

# Application for Tenancy



Applicants are to answer all questions as fully as possible; all boxes are expandable so don't feel restricted by the size of the field. Should you be applying as a couple, the lead applicant should be the individual with the strongest connection to The Three Parishes.

Please return this completed form to [info@lhet.org](mailto:info@lhet.org). Any applications received after the published closing time will not be considered. You will receive an automatic reply to confirm receipt and we will be in touch with you after the closing date.

## Section 1: Contact and required information

To be completed by the lead applicant

Full name	
Date of birth The lead applicant must be over 18 and under 40	
TDC Housing Needs Register reference number	
Best contact phone number	
Email address	
Current address	
Status of current address	<input type="checkbox"/> Private rented <input type="checkbox"/> Living with parents, family or friends <input type="checkbox"/> Own home
Length of time at current address Please note an approximate date range or number of years	

## Section 2: Local residential history

To be completed by the lead applicant

Please note any previous addresses within The Three Parishes that you have lived at, and how long you lived there for (date range or number of years)	
If you have any close family relatives that currently live or previously lived in 'The Three Parishes', please note their name, relationship to you, address and the length of time they resided there (date range or number of years)	

## Section 3: Employment

To be completed by the lead applicant

Please indicate your employment status *Please note that a guarantor will be required should you be successful.	<input type="checkbox"/> Full time employed <input type="checkbox"/> Part time employed (more than 16 hours per week) <input type="checkbox"/> Part time employed (less than 16 hours per week) * <input type="checkbox"/> Unemployed
If employed, please note your current job title and your Employer's name and address	
If employed, please note the length of time you have been with your current employer	
If you have been with your current employer for less than a year, please note your previous	

employer's name and address and the duration of your employment there	
Please supply details of any previous employment in the 'Three Parishes'	

#### Section 4: Education

To be completed by the lead applicant

Which primary school did you attend	<input type="checkbox"/> Lawford Church of England Voluntary-Aided Primary School <input type="checkbox"/> Highfields Primary School <input type="checkbox"/> Mistley Norman Church of England Primary School <input type="checkbox"/> A primary school outside of The Three Parishes
Which secondary school did you attend	<input type="checkbox"/> Manningtree High School <input type="checkbox"/> A secondary school outside of the Three Parishes

#### Section 5: References

To be completed by the lead applicant

Please provide the name and contact information of someone that can provide a professional reference for you (e.g. employer, teacher)	Reference name: Reference phone number: Reference email address:
Please provide the name and contact information of someone that can provide a personal reference for you (this cannot be a partner or member of your family)	Reference name: Reference phone number: Reference email address:

#### Section 6: Joint applicant

If another adult will be living with you, this section is to be completed by them. If you are applying as a single adult (with or without children), then you can leave this section empty.

Full name	
Relationship to the lead applicant	
Date of birth	
TDC Housing Needs Register reference number if it is different to that provided above	
Current address	
Status of current address	<input type="checkbox"/> Private rented <input type="checkbox"/> Living with parents, family or friends <input type="checkbox"/> Own home
Length of time at current address Please note an approximate date range or number of years	
Please note any previous addresses within The Three Parishes that you have lived at, and how long you lived there for (date range or number of years)	
If you have any close family relatives that currently live or previously lived in 'The Three Parishes', please note their name, relationship to you, address and the length of time they resided there (date range or number of years)	

Please indicate your employment status	<input type="checkbox"/> Full time employed <input type="checkbox"/> Part time employed (more than 16 hours per week) <input type="checkbox"/> Part time employed (less than 16 hours per week) <input type="checkbox"/> Unemployed
If employed, please note your current job title and your current Employer's name and address	
If employed, please note the length of time you have been with your current employer	
If you have been with your current employer for less than a year, please note your previous Employer's name and address and the duration of your employment there	
Please supply details of any previous employment in the 'Three Parishes'	
Which primary school did you attend	<input type="checkbox"/> Lawford Church of England Voluntary Aided Primary School <input type="checkbox"/> Highfields Primary School <input type="checkbox"/> Mistley Norman Church of England Primary School <input type="checkbox"/> A primary school outside of The Three Parishes
Which secondary school did you attend	<input type="checkbox"/> Manningtree High School <input type="checkbox"/> A secondary school outside of the Three Parishes
Please provide the name and contact information of someone that can provide a professional reference for you (e.g. employer, teacher)	
Please provide the name and contact information of someone that can provide a personal reference for you (this cannot be a partner or member of your family)	

### Section 7: Children

To be completed by either applicant

Would any children be living with you all or some of the time?	
If yes, please provide their gender(s), age(s) and whether they attend any local schools.	

### Section 8: Additional information

To be completed by either applicant

Please note any other information which you feel might support this application. This might include your use of or involvement with local clubs, networks and services for example	
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### Section 9: Property details

To be completed by either applicant

Please indicate which of the available properties you would like to be considered for. Those greyed out are not currently available.	<input type="checkbox"/> One Bedroom Flat (Mistley) <input type="checkbox"/> Two Bedroom Standard Flat (Mistley) <input type="checkbox"/> Two Bedroom Large Flat (Mistley) <input type="checkbox"/> Two Bedroom House (Mistley) <input type="checkbox"/> Two Bedroom House (Lawford)
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	<input type="checkbox"/> Three Bedroom House (Mistley)
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**Section 10: Confirmation**

To be completed by the lead applicant and the joint applicant if applicable

Please check the boxes to confirm your agreement with the following statements	Lead applicant	Joint applicant
I confirm that the information I have provided is true and correct to the best of my knowledge. I understand that any false information will invalidate my application	<input type="checkbox"/>	<input type="checkbox"/>
I understand that applications for LHET Housing is a competitive process, which is likely to be oversubscribed, therefore the directors’ decision to award tenancies is final and is not subject to appeal. Successful tenancies will be initially for one year and a maximum of five years.	<input type="checkbox"/>	<input type="checkbox"/>
I give consent for a full credit and reference check to be carried out on satisfactory fulfilment of all other criteria	<input type="checkbox"/>	<input type="checkbox"/>

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