

*Ironmills
Developments
Limited*



OLD SCHOOL CRESCENT, MAYFIELD MID RENT APPLICATION FORM



*Ironmills Developments Limited
c/o Melville Housing Association
The Corn Exchange, 200 High Street
Dalkeith, EH22 1AZ
Tel: 0131 654 2733
email: info@melville.org.uk*



ALLOCATION CRITERIA

Introduction

Mid rent housing is designed to assist the accommodation of households who have incomes generally in excess of that normal for Social Housing but less than that applicable for Market Rent Housing within Midlothian.

Priority Client Groups

In the allocation of Mid Rent Housing, priority will be given to applicants who demonstrate and fulfil the following criteria:

- **They are current tenants of either a Local Authority or Housing Association within Midlothian, or are on the waiting list for housing.**
- **Their household has a local connection, either through work, family or cultural networks.**
- **Is currently living in expensive, overcrowded, poor quality or unsuitable accommodation which does not meet their needs or who is homeless and in employment**
- **Their household meets the following income/savings criteria, in the 3 months prior to application:**

Income Criteria

Applicants must be retired or in employment and ensure that they spend no more than 45% of gross household income on rent. Prospective tenants should normally be individuals or households on gross annual household incomes such that they do not exceed:

- 1 bedroom units: £32,000
- 2 and 3 bedroom units: £40,000

The maximum residual savings at application should not exceed £3,000 (though this can be reviewed in the event the applicant is an older person).

Advertising and Allocation of Properties

Ironmills will maintain a waiting list for mid-rent housing and, in the event vacancies occur, will refer to and allocate from that list in accordance with the above criteria. In the event there are no candidates on the waiting list, the property will be advertised for letting.

If you are interested in being placed on the waiting list, please complete this form and return it to us, with your proof of income. Your application will be assessed and you will then be informed in writing whether you have been placed on the waiting list.

Should you have any queries regarding this information please contact Lisa Cuthbert, who is working on behalf of Ironmills Developments Ltd.



Applicant	Joint Applicant
Mr/Mrs/Miss/Ms.....	Mr/Mrs/Miss/Ms.....
Surname	Surname.....
First Name.....	First Name.....
Address.....	Address.....
.....
.....
Post Code.....	Post Code.....
Date of Birth.....	Date of Birth.....
Telephone (day).....	Telephone (day).....
Employer	Employer.....
.....
Address.....	Address.....
.....
Tel	Tel
Email.....	Email.....
National Insurance No.....	National Insurance No.....

Please give details of everyone (excluding applicants) who will be living in the property

Name	Address	Date of Birth	Sex (M/F)	Relationship to Applicant



Present Accommodation

Do you currently own your own home? Yes No

If no, have you ever owned your own home? Yes No

Are you a public sector tenant?
(ie Local Authority or Housing Association) Yes No

If yes, please state Landlord's name:

Do you currently occupy rented accommodation? Yes No

If yes, please state Landlord's name & address:

Do you currently hold a position on any Housing Association or Local Authority Waiting List? Yes No

If yes, please give details:

Are you (or anyone on your application) required to register with the police under the Sexual Offences Act 2003? Yes* No

***If YES, please give full name:**



Personal Details

Does any member of your household have special needs or a medical condition which would be eased by attaining more appropriate accommodation?

Yes

No

If yes, please give details:

Do you need to move to another area for employment reasons?

Yes

No

If yes, please give details:

Do you need to move to another area to provide or receive support from family, friends or cultural networks?

Yes

No

If yes, please give details:

Please let us know why you wish to be considered for Mid Rent accommodation with Ironmills Developments Limited:



Employment Details			
Applicant		Joint Applicant	
Occupation _____		Occupation _____	
<input type="radio"/> Working Full Time	<input type="radio"/> Working Part Time	<input type="radio"/> Working Full Time	<input type="radio"/> Working Part Time
<input type="radio"/> Retired	<input type="radio"/> Other (please specify)	<input type="radio"/> Retired	<input type="radio"/> Other (please specify below)
Other		Other	

Income/Savings/Capital			
Applicant		Joint Applicant	
Monthly Salary £	(before Tax)	Monthly Salary £	(before Tax)
(Please enclose 3 current pay slips)		(Please enclose 3 current pay slips)	
Other Income £		Other Income £	
	£		£
Total Monthly Income	£	Total Monthly Income	£
Savings/Capital	£	Savings/Capital	£

Bank Details	
Name and address of bank	Name and address of bank
.....
.....
.....
Account No:	Account No:



Declaration

A. Relationship to Staff or Committee Members

Special permission is needed for us to offer housing to employees, committee members or their close relatives

• Are you or anyone on your application related to a member of Ironmills Developments Ltd/Melville Housing Association staff or committee member? Yes No

If yes, what is their name ?

And how are you related?

DETAILS OF YOUR APPLICATION WILL NOT BE DISCUSSED WITH ANYONE OTHER THAN YOURSELF

I/We declare that the information supplied by me/us in this application form is correct. I/We understand that any false or misleading information given, or relevant information deliberately withheld, may result in the cancellation of my/our application. I/We understand that if a holding deposit is paid for a property and I/We subsequently pull out, part or all of the deposit will be withheld. If you withdraw within 7 days of the deposit being paid, a £100.00 deduction will be made from your deposit. If you withdraw after 7 days no refund of your deposit will be made.

Applicant's Signature

Date

Joint Applicant's
Signature

Date

Ironmills Developments Limited (and/or whoever is acting on its behalf) may approach your present Landlord in order to confirm that the tenancy has been conducted satisfactorily.

We may also approach your current employer and bank to seek confirmation of your income. In order to comply with the Data Protection Act 1984 your written permission is required.

I/We hereby give permission for Ironmills Developments Limited (and/or whoever is acting on its behalf) to approach my/our present or former landlord(s) and for details of my/our tenancy to be released. I/We also give permission for Ironmills Developments Limited (and/or whoever is acting on its behalf) to approach my/our employer and bank seeking confirmation of my/our income details.

Ironmills Developments Limited also require your permission for any relevant credit checks.



Applicant's Signature	Date
Joint Applicant's Signature	Date

Documentation Enclosed	
Applicant	Joint Applicant
<input type="checkbox"/> 3 Recent Payslips	<input type="checkbox"/> 3 Recent Payslips
<input type="checkbox"/> Current Bank Statement	<input type="checkbox"/> Current Bank Statement
<input type="checkbox"/> Maintenance Court Award	<input type="checkbox"/> Maintenance Court Award

Please note, if you are paid weekly you will need to supply 5 weekly payslips and we also require 3 months bank statements.



Equal Opportunities

Ironmills Developments Ltd is committed to an Equal Opportunities Policy to ensure that all applicants receive equal treatment. We keep records of this information to help us carry out this policy. The details you provide are for information only and are not used to assess your application.

Are you?

Male Female

How would you describe the ethnic origin of your household?

Scottish British - Other Irish White - Other

Mixed (ie parents from different ethnic groups) Indian Pakistani Bagladeshi

Chinese Asian – Other Caribbean African

A combination of the above (please specify)

None of the above (please specify)

Are you?

Working Full Time Working Part Time Train Unemployed

Retired At Home Student Disabled/Long Term Sick

Do you consider yourself to have a disability?

Yes No

Thank you for taking the time to complete this form



Data Protection Statement

How we use your information

Ironmills/Melville Housing Association will only use any personal information we have about you to help meet your housing needs and to deliver and improve our housing-related services.

We treat personal data as confidential. We may give information to other organisations, such as, but not limited to, your local council, government departments and utility companies, and we may also get information about you from these same types of organisations. We will only pass on, or request, personal information as the law allows.

We will also contact a Credit Reference Agency, who may request further information from you, usually by email.

For more information, including a copy of our full Data Protection policy, or to access the information we hold about you, contact Melville Housing's Communications Manager or visit www.melville.org.uk.