

## Low Income Workers Scheme - Application Form

Please note that information provided on this form will need to be evidenced and verified prior to any formal offers being made.

		Person 1	Person 2 (if applicable)
<b>1</b>	Title:		
	First Name (s):		
	Surname:		
	Other Name:		
	Date of Birth:		
	Contact phone number:		
	Email address:		
	National Insurance Number:		
	Do you have indefinite leave to remain in the UK? (yes/no)		
	Person 2 only - What is your relationship to person 1?		
<b>2</b>	Your current address:		
	Post Code:		
	Who is your Landlord?		
	What is your current housing status eg living with parents, renting privately etc?		
	Are you living at the above address with your parents (or legal guardians) who are current Westminster Council tenants? (yes/no)		

	Have you lived in Westminster continuously for the last three years? (yes/no)		
	If yes, what date did you move to Westminster?		
	Other than your current address, do you own and/or rent a property elsewhere? If yes, please give details;		
<b>3</b>	What is your annual paid income (gross) excluding welfare benefits?		
	Have you been in continuous employment for the last 12 months or more? (yes/no)		
	Employer's Name:		
	Address of place of work:		
	Post Code:		
	Is your employment in Westminster? (yes/no)		
	How much is your total capital assets and savings?		
<b>4</b>	Are you registered with Home Ownership Westminster (HOW)? (yes/no)		
	If yes, what is your HOW reference number?		
	Are you registered on Westminster Council's housing register as a main applicant? (yes/no)		

	If yes, what is your housing reference number?		
	Are you included on someone else's housing register application as a household member? (yes/no)		
	If yes, what is their housing reference number?		
5	Is anyone included on this form employed by Westminster City Council? (yes/no)		
	If yes, please give the person's name and department in which they work:		
	Is anyone included on this form an elected Westminster City Councillor or related to an elected Westminster Councillor? (yes/no)		
	If yes please give details:		
6	<b>Ethnic Origin and Nationality (for monitoring purposes only). Which of the following groups do you consider yourself to belong? (answer Yes in the correct box)</b>		
	White British		
	White Irish		
	White European		
	White Other		
	Bangladeshi		
	Indian		
	Pakistani		
	Asian Other		
	Black African		
	Black Caribbean		
	Black British		
	Black Other		
	Mixed – White & Black African		
	Mixed – White & Black Caribbean		
	Mixed – White & Asian		
	Mixed Other		
	North African		
	Arab		
	Iranian		
Other Middle Eastern			
Not willing to say			
Another (please state)			

**IMPORTANT**

**Declaration and Authorisation:** I/We understand that a property will not be offered if I/we do not provide the relevant documents on the day of viewing and that by signing the declaration below I/we confirm that the information provided on this application form is to the best of my/our knowledge true. I/we also agree to notify HOW/HOS/Westminster Council of any changes which affect the information I/we have given.

**Warning of criminal offences under the Housing Act 1996**

It is an offence to give false or misleading statements, or to withhold information that is relevant to your application; you will be prosecuted if you do and, if convicted, receive a heavy fine.

By signing you are also agreeing to us seeking information about you from third parties (such as Housing Associations and other Council Departments) and to using and sharing information about you with certain third parties.

➤ Signature of Person 1:

Date:

➤ Signature of Person 2:

Date:

## Process

**Step 1** - Register your interest in the Low Income Workers Scheme by completing this application form. You will also need to complete a HOW application form if you are not already registered with HOW. Application forms must be completed and returned to HOW before the property you are interested in is advertised.

**Step 2** - To be considered for a specific property you will need to let HOW know of your interest in that property during the period that the property is advertised. You will also need to submit a copy of the required documents from the checklist below by the closing date of the property you are interested in. Please ensure you also bring the originals with you to the viewing so that they can be verified.

You will not be considered for a property if; your application form(s) have not been completed and returned to HOW, you do not provide the relevant documents as proof and you do not notify HOW of your interest in a specific property.

It is therefore important that you keep checking the website for advertised properties.

If you are shortlisted for a property the Housing Options Service will contact you. If you do not hear from HOS you will not have been shortlisted and you should look out for details of the next property.

You will need to be in employment for the 12 months preceding your application date and be employed at the time an offer is made to you. You will be asked to provide proof of your employment if you attend a viewing. This includes being employed for a minimum of 12 months immediately prior to an offer being made to you as well as being employed for a minimum of 12 months prior to submitting your application for the scheme.

Please note that a copy of the documents listed below need to be submitted by the closing date of the property you are interested in otherwise you will not be shortlisted for that property.

If you are shortlisted you will need to provide the following documents at the viewing (the original plus one copy of each). If you do not have the documents at the viewing the property will be offered to another applicant;

Please return completed forms to [info@homeownershipwestminster.co.uk](mailto:info@homeownershipwestminster.co.uk)

### List of Documents Required as Proof

ID (one document)	Residence (minimum of 2 different documents covering each year)
<ul style="list-style-type: none"> <li>• Passport</li> <li>• A full or provisional UK photocard driving licence</li> <li>• IND documents/Photo ID Card</li> </ul>	<ul style="list-style-type: none"> <li>• A tenancy agreement</li> <li>• A mortgage statement</li> <li>• A document from Westminster Council Tax office naming you as the person liable for council tax</li> <li>• Inland Revenue tax notifications showing your address</li> <li>• A home contents insurance policy</li> <li>• Utility bills: gas, electricity or water rates or landline (not mobile) phone</li> <li>• TV licence</li> <li>• Pay slips showing your address</li> <li>• P60 or P45 showing your address</li> <li>• Annual pension statement showing your address</li> <li>• A bank, building society or credit card statement</li> <li>• Home Office travel documents showing your address</li> <li>• A full or provisional UK photocard driving licence</li> <li>• HM Revenue and Customs tax exemption statement showing your address</li> </ul>
Employment (covering the last 12 months of your application and 12 months prior to offer)	
<p><b>If you have been in the same job for the last 12 months;</b></p> <ul style="list-style-type: none"> <li>• your contract of employment; plus</li> <li>• your last three payslips; or</li> <li>• bank, building society or credit card statements showing your last three salary payments</li> </ul> <p><b>If you have changed jobs during the last 12 months;</b></p> <ul style="list-style-type: none"> <li>• all the contracts of employment you have had during the last 12 months; plus</li> <li>• your latest payslip, or bank, building society or credit card statements showing your last salary payments; plus</li> <li>• the final payslips (or bank, building society or credit card statements showing your last salary payments) for each of the previous jobs you had during the last 12 months; or</li> <li>• a P45 relating to a previous job which you had during the last 12 months</li> </ul> <p><b>If you are self-employed, covering the last 12 months:</b></p> <ul style="list-style-type: none"> <li>• an HM Revenue and Customs (HMRC) statement showing your Unique Tax Reference Number (UTR) or HMRC tax exemption statement covering the last year; plus</li> <li>• a statement of your annual pension contributions; or</li> <li>• Inland Revenue tax notifications including child and family tax credits; or</li> <li>• Latest bank, building society or credit card business account statement showing regular income; or</li> <li>• a statement showing your National Insurance contributions for the last 12 months (obtainable from the National Insurance Contributions Office); or</li> <li>• self-assessment statement of accounts issued by your accountant for the last 12 months</li> </ul>	