



No: _____

Ramsey Town Commissioners Housing Application Form

Confidential
(The Housing Acts 1955 – 1976)

Please read these notes before completing the application form:

1. Complete in BLOCK capitals.
2. All questions must be answered.
3. You or your spouse / partner must have resided in the Isle of Man for a period of at least ten years, any five of which must have been spent in the Town of Ramsey.
4. If you are married your application will be joint and any tenancy offered will be joint.
5. If you have a partner or fiancée your application will be joint only if you are both residentially qualified.
6. Any applicants without children earning in excess of £33,555 per annum or £36,375 p.a. with one child, £39,185 p.a. with two children, £41,990 p.a. with three or more children) are not eligible for inclusion, irrespective of whether or not they have been on previous lists.
7. You should include with this application form any information in support of your application (such as a Notice to Quit, Court Order for possession, etc.), or provide a written account of your circumstances at Section 22.
8. No applications will be considered from people under the age of 18. Single applicants accepted onto the waiting list should be aware that suitable accommodation may be in short supply.
9. If you are self employed you should note that it is not permitted to carry on any trade, profession or business from a public sector property unless with the approval of Ramsey Town Commissioners.

HOUSING APPLICATION

1. APPLICANT DETAILS:

	Surname:	Christian Names	Contact Nos.
Applicant:			
Spouse / Partner			

2. Status: (Delete as appropriate)

Applicant:	Spouse / Partner
Single / Married / Widowed / Separated / Divorced / Engaged / Partners	Single / Married / Widowed / Separated / Divorced / Engaged / Partners

3. Current Address:

Applicant:	Spouse / Partner

4. Date of Birth:

Applicant:	Spouse / Partner

5. Place of Birth:

Applicant:	Spouse / Partner

6. No of years resident on the Island:

	Applicant:	Spouse / Partner
Years:		
Addresses – you should show addresses and the dates that you lived there. Continue on a separate sheet if necessary.	From.....To.....	From.....To.....
	From.....To.....	From.....To.....
	From.....To.....	From.....To.....

7. Number of Years resident in the Town of Ramsey:

	Applicant:	Spouse / Partner
Years:		

8. Occupation:

	Applicant:	Spouse / Partner
Nat. Insurance No.	/ / / /	/ / / /

9. Employer (if applicable)

	Applicant:	Spouse / Partner

10. Income at the time of the application(you will be required to produce three recent payslips to show your weekly or monthly income, or other confirmation as required. If you are self employed you will need to show your previous two years' audited accounts)

	Applicant:	Spouse / Partner
Basic Wage	£	£
Regular Overtime	£	£
Pensions	£	£
Benefit Payments	£	£
Other Income (please specify)	£	£

11. Savings: Do you or your partner have savings in excess of £15,000 (This should include the net result of the sale of a previous property whether solely or jointly owned):

	Applicant:	Spouse / Partner
	Yes / No	Yes / No

OTHER PERSONS REQUIRING ACCOMMODATION

12. Number of children n the Family (pre school and in full time education)

Surname	Christian Names	Age	Male / Female

13. Names of any other person requiring housing with you

Name			
Relationship			
Their:			
Basic Wage			
Regular Overtime			
Pension			
Benefits			
Other Income			
Please specify the relationship to the applicant, i.e. son / daughter in employment, relative, lodger, etc. continue on separate sheet if necessary)			

ACCOMMODATION REQUIRED:

14. Estate or Area in which tenancy is required:

First Choice.....

Second Choice.....

Third Choice.....

If you have no preference please tick here ()

Type of Accommodation Required – delete as necessary:

House / Bungalow / Flat

Number of Bedrooms Required – delete as necessary:

One / Two / Three / More than three

State if you have any special needs:

.....

Details of Present Accommodation – delete as necessary:

15. Do you live in rented accommodation? Yes / No
If No – go to question 16.

Is the tenancy in your name? Yes / No
If No, give details of your present circumstances (such as living with
your parents, living with friends,
etc. – continue on a separate sheet
if necessary).

If yes please complete the following:

Is the property a Flat / Bungalow / House

Is the property Furnished / Unfurnished / Partly Furnished

If a flat, is it on the Ground / 1st Floor / 2nd Floor / 3rd or 4th Floor

How many bedrooms? One / Two / Three / Over Three

Do you have:	Central Heating?	Yes /	No
	Coal Fire?	Yes /	No
	Hot Water?	Yes /	No
	Bathroom for your sole use?	Yes /	No
	Shared bathroom?	Yes /	No
	Toilet for your own use?	Yes /	No
	Shared toilet?	Yes /	No

What is your weekly rent, including rates / charges? £

Are there any defects in your present accommodation? Yes / No
If Yes, have you requested the owner to rectify them? Yes / No

What are the defects?.....
.....
.....
.....
.....

Please provide details of who owns the property, the defects and what action has been taken to rectify them, continue on a separate sheet if necessary.

Details of Property Ownership (if applicable):

16. Do you or your spouse / partner own a property? Yes / No

If Yes, is it owned... Solely / Jointly

Address of Property.....

.....

Amount of Mortgage / Loans outstanding on the property £

Value of Property £

Have you or your spouse / partner previously owned a property? Yes / No

If Yes, please provide under separate cover, details of the sale showing the address of the property, name of the vendor(s), date of sale, net sum after repayment of mortgage, charges or loans.

Special Circumstances Relating to your Application:

17. Are there any members of your immediate family separated from you because of lack of accommodation? Yes / No

If Yes, please give details.....

.....

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18. Do you, or any member of your family suffer from a medical condition which is affected by your present accommodation or which necessitates a particular location or type of accommodation? Yes / No

If Yes, please give details and supply a Doctor's note of confirmation.....

.....

.....

19. Are you under Notice to Quit? Yes / No

20. Has an application been made to the Courts for a Possession Order against you? Yes / No

If Yes, you must supply a copy of the Notice to Quit or Possession Order with this application.

21. Have you or your spouse / partner applied to any other Housing Authority for accommodation? Yes / No

If Yes, what was the outcome of that application?.....

.....

Additional Information

22. Please provide any additional information which you think may support your application:

.....

Continue on a Separate Sheet if necessary.

For Office Use:

Date Received		Accept		Pts
Interview Date		Elig		IOM
Inspection Date		Res IoM		Res IoM
		Res Area		Res Area
		Inc		J / S
Considered by		Add 1		Fam
		Add 2		Inc
		Add 3		Adeq
Approved / Refused		Dis 1		N to Q
		Dis 2		Emerg
				Ref -
Signature				Arrs
Decision Date				Total

Please read the following carefully before signing the Declaration below:

This form fully completed should be taken to or posted to the address shown below. If you are unable to complete the form or provide any necessary enclosure you should seek the advice of the Housing Office. Receipt of this form does not imply acceptance onto the Housing Waiting List. You will be notified of the decision in writing.

If your application is refused you should write to the Housing Committee seeking a review of the decision to refuse. If that decision is upheld by the Housing Committee you may then seek an appeal against that decision by writing to the Director of Estates and Housing, Department of Local Government and the Environment, Murray House, Mount Havelock, Douglas. Your appeal will be heard by the Director of Estates and Housing, or in the case of an application for houses owned by the Department, by a member of the Legislature appointed by the Council of Ministers.

Allocation of properties is undertaken using a points system common to all Housing Authorities on the Island. You will be awarded points based upon your length of residence, time on the waiting list, marital status, number of children, income and adequacy of your current accommodation. Unjustified refusal of a tenancy and previous accumulated rent arrears may result in deduction of points awarded. You must let us know of any change of address and significant change in your circumstances immediately as this may affect your points allocation.

Declaration:

To the best of my / our knowledge and belief the information provided in this application is correct and complete. I/We understand that if any information provided is found to be deliberately or carelessly misleading or false it will prejudice the granting and retention of any tenancy.

I/We have no objection to the Housing Authority, to whom this application is made, making any necessary enquiries to check that any information contained in this application is correct.

Signature of Applicant

Signature of Joint Applicant

Date of Application

Please take or post this form to:

Ramsey Town Commissioners
Housing Office,
Town Hall,
Parliament Square,
Ramsey. IM8 1RT