

The Malew Parish Commissioners offer the following as guidance only in completion of the waiting list application form.

You may also qualify to be included on The First Time Buyers List. Inclusion on this list will not prevent you from being on our waiting list. Contact The Dept. of Local Government and the Environment for more information on 685955.

Please read these notes **prior** to completing the application form.

1. Acceptance Criteria

- The normal residential qualifications for acceptance on the waiting list and/or allocation of accommodation are:-
 - (a) Minimum of 10 years residence in the Isle of Man; and
 - (b) Minimum of 5 years residence in Malew Parish
- The residential qualifications do not need to be continuous or immediately prior to the application. (but you will be required to provide proof of residence)
- Your total income must not exceed £32,285 per annum, including that of your spouse, partner or fiancé with no children, £34,995 with one child, £37,700 with two children and £40,405 with three or more children.
- No applications will be considered from single people under the age of 18.

2. Allocation Criteria

- With regard to the allocation of properties a points system is applied to every housing application.
- The aim of the points system is to assess each applicant by a common set of standards in relation to their housing needs.

3. Application Form

- The application form should be completed in block capital letters
- All questions **must** be answered. (If the answer is “none” state “none” or if not applicable state “n/a”). Or enclose relevant supporting documentation.
- **Failure** to complete any part of the application form **will** result in the form being returned to the applicant without consideration.

4. Question 1 – Applicant Details

- In order to be considered, the full name of all applicants must be given.

5. Question 2 – Applicant’s Status

- If you are married, your application will be joint and any tenancy offered will be joint if residentially qualified.
- If you have a partner or fiancé your application will be joint only if both parties are residentially qualified.

6. Question 3 – Current Address

- You must provide a current utilities bill, bank statement, or similar showing your present address when submitting your application.

7. Questions 4 And 5 – Date/Place of Birth

- You must provide original or certified copies of birth certificates for each applicant and any other persons requiring housing with you.

8. Question 6 – Number Of Years Resident On The Island.

- Details must include all addresses, and whenever possible the dates of residency should include month and year (e.g. May 2005).
- You may be asked to supply some proof of your previous addresses.

9. Question 7 – Number Of Years Resident in the Parish of Malew

- The total time residing in the Parish of Malew need not be continuous or immediately prior to the application but must be five years or more.

10. Questions 8 And 9 – Occupation And Employer

- You will be required to submit a minimum of three most recent payslips to support your application.
- If you are self-employed you should note that it is not permitted to carry on any trade, profession or business from a public sector property unless with the prior approval of the Commissioners

11. Question 10 – Weekly Income

- Income is based on all gross income (this is before tax and deductions). The applicant(s) must submit at least three recent wage/salary slips, in respect of each of the applicants, as evidence of income, plus proof of any benefits, including child benefits, and/or pensions.
- If you are self-employed you will need to show your previous two years’ audited accounts. If audited accounts are unavailable, please submit copies of your income tax assessment(s). You may be required to provide authority to approach the tax office for confirmation of proof of income.
- Where an applicant is in receipt of DHSS benefits, a copy of the most recent award letter must be provided. Submission of the application form implies approval for the Commissioners to approach the Department of Health and Social Security to verify details of any benefits received by the applicant(s).

12. Question 11 – Savings

- You must provide details of all your savings and any investments which you may have.
- This should include the proceeds of sale of a previous property whether solely or jointly owned.

13. Questions 12 and 13 – Other Persons Requiring Accommodation/Housing

- You must provide original or certified copies of birth certificates for each applicant and any other persons requiring housing with you.

14. Question 14 – Present Accommodation

- You must produce your rent book, if you are currently in, or have recently left, rented accommodation. If you do not have a rent book, then please provide the name and address of your landlord.
- As part of the assessment process an officer of the Commissioners, or other agency, e.g. Environmental Health, may be required to carry out an inspection of your present accommodation to evaluate any particular difficulties relating to such accommodation.
- The submission of the application form will imply approval to such an inspection which, if necessary, will be arranged at a mutually convenient time.

15. Question 15– Details of Property Ownership

- Owners/occupiers (existing or recent) are not automatically barred from applying for public sector housing; however, the applicant(s) will need to satisfy the Commissioners that they have an urgent and compelling need to be rehoused, and are not in a financial position to provide their own private accommodation.
- If you are still living in the property or still co-own the property but are not living in it, you must provide a recent valuation of the property, along with proof of any mortgages and/or charges against the property.
- In the case of recent owner/occupiers, a document provided by the Advocate for the applicant(s) stating the reason(s) for selling, the selling price of the property and proceeds received by the applicant(s) will also need to be submitted.
- Where the property is the subject of a divorce or legal separation, upon completion of divorce/legal separation proceedings, it will be necessary to show the legal documentation in relation to the settlement.
- The acceptance of an owner/occupier (existing or recent) may be subject to special conditions laid down by the Commissioners

16. Question 16 – Family Members Living Separately

- Proof of members of immediate family living separately due to lack of suitable accommodation, etc, can include separate rent books, and proof of address details as for question 3.

17. Question 17 – Medical Conditions/Special Needs

- You must provide us with a ‘Support for Rehousing’ form from a health/welfare professional (e.g., Social Worker, Health Visitor, etc) to support any claim that your health or any member of your family’s health or welfare is affected by your current accommodation, or if a particular type or location of accommodation is required on health grounds.
- You may be required to fill in a more detailed form in relation to your disability/problem in order that the Commissioners can fully assess your housing needs.

18. Questions 18 And 19 – Notice to Quit/Possession Orders

- You should provide, if applicable, a copy of any legal Notice to Quit or Court Order for possession, to leave your present accommodation. (This is not just a simple letter from your landlord requesting that you leave the property).

20. General Information

- You should read the declaration carefully at the end of the form before signing.
- Any information given in the application form may require substantiation, and may require the submission of further supporting evidence.
- It is the responsibility of the applicant to notify the Commissioners of any change in circumstances which may affect their application.
- Your housing application will be reviewed on an annual basis and you will be required to submit current payslips, and to notify the Commissioners of any change in circumstances. It is the applicant’s responsibility to keep the Commissioners up to date with any changes which may affect your application particularly with regards to change of address.
- If the Commissioners are unable to contact you at the address given, you may miss an opportunity for housing, and your name will be removed from the housing waiting list.
- The application form must be signed by the applicant, or in the case of a joint application, by both parties.
- Your completed housing application form should be returned to:

The Clerk
Malew Parish Commissioners
Main Road
Ballasalla
Isle of Man
IM9 2RQ

Please read these notes before completing the application form.

Confidential



Malew Parish Commissioners

Housing List Application Form

(The Housing Act 1955 To 1976)

Please read these notes before completing the application form

1. Complete in **block capitals**
2. All questions must be answered.
3. You or your spouse/partner must have resided in the Isle of Man for a period of at least ten years, five of which must have been spent in an area where the Commissioners is the housing authority.
4. If you are married your application will be joint, and any tenancy offered will be joint (if both parties are residentially qualified).
5. If you have a partner or fiancée your application will be joint, (if both parties are residentially qualified).
6. Your gross income must not exceed £32,285 per annum, (£34,995 if you have one child, £37,700 if you have two children or £40,405 if you have three or more children) and must include income of your spouse, partner or fiancée.
7. You should include with this application form any information in support of your application, (such as a Notice to Quit, Court Order for Possession etc) or provide a written account of your circumstances at section 22.
8. No applications will be considered from single people under the age of 18. Single applicants accepted onto the waiting list should be aware that suitable accommodation may be in short supply.
9. If you are self employed you should note that it is not permitted to carry on any trade, profession or business from a Public Sector Property unless with the approval of the Housing Authority.

Applicant Details

	Applicant	Spouse/Partner/Fiancée
1. Full Name	<i>(Surname)</i>	<i>(Surname)</i>
	<i>(Christian Names)</i>	<i>(Christian Names)</i>
	Telephone No.	

Applicant

Spouse/Partner/Fiancée

2. Status	Single/Married/Widowed/Separated Divorced/Engaged/Partners	Single/Married/Widowed/Separated Divorced/Engaged/Partners
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3. Current Address		
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4. Date of birth		
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5. Place of birth		
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10. Weekly income at the time of the application <i>(you will be required to produce three recent payslips to show your weekly or monthly income, or other confirmation as requested. If you are self-employed you will need to show your previous two years audited accounts)</i>		
Basic wage	£	£
Regular overtime	£	£
Pension <i>(widows or retirement)</i>	£	£
Benefits <i>(social security etc)</i>	£	£
Other income <i>(please specify)</i>	£	£

11. Savings Do you or your partner have savings in excess of £50,000 Yes / No <i>(this should include the net result of the sale of a previous property whether solely or jointly owned)</i>

Other persons requiring accommodation			
12. Number of children in the family <i>(pre school and in full time education)</i>			
Surname	Christian Names	Age	Male / Female
1.			
2.			
3.			
4.			
5.			

13. Names of any other person requiring housing with you		
	Name	Name
	Relationship	Relationship
Basic wage	£	£
Regular overtime	£	£
Pension	£	£
Benefits	£	£
Other income	£	£
<i>(Please specify the relationship with the applicant, ie son/daughter in employment, relative, lodger etc)</i>		

Details of present accommodation

14. Do you live in rented accommodation?
 If **no** go to question 15

Is the tenancy in your name?
 If **no**, give details of your present circumstances
(such as living with parents, living with friends, etc. Using a separate sheet if necessary)

If **yes**, please complete the following:

Is the property a . . .	Flat	Bungalow	House	
Is the property . . .	Furnished	Unfurnished.	Part Furnished	
If a flat, is the property on the . . .	Ground	Floor 1	Floor 2	Floor 3+
How many bedrooms?	1	2	3	Over 3
Do you have central heating?	Yes / No			
Coal fire?	Yes / No			
Hot water?	Yes/ No			
Bathroom for your sole use?	Yes / No			
Shared bedroom?	Yes / No			
Toilet for your own use?	Yes / No			
Shared toilet?	Yes / No			

What is your weekly rent including rates/charges?	£	
Are there any defects in your present accommodation?	Yes / No	
If yes , have you requested the owner to rectify?	Yes / No	
<p>What are these defects? <i>Please provide details of who owns the property, the defects and what action has been taken to rectify them, using a separate sheet if necessary.</i></p>		

Details of property ownership <i>(if applicable)</i>	
15. Do You Or Your Spouse/Partner/Fiancée Own A Property? If Yes Is It Owned . . .	Yes / No
	Solely /Jointly
Address Of Property	
Amount Of Mortgage/Loans Outstanding On The Property	£
Value Of Property	£
Have You Or Your Spouse/Partner/Fiancée Previously Owned A Property?	Yes / No
<i>If yes please provide, under separate cover, details of the sale showing the address of the property, name of vendor or vendors, date of sale, net sum after repayment of mortgage, charges or loans.</i>	

Special circumstances relating to application	
16. Are any members of your immediate family separated From you because of lack of suitable accommodation? <i>If yes please give details</i>	Yes / No
17. Do you or any member of your family suffer from a Medical condition or special needs which are affected by your present Accommodation or which necessitates a particular Type or location of accommodation? <i>If yes, please ask your Health or Social Worker to complete the form 'Support for Rehousing' with you..</i>	Yes / No
Do you have any special needs <i>If yes please state</i>	Yes / No
18. Are you under written notice to quit?	Yes / No
19. Has an application been made to the courts for a Possession order against you? <i>If yes you must supply a copy of the notice to quit or possession order with this application</i>	Yes / No
20. Have you or your spouse/partner applied to any other Housing authority for accommodation? <i>If yes what was the outcome of that application?</i>	Yes / No

Additional Information

21. Please provide any additional information which you think may support your application.
(Continue on a separate sheet if necessary)

Please read the following carefully before signing the declaration.

This form fully completed should be taken to or posted to the address shown below. Receipt of this form does not imply acceptance onto the housing waiting list. You will be notified of the decision in writing.

Allocation of properties is undertaken using a points system common to all housing authorities on the island. You will be awarded points based upon your length of residency, time on the waiting list, marital status, and number of children, income and adequacy of your current accommodation. Unjustified refusal of a tenancy and previous accumulative rent arrears may result in deduction of points awarded. You must let us know of any changes of address and significant change in your circumstances immediately as this may affect your point allocation

Declaration

To the best of my knowledge and belief the information provided in this application is correct and complete. I/we understand that if any information provided is found to be deliberately or carelessly misleading or false it will prejudice the granting and retention of any tenancy.

I/we have no objection to the housing authority, to whom this application is made, making any necessary enquiries to check that any information contained in this application is correct.

Signature of Applicant

Signature of Joint Applicant

Date of Application

Please take or post this form to:

The Clerk
Malew Parish Commissioners
Main Road
Ballasalla
Isle of Man
IM9 2RQ

Housing Application Checklist

Please check that you have completed all the necessary documentation to support your application by ticking in the boxes below.

Please supply certified copies of all documents.

Have you included

1. Marriage Certificate (Question 2)
2. Evidence of divorce or legal separation (Question 2)
3. Current utilities bill or bank statement, or similar showing your present address (Question 3)
4. Birth Certificates for each person to be housed (Questions 4, 5, 12 & 13)
5. Proof of income (min 3 recent payslips inc. benefits) (Questions 10 & 13)
6. Proof of savings and investments (Questions 11 & 13)
7. Rent book or name & address of landlord (Question 14)
8. Details of ownership/co-ownership of any property (Question 15)
9. Details of previously owned properties (Question 15)
10. Evidence of immediate family living separately (Question 16)
11. Supporting form from a health professional (Question 17)
12. Notice to Quit or Court Possession Order (Questions 18 & 19)
13. Other evidence/supporting information
(please list below)

for office use only:

Checked byDate:

Acknowledgement Letter sent:Date:

For Office Use Only

Yes No Points Allocated

Area Resident

Resident IOM

Born IOM

Income

Joint/Single

Family

Notice to Quit

**Health/Welfare/
Environment**

Arrears

Emergency

Other

Total points

Recommendation: Approve/Refuse

Reason if Refusal:

Signed: _____

Date: _____

Acceptance letter sent by:

Date:

