



MK YMCA Housing Application Form

Please complete in full

Please return completed forms to: Housing Team, Milton Keynes YMCA, 402 North Row, Central Milton Keynes, MK9 2NL.
 Tel: 01908 295600
 Fax: 01908 295605
 Email: admin@mkymca.com

Mr Mrs Miss Ms

Your Surname

Your First Names

Your Date of Birth

We cannot process an application without N.I. no.

Your Contact Details
 If we cannot contact you we cannot offer you a home!

Tel: _____
 Tel: _____
 Email: _____

Your Current Address
 If we cannot contact you we cannot offer you a home!

Address: _____

 Postcode: _____

How long have you lived at this address?

Years Months

What is your current Housing situation?

Living with Parents

Living with Friends

Renting—Private Landlord

Renting—Council/Housing Association

Owner Occupier

In Bed & Breakfast or other temporary housing

Homeless

Long-stay institution—Prison or Hospital

Other (please give details below)

Information Required to Support Your Application

Please supply with your application two valid forms of identification. One form of identification should contain your photo (such as a driver's license or passport) and one should be dated within the last month and should contain your current address (such as a pay slip or utility bill).

If you are unable to provide valid identification please

tick this box:

If you are currently employed then please also provide your last three payslips.

If you are in receipt of state benefits then please provide evidence of this.

If your nationality is not British then please also provide evidence of eligibility to reside in the UK (e.g. Home Office Papers).

Selection Procedures

Following receipt of this form, the application will be assessed by a panel comprising the Housing Manager, Housing Officer and Supported Housing Manager. Applications will be assessed according to eligibility criteria, and the decision of the panel will be communicated to the applicant in writing.

As part of the application process a police check is carried out for all applicants. The YMCA is committed to providing a safe environment for its residents and staff and a Risk Assessment will be made based on the information given by the applicant and that received from the police or other agencies.

In certain cases an interview will be required prior to a decision being made. An interview will be required for all applicants for Supported Housing.

Where an offer of accommodation is made the applicant must signify acceptance within the time specified on the offer letter (usually 5 days). Failure to do so may lead to the offer being withdrawn.

A deposit of £120 and one weeks rent in advance is due on receipt of the keys and tenancy agreement. This deposit will be used to cover any damage to the property or outstanding rent upon termination of the tenancy.

An inspection and inventory of the property will be carried out during tenancy sign up.

Any false statement will disqualify an applicant. If accommodation is allocated on the basis of what subsequently proves to be a false statement, steps will be taken to rescind the allocation of accommodation.

If you do not currently hold a tenancy, have you in the past held a tenancy?

Yes No

If yes, please give name of landlord:

And the property address:

Address: _____

Postcode: _____

May we contact this landlord for a reference?

Yes No

Have you in the past been responsible for paying....

Council Tax?

Gas, Water or Electricity Bills?

Do you receive any State Benefit?

Yes No

If yes, which Benefit(s) do you receive?

And how much do you receive?

£_____ per fortnight

Do you have any outstanding Loans or Debts?

Yes No

If so, who to?

What is the total owed?

£_____ per fortnight

What is the total owed?

£_____ per: week month

If you are presently employed please state:

Company Name

Company Address

Address: _____

Postcode: _____

Telephone Number

Job Title

What is the total owed?

£_____ per: week month

Date Started

Do you have a permanent contract?

Yes No

If you are currently in Education/Training please state:

School/College Name

Address

Address: _____

Postcode: _____

Course Title

Hours per Week

Course Start Date

Course Finish Date

How are you Funding this Course?

Do you suffer from any Physical Health Problems?

Yes No

If yes, please give details below:

Have you ever been diagnosed with or told you have a mental health condition?

Yes No

If yes, please give details below:

Are you registered as Disabled?

Yes No

If yes, please give details below:

What is your Marital Status?

Single

Living with Partner or Married

Have partner but living separately

Do you have any children?

Yes No

If yes, do they currently live with you?

Yes No

How did you hear about the YMCA?

Have you ever applied to, or lived at the YMCA before?

Yes No

If yes, please give details below:

Do you know anyone currently living at the YMCA?

Yes No

If yes, please give details below:

On average how much alcohol do you drink per week?

Do you currently, or have you ever used illegal drugs?

Yes No

If yes, please give details below:

Have you ever received support for any drug addiction?

Yes No

Criminal Record Declaration

Please give details, including date, offence and where appropriate, sentence of ALL criminal convictions, cautions, reprimands and final warnings (spent and unspent) below: Please continue on separate sheet if necessary.

Please note that having a criminal record will not necessarily bar you from obtaining accommodation. However, certain offences may render the application unsuitable.

YMCA offers Supported Tenancies as well as independent tenancies. Supported tenants receive help from a Support Worker on life-skills issues such as advice and guidance on employment, education and training.

Do you require support of this kind?

Yes No

Would you like any other kind of support from YMCA Staff?

Yes No

If yes, please give details below:

If applicable you must complete this section:

Name of Social Worker: _____

Tel: _____

Name of Probation Officer: _____

Tel: _____

Is there anything else you would like MK YMCA to take into account when considering your application?

Please give the details of two responsible people who are not directly related to you who can act as character referees.

Where possible one should be an employer and the other

Referee 1:

Name: _____

Address: _____

Postcode: _____

Tel: _____

Explain briefly how this person knows you:

Referee 2:

Name: _____

Address: _____

Postcode: _____

Tel: _____

Explain briefly how this person knows you:

I confirm that the information given in this form is correct to the best of my knowledge, and that no relevant information has been withheld.

I authorise Milton Keynes YMCA to make appropriate enquiries to confirm the information provided in this form.

I give my consent for the information contained in this form being shared with 3rd parties

I understand that any false statement or the withholding of any significant information will disqualify my application.

Signed: _____

Print name: _____

Date: _____

Ethnic Origin

Please help us to combat racial discrimination by answering this question. This information will be used for recording purposes only.

Nationality

How would you describe yourself?

White British

White Irish

Other White

Asian

Black Carribean

Black African

Other:
Please describe below:

A combination of the above groups

I would prefer not to answer this question

For Office Use Only

Photo Identification Provided and attached?

Yes No

Identification dated within last month attached?

Yes No

Last 3 payslips attached?

Yes No N/A

Evidence of Benefits attached?

Yes No N/A

Evidence of Eligibility to reside in UK attached?

Yes No N/A

Police check completed?

Yes No

Outcome

Interview required?

Yes No

Date of Interview?

□□/□□/□□□□

Staff member to conduct interview

Offer of Accommodation to be made?

General Let Supported

Application Unsuccessful

Reasons for Decision

Date outcome letter sent

□□/□□/□□□□