making a joint application (flat applicants only) you will need each to complete an "Information for Applicants" document and an "Application Form".**

b) Where are you currently living:

Private Rent Parents/Relatives/Friends Co-operative Housing

Hostel Council Tenant Owner Occupier

Other (please state) _____

c) Any Disabilities that you have that you would like us to be aware of prior to interview stage?
(Please be aware that none of the properties/building across GPHC are wheelchair accessible)

Please be aware that children under the age of 16 are not permitted in the accommodation or around the communal areas. This is inclusive of all of our properties (Shared Houses, Flats and Bedsits). If you have a family or are expecting/planning one shortly, GPHC will not be appropriate for your needs and you should not apply.

d) Please give details of your addresses for the last five years. Include the dates at each address
(Continue on a separate sheet if required)

Address (including landlord details where applicable)	Tenancy start date	Tenancy end date	Reason for leaving

e) Reason(s) for seeking housing with Giffard Park Housing Co-op Ltd? (please tick relevant boxes)

- I am homeless
- I am threatened with homelessness
- Where I live now is overcrowded
- Where I live now is in a poor state of repair
- I cannot afford the rent on my present accommodation
- I would like to experience Co-operative living
- I love the idea of living as part of a working community
- Other reason (please give details)

f) Do you have a move-out date already agreed at your current residence? (please state date if applicable)

g) Are you on the Council waiting list for Housing? _____

h) How did you hear about Giffard Park Housing Co-operative?

Friends

Family

Housing Advisor

Social Media

Current Member (please state Member's Name) _____

GPHC Website Alternative Website (please state) _____

Other (please state) _____

- i) Please list any current GPHC members that you know (This is important as we need to ensure persons you know do not interview you)

- j) If applicable, are you prepared to have your Housing Benefit paid directly to GPHC?

3. Lifestyle

- a) What is your connection with Milton Keynes? (Tick as many boxes as are relevant)

Work Live Study Family

Friends Other (please state) _____

- b) Are you currently in Employment? _____

If yes, please name employer: _____

Employers Telephone Number: _____

- c) What do you do in your spare time? Interests/Hobbies?

- d) There are loads of aspects of Co-op life to get involved in.
Are you involved in any community or voluntary activities? Have you been a volunteer before?
Please give details.

4. Co-operative Living

Applicants must have a positive attitude to sharing and interacting with other people, from a variety of backgrounds, lifestyles and cultures. Members living in shared houses have their own room but share the communal facilities - kitchen, living room and bathroom - with other members of the house. Members living in flats and bedsits share gardens and access with other co-op members. Responsibility for the running and managing of the co-op is shared equally by all members.

- a) To help us assess your suitability for housing please give details below of your experience of living with others:

- b) Why have you chosen to live on a Housing Co-operative as opposed to other rented accommodation?

- c) What skills, experience and personal qualities do you have, which you feel could be of help in the running of the co-op?

- d) Some of the current Working Groups on GPHC are listed below.
Please tick if you feel that you have skills and/or abilities to offer that would be suitable for any of these groups?

Membership & Allocations	<input type="checkbox"/>	Organising	<input type="checkbox"/>	Event Planning	<input type="checkbox"/>
Helping with literature/Minutes/Surveys	<input type="checkbox"/>	Internal or External Maintenance	<input type="checkbox"/>		
Gardening	<input type="checkbox"/>	Promotional/PR	<input type="checkbox"/>	Procurement/Cost Management	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	_____			

5. References:

We must receive 2 written references before you can be considered as a prospective tenant for GPHC. Ideally, these will accompany your application, otherwise it may not be processed. You may use any of the following: employer, teacher, previous landlord (not relatives or friends). References must be written/typed on headed paper where possible. Please ensure that there is a phone number provided for each contact. If you are currently in, or ever have been in, rented accommodation we must have a reference from them.

a) Details required for each are listed below.

Name
Contact Number
Address
Relationship to Applicant
Reference/Statement

It is Giffard Park Housing Co-operative's policy that one month's rent has to be paid in advance, and under no circumstances will tenancies be signed/given without this. Keys will be issued at this time. (All tenancies will commence on the nearest Monday to the signing of the agreement.)

b) Are you willing to provide proof of earnings? i.e. Proof of income, if employed. Proof of entitlement to housing benefit, if unemployed. Also can you provide the Right to rent documentation as listed on the back page of this application? This will be necessary before you can be offered a Tenancy.

All Members will need to provide one form of photographic ID alongside their application. (e.g. Passport, Driver License). This will be photocopied and kept as part of your file.

c) By law, immigrants now have to show their passports at interview stage. If applicable, are you prepared to do this?

d) Because of the nature of our housing, we need be aware of any criminal convictions applicants may have had. Please tell us here of any you have had in the last five years. The details will be checked. (If you would rather discuss this in confidence, please state this and a committee member will contact you directly. This will need to be discussed before progressing interview stage)

6. Data Protection

The information you have entered on this form will only be used to ascertain your suitability to become a member of Giffard Park Housing Co-operative Ltd. If successful the information will be held on file. Only relevant information will be passed to Interview stages.

If you are unsuccessful, or wish to withdraw your application, the form will be destroyed. The Committee reserves the right to withhold full membership of the Co-operative where appropriate.

7. Equal Opportunities (This section is Voluntary)

Giffard Park Housing Co-operative is committed to equal opportunity for access to Housing. Our Equal Opportunities Policy is available from the Office to read on request. The information you provide is confidential and will not be used in the selection process. This section will not affect your application.

Please tick any boxes that best describes you:-

White

Asian

Black

Mixed

Other

Prefer Not to Say

8. Declarations

please read the declarations below and sign ONLY if you wish to proceed with the application.

If it is found in due course that any information you have given in this application form is false or incorrect, the Tenancy will be rendered null and void and you will have to leave. As we are a registered friendly society, once a tenancy is agreed you must become a member of the co-operative. Members can be expelled in certain circumstances and then you would have to leave the co-operative.

“I/We declare that to the best of my/our knowledge that the information provided in this form is true and accurate. I/We understand that should this information be later found to be incorrect or false in any way my/our application will be cancelled or any subsequent tenancy granted will be terminated.”

Signed: _____

Signed: _____
(Second/joint applicant for flats only)

Date: _____

Legislation means that we have a duty to confirm by seeing the appropriate documentation that you have the right to rent in the uk.

This applies to all applicants and the documentation needed to be shown at interview stage or before is

One document from the following :-

UK Passport (current or expired)

EEA or Swiss Passport or National Identity Card

Certificate of registration or naturalization as a British Citizen

Or Two Documents from the following:-

Full Uk birth or adoption certificate

Current full or provisional Uk driving license

Recent attestation by employer /Further or Higher Education establishment on headed paper confirming status of applicant as employee or student and showing NI Number.

Recent attestation by Uk passport holder who is (or retired) professional confirming the applicant has been known for more than 3 months

Benefits paperwork issued by HMRC, a Local Authority or Job Centre Plus issued within three months prior to check.

DBS certificate issued within 3 months prior to the check.

Letter issued within 3 months prior to the check signed by a representative of a public authority, voluntary organization or charity which operates a scheme to assist individuals to secure accommodation in order to prevent or resolve homelessness.

Further acceptable documents- please enquire.