

# NORTH MEMORIAL HOMES

[enquiries@northmemorialhomes.co.uk](mailto:enquiries@northmemorialhomes.co.uk)

[www.northmemorialhomes.co.uk](http://www.northmemorialhomes.co.uk)

**0116 2222200**

**c/o Charity Link, 20a Millstone Lane, Leicester LE1 5JN**

The North Memorial Homes Charity provides housing predominantly for ex-service people and their families linked to the City of Leicester, but can consider other applications from those linked to the City of Leicester who are disabled, or in need or distress if there are unfilled vacancies. The Charity is restricted under its governing instrument as to who it can appoint as a beneficiary but subject to this restriction, the Trustees do not discriminate on grounds of race, gender, disability, sexual orientation, age, religion, marital status, gender reassignment or maternity.

Applicants are advised that failure to disclose any relevant information may prejudice their application. Misleading or inaccurate information may lead to your appointment being set aside at some time in the future and to you having to leave the property.

Please note that the Homes are for independent living. There is no warden on site.

Pets are not allowed with the exception of one small caged animal.

**Data Protection Statement:** it is part of the Trustees' responsibilities to ensure that applicants for almshouses are suitably qualified under the terms of the charity's governing document. Trustees, therefore, need to investigate the personal circumstances of applicants. The personal data supplied on this form and other information relating to an almshouse appointment or your care management will be held on file. **Some details may be checked with relevant organisations since the charity reserves the right to investigate and verify what you write in this form,** but no details will be disclosed for any inappropriate purpose. You may have access to your personal information on request.

## **Application Form**

### **Section 1 – About You**

Full name.....Mr/Mrs/Miss/Ms.....

Address.....

.....

.....Post Code.....

Telephone No.....Mobile Number.....

Length of time at this address.....Council Tax Band.....

Date of Birth.....Age.....Marital status.....

Employment History - Please give details of your current occupation (if any) and brief details of your employment history.....

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Second Applicant

Full name.....Mr/Mrs/Miss/Ms.....

Address.....

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.....Post Code.....

Telephone No .....Mobile Number .....

Length of time at this address.....Council Tax Band.....

Date of Birth.....Age.....Marital status.....

Employment History - Please give details of your current occupation (if any) and brief details of your employment history.....

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**Section 2 – Military service**

*Please complete for the person on whom eligibility is based*

Surname when serving

Date of birth

Forenames

Relationship to applicant

Date of death (if applicable)

Cause of death (if applicable)

Rank at end of service

Service number

Medals/decorations

Character on discharge

Service/corps/regiment (include split service with dates; include all corps/regiments; for Royal Navy give last ship/establishment; for RAF state Trade)	Date of enlistment	Date of discharge/transfer	Reason for discharge

**Section 3 - About your Family**

Next of kin.....

Relationship.....

Address.....

.....

.....Post code.....

Telephone No .....Mobile Number .....

**Section 4 – About your present home**

Type of accommodation (e.g. 3 bedroom house, 2 room flat):

.....

Do you, or your spouse, own it? Yes/No

If 'yes', what is its present estimated value? £.....

Is there a mortgage outstanding on the property and, if so, how much is outstanding? If there is no mortgage, please write NONE

.....

If you do not own the property where you currently live, who does own this property?

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Is this person related to you in any way? If YES what is the relationship?

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If you, or your spouse, have ever owned the property where you currently live, in what circumstances did you cease to be the owner?

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If rented, please give name and address of landlord:

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Current rent £.....per week

Do you receive Housing Benefit or other Benefits to help with housing costs? Yes/No

Do you receive Council Tax discount or reduction? Yes/No

Why do you wish to leave your present accommodation?

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What are your intentions regarding your current accommodation if you are appointed to an almshouse?

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If you or your partner own property other than the one in which you live now, please give details below. This should include property owned abroad as well as in the UK:

Address.....

.....

.....Post Code .....

## Section 5 – Your Income

To enable the trustees to assess your application, please provide the following information. This should include details of all sources of income and state how frequently you receive them, e.g. weekly, monthly or annually:

	Amount	Frequency
<b>Pensions</b> <ol style="list-style-type: none"><li>1. State retirement pension</li><li>2. Pension paid by a past employer</li><li>3. Private pension</li><li>4. Widow's or Widower's pension</li><li>5. Any other pension</li></ol>		
<b>Social Security Benefit</b> <ol style="list-style-type: none"><li>1. Pension Credit</li><li>2. Attendance Allowance</li><li>3. Universal Credit</li><li>4. Any other benefits</li></ol>		
<b>Employment or self-employment</b> <b>Please explain type of employment and hours of work</b> <b>You will be required to bring evidence of earnings such as payslips or proof of earnings (if self employed) to interview</b>		
<b>Other Income</b> <ol style="list-style-type: none"><li>1. Annuities</li><li>2. Bank Deposit Account</li><li>3. Building Society Account</li><li>4. Investment</li><li>5. Renting property or land that you own</li><li>6. Grants from a charity</li><li>7. Financial assistance from a relative/friend</li><li>8. From a trust fund</li><li>9. Any other income – please give details</li></ol>		

**Section 6 – Your Capital**

1. Bank accounts: Current Balance

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2. Building Society accounts: Current Balance

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3. Shares: Current Value

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4. National Savings (e.g. National Savings Certificates): Value

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5. Unit Trusts: Current Value

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6. Premium Bonds: Amount held

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**Section 7 – Borrowing**

Do you have any loans or other debts outstanding? If so, please provide details.

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**Section 8 – About your Health and Social Factors**

Are you able and willing to live independently and to look after yourself and your accommodation?.....

Please give details of any significant illnesses, injuries or operations during the last five years

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Are you currently receiving treatment for any illness? YES/NO

If Yes, Please give details below:

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Are there any other health or social factors that you would wish the trustees to take into consideration when assessing your application? YES/NO

If Yes, please give details below:

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.....  
Name and address of your GP.....  
.....Post Code.....

The charity will wish to write to your GP asking him to complete a medical certificate to enable your application to be considered further. If you are appointed as a resident and, at a later date, trustees become concerned about your health and/or your ability to continue to live independently they may need to obtain a further medical report. Please sign and return the enclosed form in which you authorise your GP to provide us with medical information about you either now or in the future.

Do you have a conviction which is not spent under the Rehabilitation of Offenders Act 1974? YES / NO  
If 'YES', please provide details:

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**Section 9 – References**

Please give the names and addresses of two responsible people (not relatives) who know you well and whom the charity may approach for a reference. If you are currently renting accommodation, one of the referees should be your current landlord. Please indicate how you know the referees.

1..... 2.....  
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.....  
.....  
.....

Post Code..... Post Code .....  
Telephone..... Telephone.....

**Section 10 – Declaration**

I have read the charity’s Conditions of Entry and believe that I am eligible to apply to live in one of the charity’s almshouses.

I accept that if I am appointed as a resident I shall be a beneficiary of the charity and not a tenant. Any weekly sum I pay will be a maintenance contribution and not a rent.

I confirm that I am able to look after myself and to live independently, with the assistance of family and social services if necessary.

I consent to my GP or other medical attendant providing the charity with a medical certificate or report about my health and condition now or at a future date in accordance with the terms of the attached form of authority.

I understand the following:

By submitting this application form and signing this declaration I agree to the information on the form (and any attachments) being stored by North Memorial Homes manual filing systems and computer systems.

I also agree to the information on the form, its attachments, and any reports derived from these being divulged to other trusted partners and suppliers working to ensure the running and maintenance of the site.

All of your information will be treated in the strictest confidence and not shared with another third party without your consent.

If I give information that is incorrect or incomplete you may take action against me.

I declare that the information I have given on this form is correct and complete.

Signed:

Date:

Name.....  
(PLEASE PRINT NAME IN CAPITAL LETTERS)

Date .....

Please return your completed application to:

Honorary Administrator  
c/o Charity Link  
20a Millstone Lane  
Leicester  
LE1 5JN