



# Application for a Cash Incentive Grant

## Personal Details

**1st Applicant**

**2nd Applicant**

Last Name

Last Name

First Name(s)

First Name(s)

Home Address

Home Address *(if different)*

Tel No. *(home or mobile)*

Tel No. *(home or mobile)*

Tel No. *(work)*

Tel No. *(work)*

Date of Birth

Date of Birth

Other Household members - Full name(s), Date of Birth and relationship to applicant(s)


Will they continue to live with you? *Yes/No*

### Please attach the following documents

- Proofs of present address e.g. copies of bank statements, utility bills, council tax receipts, electoral register listings. You should provide three proofs, from three different sources for each applicant.
- Photographic identification, i.e. passport, driving licence, student card, bus pass. *(copies only)*
- Copy of birth certificates for all those included on the application.
- Copy of child benefit claimed.
- Copy of marriage certificate. *(if applicable)*
- Copy of wage slips for the last 3 months
- Mortgage quotation

## 1. Present Accommodation

Name of Landlord

Address of Landlord

Tel No. of Landlord

Name of Housing Officer

Address of Housing Office *(if different from above)*

Tel No.

## 2. Present Accommodation continued

Type of property i.e. *House/Flat/Bungalow/Maisonette*

No. of bedrooms

If less than 2 years, were you a previous Local Authority or Housing Association tenant? Yes  No

Date tenancy commenced (Please provide copy of tenancy agreement)

If yes, please give details (i.e. date tenancy commenced and ended/reason for leaving)

Are your rent payments up to date for the last six months? (Please provide up-to-date rent statement) Yes  No

Do you have arrears from a previous Council or Housing Association Tenancy? Yes  No

If so, give address of property:

Are you in receipt of any means tested benefits? (Council Tax Benefit, Housing Benefit, Income Support, Income Based Jobseeker's Allowance, Social Fund) Yes  No

Are your Council Tax Payments up to date? (Please provide proof) Yes  No

Do you owe money to any other company or lender? If yes, please attach details and relevant proofs. Yes  No

Do you have any outstanding loans or debts? If yes, please attach details and relevant proofs Yes  No

Have you ever been declared bankrupt/ If yes, please attach details and relevant proofs Yes  No

## 3. Details of Income and Savings

	<b>1st Applicant</b>	<b>2nd Applicant</b>
Are you in permanent employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
No of hours worked per week	<input type="text"/>	<input type="text"/>
Full Name & Address of employer - If self-employed please attach copy of most recent end of year accounts.		

<b>1st Applicant</b>	<b>2nd Applicant</b>
Occupation: <input type="text"/>	Occupation: <input type="text"/>
Postcode : <input type="text"/> Tel No <input type="text"/>	Postcode <input type="text"/> Tel No <input type="text"/>

<b>1st Applicant</b>	<b>2nd Applicant</b>
Date employment commenced <input type="text"/>	<input type="text"/>
Annual gross income (excluding bonus, expenses, commission etc.) £ <input type="text"/>	£ <input type="text"/>

	<b>1st Applicant</b>	<b>2nd Applicant</b>
Details of Building Society/Bank account(s) (name, address & telephone number):	<input type="text"/>	<input type="text"/>
Amount Held:	£ <input type="text"/>	£ <input type="text"/>
Do you have any other form of savings? If so please specify:	<b>Yes/No</b>	<b>Yes/No</b>
	<input type="text"/>	<input type="text"/>
Amount Held:	£ <input type="text"/>	£ <input type="text"/>



## 7. Equal Access to Council Services

All organisations need to have a system to check that their policies are carried out, providing equal opportunities to all. The Commission for Racial Equality suggests that the following data should be collected and monitored. Whilst there is no obligation under the Race Relations Act to collect this information, if we did not collect it, it would be difficult to establish whether we have treated everybody equally. **All responses are treated in strict confidence.**

Please tick which of the following applies to you and, if applicable, to your co-applicant

	1st Applicant	2nd Applicant
White	<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>
Indian	<input type="checkbox"/>	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	<input type="checkbox"/>
Black-African	<input type="checkbox"/>	<input type="checkbox"/>
Black-Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
Black-Other ( <i>Please specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>Please specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>

## 8. How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send us, to process your claim for the Cash Incentive scheme.

We may pass the information to other agencies or organisations such as your landlord/lender.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect crime or fraud; and
- protect public funds.

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

We (North Hertfordshire District Council), are the data controller for the purposes of the Data Protection Act.

If you want to know more about what information we have about you, or the way we use that information, please ask us.

## 9. Declaration

1. I/We declare that the information I/we have given is true and accurate to the best of my/our knowledge.
2. I/We understand that if a grant is made under the Cash Incentive Scheme, it is conditional upon full and vacant possession of my/our existing home being given to my/our Landlord at completion.
3. I/We will notify the Council of any change in my/our circumstances which may affect this application.
4. I/We understand that the Council can take legal action against me/us if any statement is found to be false on this application form, or on any related documentation.
5. I/We hereby authorise the disclosure of information from manual or computerised records from any relevant agencies who may be contacted for the assessment of my/our application for NHDC's Cash Incentive Scheme. I understand that photostat copies of this authorisation may be used in the enquiries made by NHDC and that all information obtained by this method will be treated confidentially.

Signature 1st Applicant	<input type="text"/>	Date	<input type="text"/>
Signature 2nd Applicant	<input type="text"/>	Date	<input type="text"/>

**Please return this form to the Cash Incentive Scheme Administrator, North Hertfordshire District Council, Housing Needs Department, Town Lodge, Gernon Road, Letchworth Garden City, Hertfordshire SG6 3HN.**

**PLEASE CHECK THAT YOU HAVE FULLY COMPLETED ALL SECTIONS OF THE FORM AND ATTACHED ALL RELEVANT PROOFS.**