

Please return this form to:-  
Private Sector Housing  
Leeds City Council  
Knowsthorpe Gate  
Cross Green  
Leeds LS9 0NP  
Tel: 0113 378 4702

# Empty Homes Loan Application Form

**PLEASE READ CAREFULLY THE ACCOMPANYING INFORMATION SHEET 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):
Postcode:	Postcode:
	Home Telephone Number:
	Work/Mobile Telephone Number:
	E-mail Address:

## 2. Ownership Details

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

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

### 3. Property Details

How long has the property been empty? \_\_\_\_\_ years \_\_\_\_\_ months

How long have you owned the property? \_\_\_\_\_ years \_\_\_\_\_ months

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

What is the approximate value of your property? £ \_\_\_\_\_

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 Payment: £ \_\_\_\_\_    Approx Balance Outstanding: £ \_\_\_\_\_

Arrears Balance (if any): £ \_\_\_\_\_

Have you made any arrangements with your current lender regarding any arrears?    Yes / No

Is the property subject to a possession order?    Yes / No

#### **SECURED LOAN DETAILS:**

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

Secured Lender Name: \_\_\_\_\_

Account No. : \_\_\_\_\_

Start Date: \_\_\_\_\_    Amount Borrowed: £ \_\_\_\_\_

Type (please circle):    Repayment    Interest Only

Purpose: \_\_\_\_\_

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

Have you ever been bankrupt or the subject of an IVA (Individual Voluntary Arrangement) or Debt Relief Order    Yes / No

**Please provide a copy of your most recent mortgage statement (not more than 12 months old).**

## 4. Repair/Improvement Details

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

Are the works likely to exceed £30,000. Yes / No

If the works are likely to exceed £30,000, how will you be funding the additional amount?

Please provide details of how you intend to repay the loan in full at the end of the 5 year loan term.

If the property is to be rented, what is the proposed rental to be charged on the property?

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## 6. 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: ..... Date: ...../...../.....

Signed: ..... Date: ...../...../.....

Signed: ..... 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: ...../...../.....