



PEEL TOWN COMMISSIONERS Housing Waiting List

Application Form
and
Guidance Notes

February 2016

Housing Application Guidance Notes

The Commissioners offer the following as guidance only in completion of the waiting list application form.

You may also qualify to be included on The First Time Buyers List. Inclusion on this list will not prevent you from being on our waiting list. Contact Customer Services at the Department of Social Care for more information on 685955.

Please read these notes **prior** to completing the application form.

1. Acceptance Criteria

- The normal residential qualifications for acceptance on the waiting list and/or allocation of accommodation are:-
 - (a) Minimum of 10 years residence in the Isle of Man; and
 - (b) Minimum of 5 years residence in an area where the Department is the housing authority.
- The residential qualifications do not need to be continuous or immediately prior to the application. (but you will be required to provide proof of residence)
- Your total income must not exceed £33,555 per annum, including that of your spouse, partner or fiancé with no children, £36,375 with one child, £39,185 with two children and £41,990 with three children.
- No applications will be considered from single people under the age of 18.

2. Allocation Criteria

- With regard to the allocation of properties a points system is applied to every housing application.
- The aim of the points system is to assess each applicant by a common set of standards in relation to their housing needs.

3. Application Form

- The application form should be completed in block capital letters
- All questions **must** be answered. (If the answer is "none" state "none" or if not applicable state "n/a"). Or enclose relevant supporting documentation.
- **Failure** to complete any part of the application form **will** result in the form being returned to the applicant without consideration.

4. Question 1 – Applicant Details

- In order to be considered, the full name of all applicants must be given.

5. Question 2 – Applicant's Status

- If you are married, your application will be joint and any tenancy offered will be joint if residentially qualified.
- If you have a partner or fiancé your application will be joint only if both parties are residentially qualified.

6. Question 3 – Current Address

- You must provide a current utilities bill, bank statement, or similar showing your present address when submitting your application.

7. Questions 4 And 5 – Date/Place of Birth

- You must provide original or certified copies of birth certificates for each applicant and any other persons requiring housing with you.

8. Question 6 – Number Of Years Resident On The Island.

- Details must include all addresses, and whenever possible the dates of residency should include month and year (e.g. May 2005).
- You may be asked to supply some proof of your previous addresses.

9. Question 7 – Number Of Years Resident in the Peel Area.

- The total time residing in the Peel area need not be continuous or immediately prior to the application but must be five years or more.

10. Questions 8 And 9 – Occupation And Employer

- You will be required to submit a minimum of three most recent payslips to support your application.
- 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 prior approval of the Commissioners.

11. Question 10 – Weekly Income

- Income is based on all gross income (this is before tax and deductions). The applicant(s) must submit at least three recent wage/salary slips, in respect of each of the applicants, as evidence of income, plus proof of any benefits, including child benefits, and/or pensions.

- If you are self-employed you will need to show your previous two years' audited accounts. If audited accounts are unavailable, please submit copies of your income tax assessment(s). You may be required to provide authority to approach the tax office for confirmation of proof of income.
- Where an applicant is in receipt of social benefits, a copy of the most recent award letter must be provided. Submission of the application form implies approval for the Commissioners to approach the Department of Health and Social Security to verify details of any benefits received by the applicant(s).

12. Question 11 – Savings

- You must provide details of all your savings and any investments which you may have.
- This should include the proceeds of sale of a previous property whether solely or jointly owned.

13. Questions 12 and 13 – Other Persons Requiring Accommodation/Housing

- You must provide original or certified copies of birth certificates for each applicant and any other persons requiring housing with you.

14. Question 14 – Accommodation Required

- It is important you think carefully about where you would like to live, as unjustified refusal of a property offered will result in a deduction of housing points.

15. Question 15 – Present Accommodation

- You must produce your rent book, if you are currently in, or have recently left, rented accommodation. If you do not have a rent book, then please provide the name and address of your landlord.
- As part of the assessment process an officer of the Commissioners, or other agency, e.g. Environmental Health, may be required to carry out an inspection of your present accommodation to evaluate any particular difficulties relating to such accommodation.
- The submission of the application form will imply approval to such an inspection which, if necessary, will be arranged at a mutually convenient time.

16. Question 16 – Details of Property Ownership

- Owners/occupiers (existing or recent) are not automatically barred from applying for public sector housing; however, the applicant(s) will need to satisfy the Commissioners that they have an urgent and compelling need to be rehoused, and are not in a financial position to provide their own private accommodation.
- If you are still living in the property or still co-own the property but are not living in it, you must provide a recent valuation of the property, along with proof of any mortgages and/or charges against the property.
- In the case of recent owner/occupiers, a document provided by the Advocate for the applicant(s) stating the reason(s) for selling, the selling price of the property and proceeds received by the applicant(s) will also need to be submitted.
- Where the property is the subject of a divorce or legal separation, upon completion of divorce/legal separation proceedings, it will be necessary to show the legal documentation in relation to the settlement.
- The acceptance of an owner/occupier (existing or recent) may be subject to special conditions laid down by the Commissioners.

17. Question 17 – Family Members Living Separately

- Proof of members of immediate family living separately due to lack of suitable accommodation, etc, can include separate rent books, and proof of address details as for question 3.

18. Question 18 – Medical Conditions/Special Needs

- You must provide us with a 'Support for Rehousing' form from a health/welfare professional (e.g., Social Worker, Health Visitor, etc) to support any claim that your health or any member of your family's health or welfare is affected by your current accommodation, or if a particular type or location of accommodation is required on health grounds.
- You may be required to fill in a more detailed form in relation to your disability/problem in order that the Commissioners can fully assess your housing needs.

19. Questions 19 And 20 – Notice to Quit/Possession Orders

- You should provide, if applicable, a copy of any legal Notice to Quit or Court Order for possession, to leave your present accommodation. (This is not just a simple letter from your landlord requesting that you leave the property).

20. Question 21 – Other Housing Authorities

- Applicants may not be on more than one public sector waiting list at the same time. Where applicants are residentially qualified in more than one housing authority area, they must decide to which authority they prefer to apply.

21. General Information

- You should read the declaration carefully at the end of the form before signing.
- Any information given in the application form may require substantiation, and may require the submission of further supporting evidence.
- It is the responsibility of the applicant to notify the Commissioners of any change in circumstances which may affect their application.
- Your housing application will be reviewed on an annual basis and you will be required to submit current payslips, and to notify the Commissioners of any change in circumstances. It is the applicant's responsibility to keep the Commissioners up to date with any changes which may affect your application particularly with regards to change of address.
- If the Commissioners are unable to contact you at the address given, you may miss an opportunity for housing, and your name will be removed from the housing waiting list.
- The application form must be signed by the applicant, or in the case of a joint application, by both parties.
- Your completed housing application form should be returned to:

Housing Officer
Peel Town Commissioners
Town Hall
Derby Road
Peel
IM5 1RG
e-mail: jamie@ptc.org.im

- Any questions in relation to the completion of the form may also be addressed to the housing officer either by post, by telephone (telephone: (01624) 842341), or by prior appointment.

Please read these notes before completing the application form.

Difficulty with forms or just want advice? The Housing Officer will help in private – Just ask

- A. Please make an appointment with the Housing Officer, ask at the Town Hall or telephone 842341.

Confidential



Peel Town Commissioners
Housing List Application Form
(The Housing Act 1955 To 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, five of which must have been spent in the Peel area.
 4. If you are married your application will be joint, and any tenancy offered will be joint (if both parties are residentially qualified).
 5. If you have a partner or fiancée your application will be joint, (if both parties are residentially qualified).
 6. Your gross income must not exceed £33,555 per annum, (£36,375 if you have one child, £39,185 if you have two children or £41,990 if you have three or more children) and must include income of your spouse, partner or fiancée.
 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 single 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 Peel Town Commissioners.
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Applicant Details				
	Applicant		Spouse/Partner/Fiancée	
1. Full Name	<i>(Surname)</i>		<i>(Surname)</i>	
	<i>(First Name)</i>		<i>(First Name)</i>	
Previous name (if applicable)	<i>(First Name)</i>	<i>(Surname)</i>	<i>(First name)</i>	<i>(Surname)</i>
Telephone No. Home: Mobile: Work: Email Address.				

	Applicant		Spouse/Partner/Fiancée	
2. Status <i>(Delete As Appropriate)</i>	Single/Married/Widowed/Separated Divorced/Engaged/Partners		Single/Married/Widowed/Separated Divorced/Engaged/Partners	
Previous name (if applicable)	<i>(First Name)</i>	<i>(Surname)</i>	<i>(First Name)</i>	<i>(Surname)</i>
3. Current Address	From..... To.....		From..... To.....	

4. Date of birth		
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5. Place of birth		
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6. No. Years resident on the islandYearsYears
	Addresses	
	(From To)	(From To)

(You should show all addresses and dates where you have lived)

(From To)	(From To)
(From To)	(From To)

Please continue on a separate sheet if Necessary.

7. No. years resident in the authority area		
YearsYears

	Applicant	Spouse/Partner/Fiancée
8. Occupation		
National Ins. No.	/ / / /	/ / / /
9. Employer <i>(If applicable)</i>		

10. Weekly income at the time of the application <i>(you will be required to produce three recent payslips to show your weekly or monthly income, or other confirmation as requested. If you are self-employed you will need to show your previous two years audited accounts)</i>		
Basic wage	£	£
Regular overtime	£	£
Pensions <i>(widows or retirement)</i>	£	£
Benefits <i>(social security etc)</i>	£	£
Other income <i>(please specify)</i>	£	£

<p>11. Savings Do you or your partner have any savings Yes / No</p> <p>Do you or your partner have any assets/ savings in excess of £50,000? Yes / No <i>(this should include the net result of the sale of a previous property whether solely or jointly owned) If yes, please forward bank statements and or disbursements of sale of property.</i></p>

Other persons requiring accommodation

12. Number of children in the family (*pre school and in full time education*)

Surname	First Name	Age	Date of Birth	Male/Female
1.				
2.				
3.				
4.				
5.				

13. Names of any other person requiring housing with you

	Name	Name
	Relationship	Relationship
Their:	£	£
Basic wage	£	£
Regular overtime	£	£
Pension	£	£
Benefits	£	£
Other income	£	£
<i>(Please specify the relationship with the applicant, ie son/daughter in employment, relative, lodger etc)</i> <i>(Continue on separate sheet if necessary)</i>		

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	<i>(Delete as necessary)</i>
	House
	Bungalow
	Flat
Number Of Bedrooms Required	One
	Two
	Three
	More Than Three
State if you have any special needs	Yes/No

Details of present accommodation																																																											
<i>(Delete As Necessary)</i>																																																											
15. Do you live in rented accommodation? If no go to question 16	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>			Yes	No																																																						
Yes	No																																																										
Is the tenancy in your name? If no , give details of your present circumstances <i>(such as living with parents, living with friends, etc. Using a separate sheet if necessary)</i>	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>			Yes	No																																																						
Yes	No																																																										
<p>If yes, please complete the following</p> <p>Is the property a . . .</p> <p>Is the property . . .</p> <p>If a flat, is the property on the . . .</p> <p>How many bedrooms?</p> <p>Do you have central heating?</p> <p> Coal fire?</p> <p> Hot water?</p> <p> Bathroom for your sole use?</p> <p> Shared bedroom?</p> <p> Toilet for your own use?</p> <p> Shared toilet?</p> <p>What is your weekly rent including rates/charges?</p> <p>Are there any defects in your present accommodation?</p> <p>If yes, have you requested the owner to rectify?</p>	<table border="1"> <tr> <td></td> <td>Flat</td> <td>Bungalow</td> <td>House</td> </tr> <tr> <td></td> <td>Furnished</td> <td>Unfurn.</td> <td>Part</td> </tr> <tr> <td>Ground</td> <td>1st Floor</td> <td>2nd Floor</td> <td>3/4 Floor</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>Over 3</td> </tr> <tr> <td></td> <td>Yes</td> <td>No</td> <td></td> </tr> <tr> <td></td> <td>Yes</td> <td>No</td> <td></td> </tr> <tr> <td></td> <td>Yes</td> <td>No</td> <td></td> </tr> <tr> <td></td> <td>Yes</td> <td>No</td> <td></td> </tr> <tr> <td></td> <td>Yes</td> <td>No</td> <td></td> </tr> <tr> <td></td> <td>Yes</td> <td>No</td> <td></td> </tr> <tr> <td></td> <td>Yes</td> <td>No</td> <td></td> </tr> <tr> <td></td> <td>£</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Yes</td> <td>No</td> <td></td> </tr> <tr> <td></td> <td>Yes</td> <td>No</td> <td></td> </tr> </table>		Flat	Bungalow	House		Furnished	Unfurn.	Part	Ground	1 st Floor	2 nd Floor	3/4 Floor	1	2	3	Over 3		Yes	No			Yes	No			Yes	No			Yes	No			Yes	No			Yes	No			Yes	No			£				Yes	No			Yes	No			
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What are these defects? <i>Please provide details of who owns the property, the defects and what action has been taken to rectify them, using a separate sheet if necessary.</i>																																																											

Details of property ownership <i>(if applicable)</i>		
16. Do You Or Your Spouse/Partner/Fiancée Own A Property? If Yes Is It Owned . . .	Yes	No
	Solely	Jointly
Address Of Property		
Amount Of Mortgage/Loans Outstanding On The Property Value Of Property	£	
	£	
Have You Or Your Spouse/Partner/Fiancée Previously Owned A Property?	Yes	No
<i>If yes please provide, under separate cover, details of the sale showing the address of the property, name of vendor or vendors, date of sale, net sum after repayment of mortgage, charges or loans.</i>		

Special circumstances relating to application		
17. Are any members of your immediate family separated From you because of lack of suitable accommodation? <i>If yes please give details</i>	Yes	No
18. Do you or any member of your family suffer from a Medical condition or special needs which are affected by your present Accommodation or which necessitates a particular Type or location of accommodation? <i>If yes, please ask your Health or Social Worker to complete the form 'Support for Rehousing' with you. The Special Housing Needs Self-Assessment form is also available – please ask.</i>	Yes	No
19. Are you under written notice to quit? If yes, is it for rent arrears?	Yes	No
20. Has an application been made to the courts for a Possession order against you? <i>If yes you must supply a copy of the notice to quit or possession order with this application</i>	Yes	No
21. Have you or your spouse/partner applied to any other Housing authority for accommodation? <i>If yes what was the outcome of that application?</i>	Yes	No

Additional Information

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

(Continue on a separate sheet if necessary)

Please read the following carefully before signing the declaration.

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 housing, Department Of Social Care, Markwell House, Market Street, Douglas. Your appeal will be heard by the Director of Housing.

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 residency, time on the waiting list, marital status, and number of children, income and adequacy of your current accommodation. Unjustified refusal of a tenancy and previous accumulative rent arrears may result in deduction of points awarded. You must let us know of any changes of address and significant change in your circumstances immediately as this may affect your point allocation

Peel Town Commissioners will use the information it obtains from customers for administration in connection with its statutory functions and the provision of any other services to its customers, including marketing, auditing, risk assessment fraud and crime prevention. In administering the Commissioners or any services provided to the customer, the Commissioners may share the information concerning the customer with government departments only where there is a statutory requirement to do so, and with agents operating under confidentiality agreements. In addition, the Commissioners may have to disclose information about the customer to auditors, legal advisers and regulatory bodies and Tynwald members.

Subject to the above and unless it has the right or duty to disclose or is permitted or compelled to do so by law, the Commissioners shall not disclose any information about the customer or the company without prior consent of the client or an authorised person.

Unless notified by the customer that such information is not required, the Commissioners may from time to time advise the client of products and services offered by the Commissioners that it believes would be of interest.

The client has a right to see a copy of the records relating to them that the Commissioners control and to have any errors corrected. To see a copy of their records the client should apply in writing to the data protection officer. The Commissioners may charge a fee of up to £10 for such access.

Declaration

To the best of my knowledge and belief the information provided in this application is correct and complete. I 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. All the information provided by me must be correct. Misleading or falsified information could result in prosecution and jeopardise any future tenancy. Peel Town Commissioners would draw your attention to schedule 3 of the current Housing (Miscellaneous Provisions) Act 1976 which states:

3A (1) A person commits an offence if, for the purpose of obtaining the provision of housing under this schedule, whether for that person or another, that person –

(a) makes a statement or representation knowing it to be false; or

(b) produces or furnishes, or knowingly allows to be produced or furnished, any document or information knowing it to be false in a material particular.

(2) A person guilty of an offence under subsection (1) shall be liable on summary conviction to a fine not exceeding £5000 or to custody for a term not exceeding 6 months, or both.

(3) If a person is convicted of an offence under sub-paragraph (1) in connection with housing for himself or herself, the court may, in addition to any other penalty, make an order depriving that person of the estate or interest obtained as a result of the statement or representation or the production or furnishing of the document or information.

I give my consent to Peel Town Commissioners, to contact the persons or agencies referred to in this form in order to validate the information provided by me so that my application may be processed in accordance with the Tynwald agreed criteria for access to public sector housing.

Signature of Applicant

Signature of Joint Applicant

Date of Application

Please provide photographic identification for each person requiring housing.

Acceptable form of identification are:

Passport, Current Driving Licence, Current Employment I.D.

Please take or post this form to:

The Housing Officer
Peel Town Commissioners
Town Hall
Derby Road
Peel
IM5 1RG
e-mail: jamie@ptc.org.im

Application no: **HWL**.....

Income Tax Division
2nd Floor
Government Office
Bucks Road
DOUGLAS
IM1 3TX

Housing Waiting List – Income Tax authorisation

To be completed by the applicant(s)

Full name of Applicant

Date of birth

Full name of Spouse/Partner

Date of birth

Address

.....

Tax reference no

.....

I hereby authorise you to approach the Income Tax Division for verification of my/our income and any Income Tax liabilities I/we may have. I also hereby authorise you to approach the Income Tax Division for verification that my / our Income Tax Returns are up to date and the date that I/we became resident for Tax purposes.

Date Signature

Signature

TO BE COMPLETED BY PEEL TOWN COMMISSIONERS

The above named person has applied for Public sector Housing and I should be grateful if you would provide me with the relevant details overleaf in respect of the applicants Income Tax status.

Date..... Signature.....

Housing Officer, Peel Town Commissioners, Town Hall, Peel.

TAX REF NO NAME (s)

.....

**1. OUTSTANDING BALANCES
Income Tax Liability**

Amount Owing

- 1. Assessment no.....20 / 20..... £
- 2. Assessment no.....20 / 20..... £
- 3. Assessment no.....20 / 20..... £
- 4. Assessment no.....20 / 20..... £

Class 4 Liability

- 1. Assessment no.....20 / 20..... £
- 2. Assessment no.....20 / 20..... £
- 3. Assessment no.....20 / 20..... £
- 4. Assessment no.....20 / 20..... £

2. Total Gross Income in year ended 5th April 20.....
(including where relevant the gross income of his/her spouse in the above year)

£

Applicant

£

Spouse

3. Date first registered residentially for Tax purposes

Applicant

Spouse

4. ANY OTHER RELEVANT INFORMATION

.....

.....

Date Signature:

Income Tax Division

Housing Application Checklist

Please check that you have completed all the necessary documentation to support your application by ticking in the boxes below.

Please supply original or certified copies of all documents. Wherever possible these items will be photocopied and returned to you while you wait.

	Have you included	<i>Office Use only</i>
1. Marriage Certificate (Question 2)	<input type="checkbox"/>	<input type="checkbox"/>
2. Evidence of divorce or legal separation (Question 2)	<input type="checkbox"/>	<input type="checkbox"/>
3. Current utilities bill or bank statement, or similar showing your present address (Question 3)	<input type="checkbox"/>	<input type="checkbox"/>
4. Birth Certificates for each person to be housed (Questions 4, 5, 12 & 13)	<input type="checkbox"/>	<input type="checkbox"/>
5. Proof of income (min 3 recent payslips inc. benefits) (Questions 10 & 13)	<input type="checkbox"/>	<input type="checkbox"/>
6. Proof of savings and investments (Questions 11 & 13)	<input type="checkbox"/>	<input type="checkbox"/>
7. Rent book or name & address of landlord (Question 15)	<input type="checkbox"/>	<input type="checkbox"/>
8. Details of ownership/co-ownership of any property (Question 16)	<input type="checkbox"/>	<input type="checkbox"/>
9. Details of previously owned properties (Question 16)	<input type="checkbox"/>	<input type="checkbox"/>
10. Evidence of immediate family living separately (Question 17)	<input type="checkbox"/>	<input type="checkbox"/>
11. Supporting form from a health professional (Question 18)	<input type="checkbox"/>	<input type="checkbox"/>
12. Notice to Quit or Court Possession Order (Questions 19 & 20)	<input type="checkbox"/>	<input type="checkbox"/>
13. Other evidence/supporting information (<i>please list below</i>)	<input type="checkbox"/>	<input type="checkbox"/>

Checked By Date:

Acknowledgement Letter sent: Date:

Special Housing Needs Self-Assessment Form or Support for Rehousing form sent please state:

..... Date:

For Office Use Only

	Yes	No	Points Allocated
Area Resident			
Resident IOM			
Born IOM			
Income			
Joint/Single			
Family			
Notice to Quit			
Health/Welfare/ Environment			
Arrears			
Emergency			
Other			
Total points			

Recommendation: Approve/Refuse

Reason if Refusal:

Signed: _____

Date: _____

Acceptance letter sent by:

Date:

Offered	Address	Type	Date	Reason for Refusal

Points Deduction/Unjustified Refusal	Yes/No
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Additional Information. *(Office use only)*

ADDITIONAL INFORMATION: