

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

Unsecured Empty Property 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 Flat

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

MORTGAGE/ SECURED LOAN DETAILS:

Mortgage Lender Name: _____

Account No. : _____

Actual Monthly Payment: £_____ Approx Balance Outstanding: £_____

Arrears Balance (if any): £_____

Secured Lender Name: _____

Account No. : _____

Actual Monthly Payment: £_____ Approx Balance Outstanding: £_____

Arrears Balance (if any): £_____

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

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

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

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

4. Repair/Improvement Details

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

Are the works likely to exceed £5,000. Yes / No

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:/...../.....