

- ▶ Answer all the questions on the form (please tick boxes where appropriate).
- ▶ Return any supporting evidence required with your completed application form.
- ▶ Make sure all sections are completed.
- ▶ Sign the form.

PROPERTY APPLYING FOR:	% TO BE PURCHASED	SHARE/OFFER PRICE £

1. TELL US ABOUT YOU

<p>Your details (applicant) <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Ms.</p> <p>Name (full name please)</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>_____</p> <p>Post code</p> <p>_____</p> <p>Date of birth / / Age</p> <p>_____</p> <p>National Insurance no.</p> <p>_____</p> <p>Please state your preferred language, if it is not English</p> <p>_____</p> <p>Contact details</p> <p>Home telephone no.</p> <p>_____</p> <p>Mobile no.</p> <p>_____</p> <p>Work telephone no.</p> <p>_____</p> <p>E-mail address</p> <p>_____</p> <p>Correspondence address</p> <p>If you do not want letters to go to the address above, please give details of a correspondence address we can use:</p> <p>_____</p> <p>_____</p>	<p>Joint applicant <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Ms.</p> <p>Name (full name please)</p> <p>_____</p> <p>Address (if different)</p> <p>_____</p> <p>_____</p> <p>Post code</p> <p>_____</p> <p>Date of birth / / Age</p> <p>_____</p> <p>National Insurance no.</p> <p>_____</p> <p>Contact details</p> <p>Home telephone no.</p> <p>_____</p> <p>Mobile no.</p> <p>_____</p> <p>Work telephone no.</p> <p>_____</p> <p>E-mail address</p> <p>_____</p>
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2. WILL ANYONE ELSE BE LIVING WITH YOU?

Other household details

Full name	Date of birth	Relationship to you	Male/Female
		My	
		My	
		My	
		My	
		My	

3. PRESENT HOUSING CIRCUMSTANCES

Please tick ONE box only which applies to your present housing circumstances

	1st applicant	2nd applicant
Local Authority tenant	<input type="checkbox"/>	<input type="checkbox"/>
Housing Association tenant	<input type="checkbox"/>	<input type="checkbox"/>
Tenant of private landlord	<input type="checkbox"/>	<input type="checkbox"/>
Owner occupier (if so, you will need to provide a memorandum of sale to Derwent Living. You can obtain a copy of this from your estate agent. If your property is not sold or under offer we cannot proceed with your application)	<input type="checkbox"/>	<input type="checkbox"/>
Living with parents/friends/relatives	<input type="checkbox"/>	<input type="checkbox"/>

Current monthly rent

£

If tenant, please give name and address of landlord

When do you wish to move?

4. REASON FOR MOVING

Please tell us more about your current housing situation and why you are applying for part-buy, part-rent or try-before-you-buy. If you have sold your property, you will need a memorandum of sale before you can proceed.

5. EMPLOYMENT DETAILS

1st applicant

Name and address of employer

Length of time in present employment (if only employed 3 months or less please provide contract)

Current position

Salary £

(Please enclose 3 months or 12 weeks payslips) if self employed SA302 for 3 years.

Is your household in receipt of any other income, state benefits or pensions?

If so, please give details, amounts and evidence of this income.

We cannot accept Housing Benefit or Child Benefit.

2nd applicant

Name and address of employer

Length of time in present employment (if only employed 3 months or less please provide contract)

Current position

Salary £

(Please enclose 3 months or 12 weeks payslips) if self employed SA302 for 3 years.

Is your household in receipt of any other income, state benefits or pensions?

If so, please give details, amounts and evidence of this income.

We cannot accept Housing Benefit or Child Benefit.

6. FINANCIAL CONSIDERATIONS

	1st applicant	2nd applicant
Do you currently have an existing mortgage?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you sold subject to contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
You will need to provide a memorandum of sale to Derwent Living. You can obtain a copy of this from your estate agent. If your property is not sold or under offer we cannot proceed with your application.		
How much is your redemption figure?	£ <input type="text"/>	£ <input type="text"/>
Please provide your redemption statement.		
Have you had any County Court Judgements made against you or do you have an IVA?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please give details	<input style="height: 300px;" type="text"/>	<input style="height: 300px;" type="text"/>
Have you ever been made bankrupt?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide Bankruptcy Discharge letter	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any loans or H.P. to repay?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please state monthly amount	£ <input type="text"/>	£ <input type="text"/>
Date of final payment	<input type="text"/>	<input type="text"/>
Do you pay maintenance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please state monthly amount	£ <input type="text"/>	£ <input type="text"/>

7. FINANCES

Will you be using a mortgage or cash for your purchase?

Mortgage If you have a mortgage please provide details of your mortgage in principle and provider.

Cash If cash please provide proof of funds (3 months bank or savings account statements).

All cash applications are subject to a credit check from Rentshield which incurs a small fee of £12.60

Amount of deposit being used for mortgage:

If cash, please provide proof of funds.

Please provide full bank statement covering 3 months:

Are any of your funds being gifted? Yes No

If yes, please provide gifted letter and 3 months full bank statement from the family member.

Your solicitor details:

Name:

Address:

Tel:

8. PLEASE REMEMBER TO INCLUDE

1st applicant

- 3 months/12 weeks wage slips
- Proof of ID (photo passport or driving licence)
- Proof of Funds
- Gifted letter & statement
- Mortgage in Principle
- Proof of pension state and/or private
- Disabled/carer proof of allowance
- ORBIT Approval (if required)
- Maintenance proof
- Bankruptcy discharge letter
- SA302 HMRC Tax Form

2nd applicant

- 3 months/12 weeks wage slips
- Proof of ID (photo passport or driving licence)
- Proof of Funds
- Gifted letter & statement
- Mortgage in Principle
- Proof of pension state and/or private
- Disabled/carer proof of allowance
- ORBIT Approval (if required)
- Maintenance proof
- Bankruptcy discharge letter
- SA302 HMRC Tax Form

Note: Your application will not be processed unless the above information has been provided

9.DISCLAIMER AND DATA PROTECTION

The information, which I have given in my application form, is true as far as I am aware. I consent to this information being checked by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand the checked information would be forwarded to the letting agency and/or to the landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to my personal details including any forwarding address at the determination of any tenancy being passed to the landlord and/or to the utility companies and/or to the local authority.

Otherwise all information will be treated as confidential. The information will only be used for my application for housing.

I agree to keep Derwent Living informed of any change in my circumstances.

I agree that information supplied by me will be used in accordance with the company's responsibilities under the General Data Protection Regulation 2018.

How we use the data you supply on this form

Where we can, we'll only collect and use the personal data you supply on this form if we need it to deliver a service or meet a requirement. If we don't need personal information we'll either keep you anonymous if we already have it for something else or we won't ask you for it.

We will keep your information for the duration of providing a service or product to you under the terms of a contract, such as your tenancy agreement. When your contract has ended we will keep your personal data for a set time for auditing and reporting purposes and for legitimate interest purposes, after that time we will either anonymise or destroy your information.

Passing your information to third parties

We use a range of organisations to either store personal information or help deliver our services to you. Where we have these arrangements there is always an agreement in place to make sure that the organisation complies with data protection law.

Using special data

Some information collected may be categorised as 'special' and needs more protection due to its sensitivity. This includes:

- Sexuality and sexual health
- Religious or philosophical beliefs
- Ethnicity
- Physical or mental health
- Trade union membership
- Political opinion
- Genetic/biometric data
- Criminal history

We will only collect this type of information if it is necessary to your contract so that we can provide the right services to you.

Storing your data

We store personal information both electronically and in paper form.

We implement security policies, processes and technical security solutions to protect the personal information we hold from:

- Unauthorised access
- Improper use or disclosure
- Unauthorised modification
- Unlawful destruction or accidental loss

We'll do what we can to make sure we hold records about you (on paper and electronically) in a secure way, and we'll only make them available to those who have a right to see them.

Your rights

The law gives you a number of rights to control what personal information is used by us and how it is used by us. You can ask for access to the information we hold on you and object to how it is processed, ask to change information you think is inaccurate, ask to delete information (right to erasure), ask us to limit the amount of data we hold and ask to have your data moved to another party. You also have the right to understand any automated decisions (made by a computer) about you. **Finding out more**

A full privacy statement, which sets out every aspect of how your information is used and processed and your rights, is available at www.derwentliving.com/privacy/ or you can call our customer service team on 01332 346 477.

I accept that reservation fees, where applicable, are non-refundable.

Signed: _____ Date: _____

Signed: _____ Date _____

Please check that you have completed this form correctly, an incomplete or unsigned form will be returned to you.

10. RELATIONSHIP WITH BOARD/STAFF MEMBER

Is anyone on this application related to any present Board or staff member? Yes No

If YES, who? _____

**Please return your completed form to:
Derwent Living, No. 1 Centro Place, Pride Park, Derby DE24 8RF*
Tel: 01332 346 477 Fax: 01332 295025 Email: sales@derwentliving.com**

* Please ensure correct postage