

The George Fentham Hampton-in-Arden Charity

Registered Charity No. 1098618, Company No. 04794066

The George Fentham Meeting Room, Marsh Lane, Hampton-in-Arden, Solihull, B92 0AH.

Tel: 01675 443850, Email: clerk@georgefenthamtrust.org.uk

Application Form for an Almshouse

One-bedroom bungalow, Fentham Green, Hampton-in-Arden.

NOTICE TO ALL APPLICANTS

The George Fentham Trust provides housing for people in need in accordance with the charity's Governing Document. Before completing the application form overleaf it is important that all applicants are aware of the following:-

1. The criteria needed to be appointed to any of the George Fentham Trust almshouses may vary slightly, but in general such persons must have been resident in the parish of Hampton-in-Arden for at least 2 years immediately before the time of appointment and must be in need, hardship or distress.
2. Applicants must be able to care for themselves and lead a fully independent life. Medical and special care cannot be provided by the Charity.
3. It is important that all financial information is given when completing the form as failure to disclose relevant information may prejudice an application. Misleading or inaccurate information may lead to an appointment being set aside at some time in the future and you having to leave the almshouse.
4. Applicants must nominate a relative or friend to be their "next of kin" who will assist them when needed and who is required to sign any letter of appointment to an almshouse.
5. When an applicant is offered and accepts an almshouse, the "next of kin" is expected to provide ongoing support whilst the almshouse remains in occupation.
6. An almshouse will be offered at the Trustees' discretion to the person considered most in need at the time of each vacancy.

Data Protection Statement: It is part of the Trustees' responsibilities to ensure that applicants for almshouses are suitably qualified under the terms of the charity's governing document. Trustees, therefore, need to investigate the personal circumstances of applicants. The Charity complies with the regulations for data security under the General Data Protection Regulations (GDPR). The data we collect has been classified as Sensitive Data under Article 9 of GDPR. We have strong procedures and policies in place to protect the collection and storage of this data. 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 since the charity reserves the right to investigate and verify what you write in this form, but no details will be disclosed for any inappropriate purpose. You may have access to your personal information on request.

Section 1 – About You

Full name.....Mr/Mrs/Miss/Ms.....
Address.....
.....Post Code.....
Telephone No.....Mobile No.....
Email address.....
Length of time at this address.....Council Tax Band.....
Number of years resident in Hampton-in-Arden.....
Date of Birth.....Marital status.....

Employment History - Please give details of your current occupation (if any) and brief details of your employment history.....
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Second Applicant (only complete this if you are applying as a couple)

Full name.....Mr/Mrs/Miss/Ms.....
Address.....
.....Post Code.....
Telephone No.....Mobile No.....
Email address.....
Length of time at this address.....Council Tax Band.....
Number of years resident in Hampton-in-Arden.....
Date of Birth.....Marital status.....

Employment History - Please give details of your current occupation (if any) and brief details of your employment history.....
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Section 2 – About your Next of Kin

(or person who accepts responsibility for you in the event of illness or other circumstances outside the responsibility of the Charity)

Name.....
Relationship to you.....
Address.....
.....Post code.....
Telephone No.....Mobile No.....
Email address.....

Section 3 – References

Please give details of two people (NOT relatives) who know you well and whom the charity may approach for a reference. If you are currently renting accommodation, one of the referees should be your current landlord. We will never disclose sensitive personal data to the referees but we will supply them with basic information regarding you and your application.

FIRST REFEREE -

Name.....
Relationship to you.....
Address.....
.....Post code.....
Telephone No.....Mobile No.....
Email address.....

SECOND REFEREE -

Name.....
Relationship to you.....
Address.....
.....Post code.....
Telephone No.....Mobile No.....
Email address.....

Section 4 – About your present home

Type of accommodation (e.g. 3 bedroom house).....

Do you, or your spouse, own the property? Yes / No

If 'yes', what is its present estimated value? £.....

Is there a mortgage outstanding on the property and, if so, how much is outstanding?

If there is no mortgage, please write NONE.

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If you do not own the property where you currently live, is the owner related to you in any way? Yes/No

If 'yes' what is the relationship?

If you, or your spouse, have ever owned the property where you currently live, in what circumstances did you cease to be the owner?

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If rented, please give the name and address of your landlord:

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Current rent £..... per week

Do you receive Housing Benefit or other Benefits to help with housing costs? Yes / No

Do you receive Council Tax discount or reduction? Yes / No

Why do you wish to leave your present accommodation?

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What are your intentions regarding your current accommodation if you are appointed to an almshouse?

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If you or your partner own property other than the one in which you live now, please give details below. This should include property owned abroad as well as in the UK:

Section 5 – Your Income

To enable the Trustees to assess your application, please provide the following information. This should include details of all sources of income and state how frequently you receive them e.g. weekly, monthly or annually.

	Net Amount	Frequency
Pensions <ol style="list-style-type: none"> 1. State retirement pension 2. Pension paid by a past employer 3. Private pension 4. Widow's / Widower's pension 5. Any other pension 		
Benefits & Allowances <ol style="list-style-type: none"> 1. Pension Credit 2. Attendance Allowance 3. Universal Credit 4. Any other benefits 		
Employment / Self-employment Please explain type of employment and hours of work. You will be required to bring evidence of earnings such as payslips or proof of earnings (if self-employed) to interview.		
Other Income <ol style="list-style-type: none"> 1. Annuities 2. Bank Account Interest 3. Building Society Account Interest 4. Investments 5. Renting property or land that you own 6. Grants from a charity 7. Financial assistance from a relative/friend 8. From a trust fund 9. Any other income – please give details 		

Section 6 – Your Savings and Capital

1. Bank accounts: Current Balance - £.....
2. Building Society accounts: Current Balance - £,.....
3. Shares: Current Value - £.....
4. National Savings (e.g. National Savings Certificates): Value - £.....
5. Unit Trusts: Current Value - £.....
6. Premium Bonds: Amount held - £.....
7. Any Other Capital: give details -

Section 7 – Your Debts

Do you have any loans or other debts (e.g. credit cards, store cards) outstanding? If so, please provide details.

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Section 8 – About your Health and Social Factors

Are you able and willing to live independently and look after yourself and your accommodation? Yes/No

Please give details of any significant illnesses, injuries or operations during the last five years -

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Are you currently receiving treatment for any illness? Yes / No

If **'yes'** please give details below:

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Are there any other health or social factors that you would wish the Trustees to take into consideration when assessing your application? Yes / No

If **'yes'** please give details below:

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The Charity may wish to write to your GP asking him to complete a medical certificate to enable your application to be considered further. If you are appointed as a resident and, at a later date, the Trustees become concerned about your health and/or your ability to continue to live independently they may need to obtain a further medical report. Please consent to the Charity contacting your GP to provide us with medical information about you either now or in the future.

Name and address of your GP.....
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.....Post Code.....

Do you have a conviction which is not spent under the Rehabilitation of Offenders Act 1974? Yes / No
This information will be processed solely for the purposes of this application.

If 'yes', please provide details:

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Is there anything else that you would like to add in support of your application?

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Section 9 – Declaration

I have read the 'Notice to all Applicants' section at the beginning of this application form and I believe that I am eligible to apply to live in one of the charity's almshouses.

I declare that the information given in this application is correct and complete to the best of my knowledge and belief. I understand that the Trustees would be entitled to terminate any appointment to an almshouse dwelling I may be given as a result of this application, if my answers in this application form are untrue, or misleading in any respect (for example, due to omitting or mis-stating relevant facts).

I have read this application form carefully (including the key Conditions of Appointment detailed in the appendix) and agree to abide by it should I be appointed to an almshouse.

I accept that if I am appointed as a resident I shall be a beneficiary of the Charity and not a tenant. Any weekly sum I pay will be a maintenance contribution and not a rent.

I confirm that I am able to look after myself and to live independently, with the assistance of family and social services if necessary.

I authorise the Charity to contact my next of kin directly in the event of an emergency.

I authorise my GP for the time being and all my other medical advisors for the time being to provide information about my health and any aspect of my medical condition upon request to the Charity, both in connection with my application to become a resident of almshouses provided by the Charity and at any time thereafter until I have ceased to live in the property provided by the Charity.

I consent to the Charity holding personal and sensitive data relating to me and my personal circumstances in accordance with the General Data Protection Regulations (GDPR).

I understand that I have the right to request access to the information that is held by the Charity relating to my data. I understand that I have the right to decline to provide information requested within this form.

The charity is obliged to check the immigration status of prospective residents and will need to see proof of identity such as a passport or driving licence.

I agree that the charity may contact me by (please tick as appropriate) -

email

post

telephone

Signature.....

Name.....

(PLEASE PRINT NAME IN CAPITAL LETTERS)

Date

To apply please send this completed form to:

Clerk to the Trustees
The George Fentham Meeting Room
Marsh Lane
Hampton-in-Arden
Solihull
B92 0AH

APPENDIX

KEY CONDITIONS OF APPOINTMENT TO A FENTHAM GREEN BUNGALOW

- The Charity retains the power to set aside a resident's appointment with good cause e.g. in cases of serious misconduct, non-payment of the Weekly Maintenance Contribution or a serious breach of the regulations, at which time the resident must vacate the dwelling.
- No other person is allowed to live at the address unless they have formally applied to the Charity and been granted beneficiary status in their own right and you have been jointly allocated the same dwelling.
- Residents should keep their almshouse clean and tidy at all times. The Charity will carry out repairs to the property.
- No visitor shall stay overnight without the prior consent of the Charity, except in case of emergency for the purpose of nursing a sick resident.
- Residents should not be absent from the property for more than 28 days in any one year without the prior consent of the Charity. All intended absence overnight must be notified to the Charity in order that all residents may be accounted for in case of emergency.
- In the event of extended illness in hospital or similar institution, the bungalow is to be relinquished after 3 months.
- The use of paraffin oil and portable gas heaters is strictly prohibited. The Charity should be consulted if additional heating is required.
- Residents are not allowed to make any structural alterations to the dwelling nor alter the plumbing or electrical installation. Only one electrical appliance must be run off the same power point at one time.
- No animals must be kept without the prior consent of the Charity.
- Residents must pay the Weekly Maintenance Contribution in full promptly on each due date. The amount is subject to increase from time to time at the discretion of the Trustees.
- The Charity may at any time alter the rules as necessary in the interest of the administration of the Trust and for the residents' welfare. Any alteration to the rules will be notified in writing to the residents.