



Dundee Mid-Market Rent Application form and guidance

Please complete and return to:

Pavilion 6, Parkway Court,
321 Springhill Parkway, Baillieston
Glasgow, G69 6GA
Tel: 0345 141 4663
mmr@homegroup.org.uk

Guidance

About this Application form:

You need to complete this application form to register your interest in a Mid-Market Rent Property and to provide the information on your circumstances that enables us to assess whether you qualify for a mid-market property.

Should you require assistance to complete this form, please contact Home Scotland on 0345 141 4663 or email scotland@homegroup.org.uk.

Please return your completed application as soon as possible to the address on the front of the form.

About mid market rent

Mid-Market Rent housing is designed to assist households that are unlikely to be successfully housed by the Council or a Housing Association/Co-operative due to the pressure on housing supply.

Mid-Market rent is a form of affordable housing, although rents are higher than what a tenant would normally expect to pay in social housing.

As a tenant you normally get a Private Residential Tenancy (PRT), which is the same type of lease as most tenants get when they rent privately.

The Local Housing Authority's Housing Strategy clearly defines the important role Mid-Market Rent housing performs in addressing housing need throughout the city and this tenure forms an integral element of the council's affordable housing policy.

Assessment

Preference in the allocation of either Mid-Market Rent housing will be given to:

- First time buyers
- Those living in private rented housing
- Those living with family, friends or relatives
- Those lacking security of tenure in their current home.
- Owners of properties where a change of circumstances (e.g. health or relationship breakdown) is forcing or requiring a move
- Those either currently occupying or holding positions on waiting lists in respect of Council or Housing Association property.

In general, applicants applying and being considered for Mid-Market Rent will be considered subject to meeting a combination of the following criteria:

- Applicants should have sufficient income enabling them to pay rent or occupancy charges
- Applicants should normally have a regular income.
- Applicants should normally be individuals or households with gross incomes of between £23,000 and £44,000 per annum (Subject to Change)
- Applicants without regular income – but who have access to other funds will also be considered.
- The rent cannot exceed 35% of the gross household income
- Applicants must have had no bankruptcy/CCJ's/IVA's or trust deeds

What happens next?

On receipt of your completed application, Customer Service Staff from Home Scotland will assess your application in accordance with the above criteria. If you meet the necessary requirements and are being considered for the property a member of staff from the Home Scotland will contact you to confirm your details and verify the information you have provided on the form.

Please do not send any evidence with your application, Home Scotland staff will ask for this when required.

About you

Question 1 - Your details

First applicant

Title Mr ☐ Mrs ☐ Ms ☐ Miss ☐

Surname

First name(s)

Current Address (Inc Post Code):

Previous Surname (If any)

Date of Birth

National Insurance Number

Relationship to you

Joint applicant

Mr ☐ Mrs ☐ Ms ☐ Miss ☐

We can often provide you with a quicker service if we have all your main contact details.

First applicant

Home phone number

Work phone number

Mobile number

Email address

Joint applicant

Who owns your current home?

First applicant

Parent

☐

Building Society

☐

Private Landlord

☐

Lodger

☐

Owner Occupier

☐

Tenant in Tied Accommodation

☐

Housing Association or Local Authority

☐

Other (Please tell us)

☐

Joint applicant

Parent

☐

Building Society

☐

Private Landlord

☐

Lodger

☐

Owner Occupier

☐

Tenant in Tied Accommodation

☐

Housing Association or Local Authority

☐

Other (Please tell us)

☐

If you rent your property please provide details for your current Landlord:

| | First applicant | Joint applicant |
|-----------|----------------------|----------------------|
| Landlord: | <input type="text"/> | <input type="text"/> |
| Address: | <input type="text"/> | <input type="text"/> |
| Tel: | <input type="text"/> | <input type="text"/> |

Previous Landlord (please provide details for the previous 3 years. Continue on a separate sheet if necessary)

| | First applicant | Joint applicant |
|--------------------------------------|----------------------|----------------------|
| Previous address (Inc Post Code): | <input type="text"/> | <input type="text"/> |
| Landlord: | <input type="text"/> | <input type="text"/> |
| Address: | <input type="text"/> | <input type="text"/> |
| Tel: | <input type="text"/> | <input type="text"/> |
| Date of tenancy: | <input type="text"/> | <input type="text"/> |
| Reason for leaving: | <input type="text"/> | <input type="text"/> |

| | First applicant | Joint applicant |
|--------------------------------------|----------------------|----------------------|
| Previous address (Inc Post Code): | <input type="text"/> | <input type="text"/> |
| Landlord: | <input type="text"/> | <input type="text"/> |
| Address: | <input type="text"/> | <input type="text"/> |
| Tel: | <input type="text"/> | <input type="text"/> |
| Date of tenancy: | <input type="text"/> | <input type="text"/> |
| Reason for leaving: | <input type="text"/> | <input type="text"/> |

| | First applicant | Joint applicant |
|--------------------------------------|----------------------|----------------------|
| Previous address (Inc Post Code): | <input type="text"/> | <input type="text"/> |
| Landlord: | <input type="text"/> | <input type="text"/> |
| Address: | <input type="text"/> | <input type="text"/> |
| Tel: | <input type="text"/> | <input type="text"/> |
| Date of tenancy: | <input type="text"/> | <input type="text"/> |
| Reason for leaving: | <input type="text"/> | <input type="text"/> |

Are you a member of the armed forces or a veteran who has left the forces in the last year or widow/widower/ other partner of service personnel killed in action in the last year?

Yes ☐ No ☐

About your household

Question 2 - Please tell us who will be moving with you

Please give details of all other persons you wish to share your home with:

| Surname | First name | Are they male (M) or female (F)? | Date of birth | Their relationship to you |
|---------|------------|--|---------------|---------------------------|
| 1 | | M <input type="checkbox"/> F <input type="checkbox"/> Prefer not to say <input type="checkbox"/> | / / | |
| 2 | | M <input type="checkbox"/> F <input type="checkbox"/> Prefer not to say <input type="checkbox"/> | / / | |
| 3 | | M <input type="checkbox"/> F <input type="checkbox"/> Prefer not to say <input type="checkbox"/> | / / | |
| 4 | | M <input type="checkbox"/> F <input type="checkbox"/> Prefer not to say <input type="checkbox"/> | / / | |
| 5 | | M <input type="checkbox"/> F <input type="checkbox"/> Prefer not to say <input type="checkbox"/> | / / | |

Why are you seeking accommodation?

Do you have any Pets? Yes ☐ No ☐

(Please note: In some properties we operate a no pets policy)

If 'YES' supply details & complete attached Pet Permission Form:

Deposit (joint tenancy) - Please name the lead tenant

Your Housing Requirements

Housing Eligibility Criteria

Applicants may be entitled to more than the minimum depending on circumstances, the age and gender of any children and the availability of empty properties. This is a guideline only as variations may occur

Household Members

Single person/couple

Two adults who are not a couple

Couple/single parent with one or two children aged under 10

Couple/single parent with up to four children aged under 10

Couple/single parent with up to four children, and at least one who is 10 years or over

Couple/single parent with three adult dependants

Number of Bedrooms

1 bedroom

2 bedrooms

2 bedrooms

3 bedrooms

2 - 4 bedrooms depending on age and gender of children

4 bedrooms

Your financial and work status

Question 3 - Employment details

First applicant

Joint applicant

Full time ☐ part time ☐

Full time ☐ part time ☐

Employer:

Job Title:

Employer's address:

Tel no:

Gross annual salary

£

£

Any other income

£

£

Total monthly outgoings?

£

£

Rent, Council Tax, Loans,
store/credit cards/
maintenance payments

£

£

Capital savings

£

£

Previous employment (please provide details for the previous 3 years. Continue on a separate sheet if necessary)

First applicant

Joint applicant

Employer:

Job Title:

Employer's address:

Dates employed

Employer:

Job Title:

Employer's address:

Dates employed

Question 4 - Benefits

First applicant

I do not receive any

☐

Universal Credit

☐

Job Seekers Allowance

☐

Income Support

☐

Employment & Support Allowance

☐

Incapacity Benefit

☐

Child Benefit

☐

Child Tax Credit

☐

Working Tax Credit

☐

Carer's Allowance

☐

Personal Independence Payment

☐

Disability Living Allowance

☐

State Pension

☐

Pension Credit

☐

Attendance Allowance

☐

Housing Benefit

☐

Council Tax Credit

☐

Joint applicant

I do not receive any

☐

Universal Credit

☐

Job Seekers Allowance

☐

Income Support

☐

Employment & Support Allowance

☐

Incapacity Benefit

☐

Child Benefit

☐

Child Tax Credit

☐

Working Tax Credit

☐

Carer's Allowance

☐

Personal Independence Payment

☐

Disability Living Allowance

☐

State Pension

☐

Pension Credit

☐

Attendance Allowance

☐

Housing Benefit

☐

Council Tax Credit

☐

I/We hereby agree to provide the Organisation with three recent payslips and current bank statements, if required, for the assessment of my application.

Applicant's signature

Signature

Print name

Date

Joint applicant's signature

Signature

Print name

Date

Please do not send any evidence with your application, we will ask for this when required.

Bank & Landlord References

We reserve the right to take up bank and landlord references for any applicant being considered for a mid rent or shared ownership property.

Additional Information - Please include other relevant information

Declaration

Question 5 - Immigration status

Did you or any of the persons applying with you come into the UK during the last five years? Yes ☐ No ☐

Are you or any of the persons applying with you subject to any immigration controls? Yes ☐ No ☐

Are you or the persons applying with you Asylum Seekers? Yes ☐ No ☐

If 'Yes' to any of the above, please give details below

Question 6 - Relationship to Home Group

Have you or the joint applicant, currently or in the past 12 months been Employed by Home Group? Yes ☐ No ☐

Involved in customer activities? Yes ☐ No ☐

A board member of Home Group? Yes ☐ No ☐

If 'Yes' to any of the above, please give details below

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.

Applicant's signature

Signature

Print nameDate

Joint applicant's signature

Signature

Print nameDate

I /we hereby give permission for the organisation to approach my/our current employer and my/our bank for confirmation of income details.

Applicant's signature

Signature

Print nameDate

Joint applicant's signature

Signature

Print nameDate

The organisation may approach your present or former landlord(s) to enquire if your tenancy has been satisfactorily conducted. Your permission is requested so that information about your tenancy may be disclosed to the organisation to comply with the Data Protection Act.

Applicant's signature

Signature

Print name

Date

Joint applicant's signature

Signature

Print name

Date

Data protection and equality:

All information provided in connection with this application will be treated as confidential in accordance with our Confidentiality Policy. We also comply with the requirements of the Data Protection Act 1998. We will assess all applications, regardless of age, gender, race, colour, ethnic/national origin, religion, marital status, family circumstance, political or sexual orientation, medical condition or disability. We will comply with the requirements of the Race Relations Act 1976, the Sex Discrimination Act 1975 and the Disability Discrimination Act 1995.

You can find our full Privacy Policy on our website using the following link: www.homegroup.org.uk/Privacy-Policy. If you require a copy of our Privacy Policy or this leaflet in another format or language please contact us on 0345 141 4663