



# Carlisle Deposit Guarantee Scheme Application Form

## Part 1 - Applicant details

1) Name	<input type="text"/>	Date of birth	<input type="text"/>
National Insurance number	<input type="text"/>	Contact number	<input type="text"/>
Current address <i>Must be within the Carlisle District</i>	<input type="text"/>	Tenancy type	<input type="text"/>
Partner name	<input type="text"/>	Date of birth	<input type="text"/>
National Insurance number	<input type="text"/>	Contact number	<input type="text"/>

2) Other members of your household:

Name	DOB	Relationship to you

3) Proof of Identity - please provide one of the following from each list:

✓	List A	✓	List B
	NI number card		Birth certificate
	Letter from JobCentre plus, HMRC or pension service showing NI number		Driving licence
	Wage slips (must be from last six months)		Recent utility bill
	P45 or P60		EEC identity card (EEA nationals)
			Passport

4) Reason for homelessness:

5) Are you registered on Cumbria Choice? Yes/No. If so, please provide details:

Application number

Current banding

6) Have you, or anyone applying to be housed with you, used a Deposit Guarantee Scheme before? Yes/No

7) Are you or anyone applying to be housed with you, the owner or part-owner of a property or do you have a financial interest in a property in another country? Yes/No

8) Have you, or anyone applying to be housed with you, ever been evicted from a previous tenancy? If so please give details below:

<b>Reason for eviction</b>	<b>Property address</b>	<b>Date of eviction</b>	<b>Amount owing</b>	<b>Landlord/housing association name</b> <i>contact details if available</i>

9) Housing history - please provide details of residency for the last three years:

Address	Dates Occupied	Reason for moving

## Part 2 - Income

1) Proof of income:

What is your current household income (before tax) £ (please tick all that apply to you)			
✓	Income	Amount	Frequency
	Job Seekers (JSA)	£	
	Income Support	£	
	Employment Support Allowance (ESA)	£	
	Personal Independence Payment (PIP)	£	
	Universal Credit	£	
	Child Benefit	£	
	Child Tax Credits	£	
	Working Tax Credits	£	
	Employed earnings	£	
	Self-employed earnings	£	
	Other e.g. child maintenance, pension etc	£	

Proof of income - employment details:

Name of employer

Address

Contract type

*(Temporary,  
Permanent etc)*

Dates of employment

2) Ongoing financial commitments:

Do you, or anyone who will be named on a tenancy agreement with you, have any ongoing weekly or monthly financial commitments/deductions e.g. loans, credit cards, overdrafts etc? If yes, provide details of the creditor, the amount outstanding and the weekly/monthly payments made.

<b>Creditor</b>	<b>Amount outstanding</b>	<b>Repayment amount and frequency (weekly/monthly)</b>

3) Would you benefit from receiving debt advice and assistance concerning your ongoing financial commitments? Yes/No

4) Are you receiving support from another agency, e.g. Adult Social Care, Unity? If so, give details of your keyworker (name and contact number):

Agency	Name of keyworker	Contact details

### Part 3 - Accommodation details

1) Address of property you require a deposit guarantee for:

2) Your landlord's details:

Name

Address

Number

Email

3) Length of tenancy:

*Include dates if available*

Weekly/monthly rent (please specify which):

Deposit amount requested:

Do you require assistance with rent in advance? Yes/No

If yes, please state how much:

**Declaration:**

**I declare that all of the information provided on this application form is correct to the best of my knowledge at the time of signing.**

Signed Applicant 1 .....Applicant 2 .....

Signed (Housing Officer) .....

Date .....

**Please return to: Homeless Services, Carlisle City Council, Civic Centre, Rickergate, Carlisle, CA3 8QG**

For office use only:

Date received: .....

**Housing need:**

In temporary accommodation  Served eviction  Sofa surfing

Sleeping rough  Poor living conditions

**Employment status:**

Employed  Unemployed - receiving benefits

**Local connection:**

Permanent residence  Close family residing

Residing in area 6/12 months or 3/5 years

Permanently employed in area

**Applicant history:**

Care leaver  Pregnant (applicant/partner)  HM armed forces

Prison release  Fleeing violence/threat of violence

Homeless due to emergency (fire, flood etc)