

Carlisle Deposit Guarantee Scheme Application Form



www.carlisle.gov.uk

Part 1 - Applicant details				
1) Name	Date of birth			
National Insurance number	Contact number			
Current address Must be within the Carlisle District	Tenancy type			
Partner name	Date of birth			
National Insurance number	Contact number			

2) Other members of your household:

Name	DOB	Relationship to you

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

\checkmark	List A	\checkmark	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	home	lessness:
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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:

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

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) \pounds (please tick all that apply to you)

\checkmark	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 - emp	oloyment 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.

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

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 1Applicant 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:	

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)