



Housing Partnerships
Housing Services

Please return this form to:-
Area Renewal, H.I.A. Team
Millshaw Park Way
Churwell
Leeds
LS11 0LS
Tel: 0113 3957156

Home Improvement Assistance Application Form

**PLEASE READ CAREFULLY THE ACCOMPANYING LEAFLET
BEFORE FILLING IN THIS FORM.**

PLEASE ANSWER QUESTIONS IN CAPITAL LETTERS
OR CIRCLE THE RELEVANT ANSWERS.

1. Address Details

Address of property at which the works are to be carried out:	Address for correspondence (if different):
Postcode:	Postcode:
Home Telephone Number:	Home Telephone Number:
Work/Mobile Telephone Number:	Work/Mobile Telephone Number:
E-mail Address:	E-mail Address:

2. Ownership Details

Full name(s) of person(s) having ownership interest in the above said property.

Title	Forename	Surname	Age	Date of Birth	Owner Status	Address if different from above
					Owner Occupier/ Joint Owner	
					Owner Occupier/ Joint Owner	
					Owner Occupier / Joint Owner	

3. Other people who live with you

Title	Forename	Surname	Age	Date of Birth	What do they do? (eg school, unemployed, work, student, retired)	Relationship to Owner(s)

4. Benefits Details

Are you or any of the applicants in receipt of any of the following (please circle as appropriate):

Income Support

Guaranteed Pension Credit

Income Based Job Seekers Allowance

Employment & Support Allowance (Income-Related)

Council Tax Benefit (not single person discount)

Housing Benefit

Working Tax Credit (income limits apply)

Child Tax Credit (income limits apply)

Disability Living Allowance

Attendance Allowance

Industrial Injuries Disablement Benefit

War Disablement Pension

Please note on visiting an officer will ask you to provide proof of your related benefits.

5. Property Details

Type of property (Please circle):- Detached Semi-Detached Through Terrace End Terrace Back to Back

When did you buy the property? _____

What Council Tax Band is your property in? A B C D E F G H Don't Know

Is there loft insulation? Yes No

If yes, please describe type and thickness _____

Is there central heating? (please circle) Yes No

If yes, type of fuel _____

Have you got smoke alarms? (please circle) Yes No

Do you consider your home secure? (please circle) Yes No

If no, explain why? _____

What is the approximate value of your property? £ _____

Do you have a mortgage? (please circle) Yes No

What type of Mortgage do you have? (please circle) Repayment Endowment Interest Only

Mortgage Start Date: _____ Original Amount Borrowed: £ _____

Any Further Borrowing (on Mortgage)? Yes No

Date: _____ Amount: £ _____

Do you have up-to date buildings insurance cover? Yes No

If Yes, which company is it with? _____

MORTGAGE DETAILS:

Mortgage Lender Name: _____

Account No. : _____

Actual Monthly/ Weekly Payment: £ _____ Arrears (if any): £ _____

Approx. Balance Outstanding: £ _____

ENDOWMENT POLICY DETAILS:

Endowment Policy Company Name: _____

Policy Number: _____

Monthly Premiums: £ _____

Is the policy tied to your property? (please circle) Yes No

Is your Policy? (please circle) Live Surrendered Lapsed

Please note on visiting an officer will ask you to provide your most recent Mortgage Statement.

SECURED LOAN DETAILS:

Secured Lender Name:	_____		
Account No. :	_____		
Start Date:	_____	Amount Borrowed: £	_____
Type (please circle):	Repayment	Interest Only	
Purpose:	_____		
Actual Monthly/ Weekly Payment: £	_____	Arrears (if any):	_____

NB: If you have more than 1 Secured Loan, please continue on a separate sheet of paper.

UNSECURED LOAN DETAILS:-

Loan details:	_____		
Account No. :	_____		
Start Date:	_____		
Total Borrowed: £	_____		
Period:	_____		
Purpose:	_____		
Actual Monthly/ Weekly Payment: £	_____		
Arrears: £	_____		

NB: If you have more than 1 Unsecured Loan, please continue on a separate sheet of paper.

Credit Card/Store Card details

Credit Cards/ Store Cards details:	_____		
Start Date:	_____		
Amount Borrowed: £	_____		
Actual Monthly/ Weekly Payment: £	_____		
Balance: £	_____		
Credit Limit:- £	_____		

NB: If you have more than 1, please continue on a separate sheet of paper.

Please note on visiting an officer will ask you to provide any approved Loan Agreements.

6. Repair/Improvement Details

Are the works likely to cost more than approx. £1,000?

Yes

No

Please give a brief description of what works are required at your property:

7. Declaration and Signatures

Public funds must be protected and so the information you have provided on this form may be used to prevent and detect fraud.

The information may also be shared, for the same purposes, with other organisations which handle public funds.

I declare that the information I have given is correct and complete. I fully understand that if false information is given this will result in my enquiry being cancelled or court proceedings possibly being taken to recover any payments made.

You authorise us to write to your existing lender(s) for consent to register the Legal Charge and to obtain your title deeds from them where necessary.

You agree to let us know if any of your circumstances described in this form change after you complete this application form.

You agree to provide the title deeds where necessary if your property is unencumbered (no mortgage no secured loans)

I accept that financial assistance will be based on the lowest estimate submitted from my contractors.

I accept that if there are any structural problems with my property that, where relevant, I will contact my buildings insurance company in the first instance.

Signed (yourself):

National Insurance Number: Date:/...../.....

Signed (partner):

National Insurance Number: Date:/...../.....

FOR OFFICE USE ONLY

I have completed this form on behalf of the applicant and have read all the details over to him/her before asking him/her to sign the declaration.

Signature: Date:/...../.....