**APPLICANT INFORMATION & CHECKLIST**

**General Information**

* **Weekly Maintenance Charge** (WMC) The current charge effective from 01/04/2024 is:
* £250.93 per week (£1,087.36 per calendar month). This is payable in advance on the 1st of the month. These charges are eligible for Housing Benefit.
* **Monthly Heating Charge** £87.59 also due 1st of the month. This is because heating is via a communal system serving all flats. This charge is not eligible for benefits.
* **Legal status - License** the flat will be awarded under a license to occupy ***not a*** tenancy agreement. In short this means neither you nor any relation or guest of yours will be a tenant of the Charities or have any legal interest in the Almshouse property. This will be set out in the letter of appointment.
* **Pets** There is a no pets policy. Pets other than fish cannot be kept without the written consent of the trustees.
* **Consent** You will be required to provide consent for information sharing with key agencies like Careline who monitor the emergency out of hours call system, GP’s and Hospitals for example, when and where necessary
* **Repairs & Maintenance** You will be required to permit reasonable access for inspection of your Almshouse Flat and for repairs and decoration to be carried out.
* **Visitors** are not permitted to stay in an Almshouse Flat, except with the consent of the Trustees, via the relevant Scheme Manager.  There is a guest flat on each scheme, visitors may stay in this accommodation at £15 for a single person (or £25 for a couple) per night

**Supporting Evidence - checklist**

Along with the completed Application Form and Equality Monitoring Form you will need to provide the evidence to support your application. Please follow the checklist below:

|  |  |
| --- | --- |
| **ITEM** | **CHECK** |
| Completed Application Form |  |
| Completed Equality Monitoring Form |  |
| Medical Information Form enclosed – this must be stamped & signed by your GP |  |
| Proof of ID – Photo (*passport/driving licence)* |  |
| Proof of address  *This can be your current tenancy agreement/council tax bill* |  |
| Proof of residence in Area of Benefit for 5 years if this is different to your current address |  |
| Bank statements – the 3 months leading to this application |  |
| Savings Account statements – the 3 months leading to this application |  |
| Reference from a professional person |  |

**Submitting the completed forms and supporting evidence**

**1.** Please contact one of our Scheme Managers to make an appointment.

2. You will need to bring along original documents to support your application.

3. The Scheme Manager will take copies for you and return the originals to you on the same day.

4. The Scheme Manager will also offer to give you a tour of the scheme.

5. The Scheme Manager will organise a date with you to visit you at your home, to assess your current living arrangements.

**Contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHEME** | **MANAGER** | **TELEPHONE** | **EMAIL** |
| Sycamore House  Sycamore Gardens W6 0AS | **Chris**  **Twistleton** | **020 8600 0650**  **07733 842 574** | [**chris.twiselton@hamunitedcharities.com**](mailto:Chris.twiselton@hamunitedcharities.com) |
| John Betts House  Rylett Road  W12 9NJ | **Atinuke Adenigbagbe** | **020 8600 0657**  **07789 058 861** | [**Atinuke.adenigbagbe@hamunitedcharities.com**](mailto:Atinuke.adenigbagbe@hamunitedcharities.com) |