

# Application Form



**You do NOT need to hand any documents or evidence in with this application. You will be asked to verify you income and identity when you find a suitable property and you will need to be able to supply this within 3 days of viewing a property which you are interested in.**



**(2.) Previous Addresses (Please provide details covering the last 3 years)?**

**WE HAVE TO CONTACT YOUR PREVIOUS LANDLORDS FOR REFERENCES, but we will not do this until you have found a property you are interested in.**

Address (start with most recent)	Dates you lived there	Were you tenant, owner, living c/o parents etc	Landlord contact details	Reasons you left address

*Continue on separate sheet if required*

Do you think there will be any problems with references from your previous landlords?

Yes  No

If yes, please give further details:

Do you have any pets? If so, please give details of the type of pets you have.

**(3.) Financial and employment information**

Is anyone on your application employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of hours you are contracted to work	
Name and Address of Employer..... .....	
Name and Address of Employer..... .....	
Does anyone in your household receive any of the following benefits (please tick all that apply)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Job seekers allowance <input type="checkbox"/> Income support <input type="checkbox"/> Employment Support Allowance (ESA) <input type="checkbox"/> Working tax credit <input type="checkbox"/> Childcare element <input type="checkbox"/> Child tax credit <input type="checkbox"/> Carers allowance <input type="checkbox"/> Child benefit <input type="checkbox"/> Disability Living Allowance <input type="checkbox"/> Universal Credit	<input type="checkbox"/> Incapacity benefit <input type="checkbox"/> Pension Credits <input type="checkbox"/> Attendance Allowance <input type="checkbox"/> Personal Independence Payment (PIP) <input type="checkbox"/> Severe Disablement allowance <input type="checkbox"/> Industrial Injuries benefit <input type="checkbox"/> Bereavement benefits <input type="checkbox"/> Retirement pension
Any other benefit or income not listed please give details	

Do you have any Debts? This will help us to work out what kind of property you can afford:

Debt	Amount Owed	Payment Arrangements
Rent Arrears		
Council Tax Arrears		
Any other debts		

**(4.) Support Details**

Do you have any previous criminal convictions (not including driving offences)?  Yes  No

If so please provide details of your convictions:

We can offer support during your tenancy such as advice on accessing benefits including housing benefit and guidance with budgeting and other skills.

Do you think that you would like our support?     Yes    No

If yes, what type of help do you think you would need?

Please tell us why you want to move from your current accommodation:

Please tell us where you want to move to and what type of property you are looking for (if you are looking for a specific area please let us know, or if you are flexible about where you want to move to, tell us that so that we can try our best to help you). **If you are applying for a specific property you're interested in, please write the address below:**

**(6.) Declaration**

I ..... agree that

I ..... agree that (joint applicant)

- My current / previous landlord(s) can be contacted for references and the details from any references obtained can be shared with other landlords that are considering me for a property
- My employer (current or previous), health visitor, social worker, or any other relevant person can be contact as a referee or for further information regarding my application.
- Where appropriate, Perth & Kinross Council may use information held on pre-existing databases or from relevant third party sources to determine eligibility for the tenancy.
- All information given by me is true
- If I supply any false information, or withhold any relevant information my application will be cancelled and not further assistance will be provided
- I will notify the PKC Lets team of any changes in my circumstances.
- I understand that if I am given financial assistance because I have supplied false information or have withheld information, then the financial support may be withdrawn.
- I understand that any decision made about my application can be reviewed at any time before I move into a property, and the decision may be changed if your circumstances have changed.
- **I understand that I have to make regular payments towards the deposit and that the full amount has to be paid in full by the end of the first 12 months of the tenancy.**

Applicants Signature .....Date.....

Joint applicants Signature .....Date.....

Return to: PKC Lets Team  
Perth & Kinross Council  
Pullar House  
35 Kinnoull Street  
Perth  
PH1 5GD  
Tel. 01738 476000  
E-mail – [privatesectoraccess@pkc.gov.uk](mailto:privatesectoraccess@pkc.gov.uk)

**Ethnicity**

- |  |  |
|--|--|
| <input type="checkbox"/> White: Scottish                       | <input type="checkbox"/> White: British                              |
| <input type="checkbox"/> White Irish                           | <input type="checkbox"/> White: Other                                |
| <input type="checkbox"/> Black: (Scottish / British) African   | <input type="checkbox"/> Black: (Scottish / British) Other (Specify) |
| <input type="checkbox"/> Black: (Scottish / British) Caribbean | <input type="checkbox"/> Asian: (Scottish / British) Indian          |
| <input type="checkbox"/> Asian: Pakistani                      | <input type="checkbox"/> Asian (Scottish / British) Bangladeshi      |
| <input type="checkbox"/> Asian (Scottish / British) Chinese    | <input type="checkbox"/> (Scottish British) Other                    |
| <input type="checkbox"/> Asian (Scottish / British) (Mixed)    | <input type="checkbox"/> Not Known                                   |
| <input type="checkbox"/> Other (Specify)                       |  |
| <input type="checkbox"/> Refused                               |  |

**Citizenship**

- EU Citizen  
 UK Visa Holder  
 Asylum Seeker  
 Refugee  
 Other please specify

**How We Use Your Personal Information**

The information provided by you will be used by Perth & Kinross Council to process applications for housing. The information will only be shared with those who need it for that purpose - our staff and third-party landlords of properties that the applicant has applied for.

The Council may check information provided by you, or information about you provided by a third party, with other information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

*For further information, please look at our website [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection) or email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or telephone 01738 477933.*

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

[www.pkc.gov.uk](http://www.pkc.gov.uk)