

East Dunbartonshire Mid Market Rent

Application Form

Your form should be returned by post or email, along with copies
of all supporting documentation to:

midmarketrent@trustha.org.uk, or

Trust Housing Association
12 New Mart Road
Edinburgh
EH14 1RL

If you need help completing your form, please contact us: info@trustha.org.uk

Phone: 0131 444 1200



Mid Market Rent frequently asked questions and Application Form

What is Mid Market Rent?

Mid Market Rent is a type of affordable housing for households on modest incomes who want to rent a new home for the long term. Rent levels are below the usual market rent for the area.

Applicants will have no priority for social housing, but cannot afford to buy their own home or pay full-market rents.

Who's it for?

Mid-market rent homes offer alternative affordable housing for applicants who work and who have gross earnings between £30,000 and £54,500 (single applicants) or £66,000 (couples).

How do I know if I am eligible?

Firstly, you must meet some basic criteria:

- You must be over 18 years old.
- You should normally be working.
- If only one person in your household is working, your gross annual household income should be more than £30,000 and less than around £54,500. If there is more than one working adult in your household, you can still qualify as long as your gross annual household income is less than around £66,000.
- You should not normally be receiving Housing Benefit or Universal Credit.
- You must be applying for the property to live in as your only and permanent home.

If you meet these criteria, you can be considered for one of the properties.

How are these properties allocated?

As long as you meet the basic eligibility criteria, you can be considered for a property. However, your application will be given added priority if you have other special circumstances.

The highest level of priority will be given to applicants who:

- Have been assessed as statutorily homeless by East Dunbartonshire Council.
- Live in East Dunbartonshire and are threatened with homelessness within 2 months.

The next level of priority will be given to applicants who are:

- On East Dunbartonshire Council's waiting list for social housing in the "local" category.
- Disabled and living in unsuitable accommodation which cannot be adapted to meet their needs, for whom the new property would better meet their physical needs.
- Currently serving armed forces personnel or ex-service armed forces personnel and their families who live in East Dunbartonshire or who lived in East Dunbartonshire immediately prior to their service.
- East Dunbartonshire Council tenants who wish to downsize to a smaller property.
- East Dunbartonshire Council tenants who are overcrowded in their current property.

Finally, applicants who meet the basic criteria and are on East Dunbartonshire Council's waiting list for social housing will be given priority over those who meet the criteria but are not on their waiting list. If you are not already on East Dunbartonshire Council's waiting list you can download an application form on the East Dunbartonshire Council website.

Remember, if you do not fall within these priority groups, you are still eligible and can be considered for a property if you meet the basic criteria.

What size flat can I apply for?

We will try to be as efficient as possible when allocating people to properties i.e. allocating a four-person property to a household of four people. We will not normally make allocations which would mean a property would be significantly under occupied or overcrowded. We will not normally allow for any more than one additional bedroom.

If two or more households applying for the same property have been awarded the same level of priority we will allocate to the applicant whose household size best fits the property. If these are the same, then we will allocate to the household with the earliest date of application.

The following standard will be used to match households to properties:

- 1 bedroom for each single adult or adult couple
- 1 bedroom for a single child or each pair of children of opposite sex under 10 years, or each pair of children of the same sex aged under 16. If you have shared custody of children, they will be counted as part of your household. If you are expecting a baby, tell us in your application form and this will be taken into account.

Do I have to pay a deposit?

A deposit of £500 will be required at the start of the tenancy. This is a security deposit and will be held in an approved Tenancy Deposit Scheme. This is an independent third party where your deposit will be safeguarded until the end of your tenancy. At the end of the tenancy, we will seek to agree with you how much of the deposit should be paid back and how much we are entitled to keep for things like unpaid rent, damage, breakages, or any extra cleaning that's needed.

Can I apply at any time?

To make sure we have your most up to date information, we will only accept applications when we have a vacancy. Any applications received when there is no vacancy, will not be processed.

What happens next?

Once we have received your completed application and all supporting documents, we will assess them and check all the information provided is correct. If the application and checks are successful, we will contact you to let you know you are being considered.

Mid Market Rent
Application Form

Contact Details

	FIRST APPLICANT	JOINT APPLICANT
Title	Mr, Mrs, Miss, Ms	Mr, Mrs, Miss, Ms
First Name		
Surname		
Current Address		
Postcode		
Home Telephone		
Work Telephone		
Mobile Telephone		
Email Address		
Date of Birth		
National Insurance Number		
Relationship to Joint Applicant		

Please provide details for anyone else, including children, who would be living in the property with you. This should include any children for whom you have shared custody.

Title	1	2
First Name		
Surname		
Date of Birth		
National Insurance Number		
Relationship to you		
Title	3	4
First Name		
Surname		
Date of Birth		
National Insurance Number		
Relationship to you		

Is anyone included in this application expecting a baby?

☐ Yes ☐ No

If “Yes” please give the name of the person and the expected date on which the baby is due:

Name

Expected date

Please indicate whether you wish to be considered for:

Tick boxes.

A one bedroomed flat ☐

A two bedroomed, three person flat ☐

A two bedroomed, four person flat ☐

Please check the guidance on our website for information on the size of flat you are eligible for.

Please tell us the first language of

FIRST APPLICANT	JOINT APPLICANT

If we have to contact you, do you need an interpreter because of language difficulties or hearing difficulties?

	FIRST APPLICANT	JOINT APPLICANT
Tick boxes.	☐ Yes ☐ No	☐ Yes ☐ No
If “Yes” please provide details		

Do you need future correspondence in a different format?

	FIRST APPLICANT	JOINT APPLICANT
Tick boxes.	☐ Yes ☐ No	☐ Yes ☐ No
If "Yes" please indicate which you prefer:		
Braille	☐	☐
Large print	☐	☐
Audio CD	☐	☐
Community language	☐	☐
(please provide details)		
Other	☐	☐
(please provide details)		

Have you or anyone included in your application, been assessed by the Council as being homeless?

Tick boxes.	☐ Yes ☐ No	☐ Yes ☐ No
If "Yes" please provide details		

Please provide evidence in the form of a letter from the Council confirming they have assessed you as being homeless. You will have been provided with this at the time of your assessment by the Council.

Are you threatened with homelessness?

Tick boxes.	☐ Yes ☐ No
If "Yes" please provide details, including the date you are expected to leave your current accommodation:	
Date	

Please provide evidence, for example a copy of a Notice of Proceedings or a Court Order.

Are you or anyone included in your application disabled?

Tick boxes. ☐ Yes ☐ No

If "Yes" please provide details

Is your current home unsuitable because of this disability?

Tick boxes. ☐ Yes ☐ No

If "Yes" please provide details

Does your current home have any adaptations?

Tick boxes. ☐ Yes ☐ No

If "Yes" please provide details

Are you or anyone included in your application a member of the armed forces, a veteran of the armed forces, or a widow/widower or partner of armed forces personnel?

Tick boxes. ☐ Yes ☐ No

If yes, do you currently live in East Dunbartonshire or did you live in East Dunbartonshire prior to your service? ☐ Yes ☐ No

If "Yes" please provide details

Please give details of your current accommodation:

	FIRST APPLICANT	JOINT APPLICANT
Local authority tenant	☐	☐
Tenant of registered social landlord (eg Housing Association)	☐	☐
Private sector tenant	☐	☐
Home owner	☐	☐
Lodger	☐	☐
Living with parents/relatives	☐	☐
Living in tied accommodation	☐	☐
Other (please state)	☐	☐

If you are renting your accommodation, please provide us with your landlord's details

	FIRST APPLICANT	JOINT APPLICANT
Name		
Address		
Postcode		
Telephone number		
Email		

If you are a tenant of East Dunbartonshire Council please give the number of bedrooms in your current accommodation:

FIRST APPLICANT	JOINT APPLICANT
Tick boxes.	
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 or more	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 or more

Date _____

Tick boxes.

Tick boxes.

If "Yes" please give the address of the property

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

☐ Yes ☐ No

Full name: _____

Position held: _____

Relationship: _____

Is anyone included in this application subject to Immigration control?

Tick boxes. ☐ Yes ☐ No

If “Yes”, please give full name

Are there any conditions or limits to your residence or any restrictions on your access to public funds?

Tick boxes. ☐ Yes ☐ No

If “Yes” please provide details

Are you eligible to work in the UK?

Tick boxes. ☐ Yes ☐ No

Has anyone included in this application ever had legal or other enforcement action taken against them for anti-social behaviour, including eviction, injunction, court order, Anti-Social Behaviour Order (ASBO) or Criminal Anti-Social Behaviour Order (CRASBO)?

Tick boxes. ☐ Yes ☐ No

If “Yes” please provide details

Have you or anyone included in this application ever been evicted from a rented property for any reason, including rent arrears?

Tick boxes. ☐ Yes ☐ No

If “Yes” please provide details

Are you currently in arrears with your rent or mortgage?

	FIRST APPLICANT	JOINT APPLICANT
Tick boxes.	☐ Yes ☐ No	☐ Yes ☐ No
If “Yes” please give details		

Do you have any arrears for former tenancies or mortgages?

Tick boxes.

If “Yes” please give details

FIRST APPLICANT

☐ Yes ☐ No

JOINT APPLICANT

☐ Yes ☐ No

Have you or anyone included in this application ever received Sheriff Court Decrees, County Court Judgements or been declared bankrupt?

Tick boxes.

If “Yes” please give details

☐ Yes ☐ No

Does anyone included in this application have to register with the police as a relevant offender under the Sexual Offences Act 2003?

Tick boxes.

If “Yes” please give full name

☐ Yes ☐ No

Does anyone included in this application have any pets that you would seek permission to bring with you if you were offered a tenancy?

Tick boxes. ☐ Yes ☐ No

If "Yes" please specify the type(s) and number of pets

Are you currently in employment?

Tick boxes.	FIRST APPLICANT	JOINT APPLICANT
	☐ Yes ☐ No	☐ Yes ☐ No
If "Yes" please give details	☐ Full time	☐ Full time
	☐ Part time	☐ Part time
	☐ Retired	☐ Retired
	☐ Self Employed	☐ Self Employed

	FIRST APPLICANT	JOINT APPLICANT
What is your job title?		
Start date in this employment:		
Name of employer:		
Address:		
Postcode:		
Telephone:		
Email:		

Please give details of all your annual income:

If you receive your income on a monthly or weekly basis, please multiply this and give the annual figure.

	FIRST APPLICANT	JOINT APPLICANT
Current annual		
gross salary (before tax):		
Bonuses/commission:		
What period is this all to cover?		
Any other employment (please specify)		
Sickness benefit		
Maternity pay/allowance		
Bank interest		
Superannuation or pension from previous employment		
Working tax credit		
Child tax credit		
Child benefit		
Child maintenance payments		
Widows pension		
Shareholders profits		
Other (please specify)		
TOTAL ANNUAL INCOME		

Please include a copy of your payslips covering the last 3 months or bank statements covering the last 3 months showing incoming wages to your account. If your application is successful, you will be required to submit originals for verification prior to taking up your tenancy.

If you have very recently taken up employment or been offered employment, you may submit an employer’s letter detailing your start date and starting salary.

If you are self employed please provide your most recent audited annual accounts.

If anyone else included in your application has any income, please detail this on an additional sheet.

Is anyone included in this application currently receiving
Housing Benefit or Universal Credit?

Tick boxes.

☐ Yes

☐ No

If “Yes” give name

How did you hear about Trust’s properties?

Please tick which property you are applying for (you can choose more than one):

☐ Kirkintilloch, Southbank Road

☐ Bishopbriggs, St Mungos

Declaration

I have completed the form with answers that are true and correct. I understand that TEL may cancel an application, end a tenancy or withdraw an offer of tenancy if any answers or statements are found to be false or misleading.

I will tell TEL about any changes in my circumstances.

I give permission to TEL and Trust Housing Association to use the information provided by me to process my application and provide statistical data to Trust’s Boards, the Scottish Housing Regulator and other relevant agencies.

I give permission to TEL and Trust Housing Association to make any necessary enquiries in connection with my application to verify the details given in this application.

I give permission for TEL and Trust Housing Association to approach my employer, any former employers and my bank for confirmation of employment and financial details, and to approach my current and any former landlords for tenancy details. I undertake to pay any fees or other costs which may be changed by the individuals or organisations from whom information is requested.

I give permission for TEL and Trust Housing Association to carry out a credit check and understand that this check will be carried out by a third party.

I understand that I have the right to ask for a copy of the information that TEL and Trust Housing Association holds about me.

I understand that amongst the rights granted me by the General Data Protection Regulation I also have the right to have any inaccuracies in the information corrected.

If my application is successful I give permission for TEL and Trust Housing Association to share relevant information provided by me to the local authority and utility companies as necessary in connection with my tenancy as allowed by law and in accordance with TEL’s registration with the Information Commissioner.

If your application is unsuccessful but you fulfil the eligibility criteria for the project, we would like to retain your name and contact details so that we can contact you again in future if vacancies come up at the development.

If you consent please tick here, we will not proceed without your consent. ☐

Signature (first applicant)	Date

Signature (joint applicant)	Date

Supporting documentation

Please remember to send **copies** of all supporting documentation with your form.

Please do not send originals at this time.

Wage slips covering the last 3 months. ☐

or, if unavailable

Bank statements covering the last 3 months showing incoming wages. ☐

or

If you have very recently taken up employment or been offered employment, you may submit an employer's letter detailing your start date and starting salary. ☐

or

If you are self employed please provide audited account for the previous year. ☐

Letter from the local authority if you have been assessed as homeless. ☐

Notice of Proceedings, Court Order or other documentation if you are threatened with homelessness. ☐

If you are current or former armed forces personnel/widow/widower of forces personnel, documentation from the relevant service. ☐

If you are eligible and are being considered for a property, and will require to see and take copies of original documents at that time. We will need to see originals of the documents listed above and in addition will require:

Two forms of identification for everyone aged 18 or over included in the application. One must be a photographic form of identification e.g. passport or driving licence. One must provide proof of current address e.g. utility bill or mobile phone bill dated within the last 3 months, current year's council tax bill.

Proof of all children aged under 18 included in the application, i.e. birth certificate or custody arrangement letter. If anyone included in the application is pregnant, a medical form giving the expected date of delivery.

Trust Enterprises Limited is registered with the Information Commissioners Office (ICO), registration number ZA034114 and we are committed to safeguarding any data we hold about you. For more information on how we safeguard your personal data you can read our Privacy Policy by visiting our website: www.trustha.org.uk/privacy-and-cookies/

For any data protection issues contact Fiona Beattie, Director of Finance and Business Services at dataprotection@trustha.org.uk or 0131 444 1200.

Trust Enterprises Limited is committed to equality for everyone in service delivery and employment opportunities. We aim to promote equality and diversity through dignity and respect and oppose all forms of unlawful or unfair discrimination because of personal characteristics including age, sex, sexual orientation, disability, marriage or civil partnership status, race, religion or belief, pregnancy, gender orientation or any other condition or requirement which places a person at a disadvantage and cannot be justified. To ensure that these policies are being followed, all applicants are asked to complete this simple questionnaire. Please be assured that this information will be treated as strictly confidential and be used for monitoring and statistical purposes only.

Please tell us your ethnic background:

	FIRST APPLICANT	JOINT APPLICANT
Scottish	☐	☐
Other British	☐	☐
Irish	☐	☐
Gypsy/Traveller	☐	☐
Polish	☐	☐
Any other white background	☐	☐
Mixed or Multiple Ethnic Background	☐	☐
Any mixed background	☐	☐
Asian, Asian Scottish or Asian British	☐	☐
Indian	☐	☐
Pakistani	☐	☐
Bangladeshi	☐	☐
Chinese	☐	☐
Any other Asian background	☐	☐
Black, Black Scottish or Black British	☐	☐
Caribbean	☐	☐
African	☐	☐
Any other black background	☐	☐
Other Ethnic Background	☐	☐
Arab, Arab Scottish or Arab British	☐	☐
Any other background	☐	☐

If you prefer not to tell us your ethnic background, please tick here: ☐

Anyone else to be housed with you:

Is anyone else on this application form from a different ethnic group?

Tick boxes. ☐ Yes ☐ No

Do you consider yourself to have a disability?

	FIRST APPLICANT	JOINT APPLICANT
Tick boxes.	☐ Yes ☐ No	☐ Yes ☐ No

Please tell us your gender:

	FIRST APPLICANT	JOINT APPLICANT
Tick boxes.	☐ Male ☐ Female	☐ Male ☐ Female

Thank you for completing this form
