

LANCELOT HASLUCK TRUST

Registered Charity No. 207557

Application for Accommodation

It is essential that **ALL** questions are answered fully and accurately.
Please use CAPITAL letters on this page and BLACK ink. If a question does not apply to you, please write **N/A**.

All information given will be treated in the strictest confidence.

(Please note that the Trustees will ask to see documents, e.g. birth certificates, marriage certificate, bank books etc., in support of statements you have made.)

1. SURNAME OF APPLICANT Date of Birth Age
First names Tel. No
Full permanent address
..... Postcode
Email address
2. SURNAME OF SPOUSE Date of Birth Age
First names
Email address
3. What is your marital status? - married / widower / widow / divorced / single?
4. How long have you lived at your present address? years, months
5. If you have ever lived elsewhere in the former districts of East Barnet, Barnet or Friern Barnet, state addresses, dates and/or periods of residence.
..... Date
..... Date
6. Are you suffering from any medical condition or physical disability? YES/ NO *
If "YES", please give brief details:
.....
7. Are you retired? YES/NO* Is your spouse retired? YES/NO*
What is your present or what was your occupation?
What is or was your spouse's occupation?
If you are not employed and not retired, please state reason and previous work:
Applicant Your spouse
.....
.....
.....

(* delete as applicable)

8. **YOUR PRESENT ACCOMMODATION**

(a) Do you OWN or hold ON MORTGAGE the property in which you live? YES / NO*

If "YES", what type of property is it?

What is its approximate market value? £

Please give details of any mortgage: Amount borrowed: £

Amount still owed: £

What was the total amount of Council Tax paid for the last financial year? £

How many people over the age of 18 (including yourselves) live in the property?

Do you take in lodgers, boarders or tenants? YES / NO*

Does any other person share the ownership and in what proportion?

Please give details:

(b) Do you RENT the property in which you live? YES / NO*

What accommodation do you have? e.g. house, flat, 2 rooms etc.

Is the accommodation provided by a Charity, Housing Association or similar organisation? YES /NO*

What rent do you pay? £ per week / month / year* Do you have security of tenure? YES/NO*

Please CIRCLE any of the following included in the rent:- Gas / Electricity / Heating / Water / Council Tax

Do any other persons share the accommodation? YES / NO* How many?

How much do they contribute towards the above rent? £ per week / month/ year*

(c) Do you LIVE and/or BOARD WITH RELATIVES OR FRIENDS? YES / NO *

If "YES", what accommodation is exclusively for your use?

How much do you pay? £ per week / month / year*

What relationship are your hosts to you?

(d) Do you OWN, HOLD ON MORTGAGE OR HAVE A SHARE in any other houses, land or property? YES / NO *

If "YES", what sort of property and where?

What is the approximate market value of this property in total? £

Please give details of any mortgage Amount borrowed: £

Amount still owed: £

If shared, what relationship to you are the other owners?

What proportion do you own? e.g. 50%, 30% etc

Who lives in the property? e.g. Son, a tenant

(* delete as applicable)

9. **YOUR FINANCES** (The Trustees will ask for photocopies of current pages of passbooks, statements, pay slips, benefits vouchers and similar documents to substantiate the figures you have given.)

	<u>Applicant</u>	<u>Spouse</u>
(a) How much do you earn?	£	£ per week
(b) How much do you receive from tenants/lodgers within your own home?	£	£ per week
How much do you receive from lettings of property?	£	£ per week
(c) How much do you receive from the following sources:		
Occupational Pension from previous employer	£	£ per week
State Retirement Pension/Widow's Benefit	£	£ per week
Housing Benefit	£	£ per week
Income Support	£	£ per week
Sickness/Disability Benefit	£	£ per week
Other Charity and Benefit Sources (names)	£	£ per week
.....	£	£ per week
.....	£	£ per week
(d) If you have any form of Savings or Investments state the Capital Sum invested, details of the investment and interest received.		

<u>Sum Invested</u>	<u>Where Invested</u>	<u>Interest Received</u>
£	£ £ per year
£	£ £ per year
£	£ £ per year
What is the total income per year from all your investments?		£ £ per year

(e) Have either you or your spouse disposed of any capital sums over £3,000 or of any capital assets during the last five years? YES / NO *

If "YES", please give details:

.....

.....

10. NAME OF DOCTOR

Tel. No

Address

.....

.....

.....

Postcode

11. NAME OF NEXT OF KIN OR OTHER PERSON WITH AUTHORITY TO ACT FOR YOU WHO MAY BE CONTACTED IN AN EMERGENCY

MR/MRS/MS MR/MRS/MS
.....
.....
..... Postcode Postcode

Relationship to you:

.....

12. If you own a motor vehicle, please give full details

13. Your attention is particularly drawn to the Regulations which apply to the Estates of this Charity, a copy of which will be provided before any interview which may be arranged with you. Before an offer of accommodation may be made, an undertaking to abide by these Regulations must be signed. Dogs and cats cannot be allowed on the Almshouse Estate. Parking on the estate is limited and by permit only.

14. Please give the names and full addresses of TWO persons to whom the Trustees will write for a reference.

.....
.....
.....
..... Postcode Postcode

Email address:

.....

15. If there is any further information which you would like the Trustees to take into account while considering your application please give it briefly below.

DATA PROTECTION ACTS It is a Charity Commission requirement to investigate the personal circumstances of applicants for almshouses. The personal data supplied on this form, and other information relating to an almshouse appointment or your care management, will be held on file. Some details may be checked with relevant organisations but none will be disclosed for any inappropriate purpose. You may have access to your personal information on request.

I hereby certify that the information I have given is correct to the best of my knowledge and belief. I understand that if I knowingly give incorrect information or withhold information, it could result in the invalidation of any offer or appointment made to me by the Trustees.

Signed Dated

Rules and Regulations relating to occupancy of properties of the Hasluck Trust

The Site Manager

The Site Manager is appointed to ensure the general well-being and care of the Estate and the occupants of the dwellings.

Problems and enquiries should first be channelled through her and not addressed direct to the Clerk or the Trustees.

The Site Manager is appointed to make sure you are aware of the services within the community from which you can benefit and to arrange such contacts as are necessary with the appropriate services.

It should be noted that the Site Manager is not there to satisfy your everyday problems and difficulties nor to undertake a care and nursing service. This aspect must be the responsibility of your family or appropriate medical/community services.

REGULATIONS FOR OCCUPATION OF TRUST PROPERTY

No alterations, installations or adaptations, structural or otherwise, external or internal, are to be carried out without the written permission of the Clerk to the Trustees.

The Trustees do not normally pay for routine internal decoration but they do wish to encourage occupants to carry out improvements and decorations themselves. They are therefore happy to receive such requests. Provided that these do not detract from the general good, permission will not be unreasonably withheld.

No sheds or other outbuildings are to be erected and no boundary fences altered in any way without the written permission of the Clerk to the Trustees.

No bungalow or flat shall be left unoccupied for any period of 14 days at any one time or for more than a total of 28 days in any one year without the written permission of the Clerk to the Trustees.

The Site Manager must be informed before a bungalow or flat is left unoccupied for all shorter overnight periods, even if this is for one night only.

When a dwelling is to be left unoccupied, provision for the safety of heating systems, water, gas and electricity supplies must be made. The Site Manager must be consulted.

Occupancy of a Trust's property is a benefit granted exclusively to the resident concerned. No occupant therefore shall be permitted to let, sublet or part with possession of the accommodation allotted to him or her or, except with the special written permission of the Trustees, to allow any person to share the occupation of the same or any part thereof.

The Trust's properties may not be used for the purpose of carrying on business or as a convenience address for any third party.

The accommodation is not suitable to accommodate extra people therefore for this and other reasons the Trustees do not normally allow overnight guests in the Trust's properties for social visits. If it is felt that on compassionate grounds a relative or friend needs to stay, a request may be made to the Clerk.

(There is a Travelodge in Whetstone N20 about 2 miles away.)

In the interest of peace and tranquillity at night, the Trustees consider it reasonable to ask that all guests should leave before 11.00 p.m..

The Trustees arrange comprehensive buildings insurance but it is not possible to arrange cover on behalf of residents for contents and personal belongings. Residents must themselves arrange this.

Cats and dogs are not allowed on the Trust's property.

In the interests of safety the Trustees do not allow gas cookers to be installed.

No planting is to be done on any parts of the Estate directly maintained by the Trust.

You are reminded that, where dwellings have individual gardens, the occupants are expected themselves to keep these in reasonable condition. Large bushes or trees must not be planted.

The numbered parking bays on the Estate are allocated to residents as they become available in return for a nominal charge. Unnumbered bays are available only to emergency vehicles, to service providers and (for a maximum of two hours) to residents' visitors. If residents own cars and have not been allocated a numbered space, they must park in adjoining roads, always of course having regard to the sensitivities of neighbours.

No rubbish or garden rubbish should be dumped anywhere within the Estate but must be disposed of through the normal channels.

Front doors are fitted with modern police-approved security locks and therefore add to the security of the dwelling. Safety chains must only be used when visitors unknown to you call and you wish to be sure of their identity. They must not be applied at night so excluding the Site Manager from gaining entry with her pass-key in case of emergency.

Though the event is considered unlikely, the Trustees do have the right in special circumstances to require a resident to transfer either temporarily or permanently to another property belonging to the Charity. All relocation costs would be borne by the Trust.

The Trustees have drawn up these rules in line with the requirements of the Charity Commission for the administration of the Charity and having common-sense regard to the well-being, safety and comfort of **all** residents. They may from time to time review and amend them as they think proper. Any alteration will be notified in writing to each resident.

These rules are applicable to all occupants of the Estate and of the Trust and should be read in conjunction with the terms of the letter of appointment and with the provisions set out in the Residents' Handbook. Residents, by accepting the offer of accommodation, have in doing so agreed to abide by these rules. Please do not embarrass the Site Manager and the Clerk by asking for rules to be waived.