

# Newbury Church and Almshouse Charity

Registered charity no: 213803

## APPLICATION FORM

*Please complete in full. If applying as a couple, each party should complete a separate form.*  
 Return by post/email to: **Vicki Murphy, Clerk to Trustees, Newbury Church & Almshouse Charity,**  
**16 Herewood Close, Newbury RG14 1PY / clerk@newburyalmshouses.com**

**PLEASE NOTE, ONLY APPLICATIONS FROM THOSE WHO ARE CURRENTLY LIVING IN RG14 AREAS  
 (AND HAVE DONE FOR AT LEAST 5 YEARS CAN BE CONSIDERED)**

### 1. Personal details

Full name	
Contact number/s	
Email address	
Address history (to cover the previous 5 years).  If you are currently homeless, please note your most recent address/es. Please continue on a separate sheet if necessary.	Address 1:  Dates occupied:  Address 2:  Dates occupied:  Address 3:  Dates occupied:
Date and place of birth	
Current or most recent occupation	
National insurance no.	
Marital status	
If you are a church member, please give details of your place of worship.	
Present accommodation (please give details)	<input type="radio"/> House <input type="radio"/> flat <input type="radio"/> bungalow <input type="radio"/> owned <input type="radio"/> rented <input type="radio"/> Shared bathroom <input type="radio"/> shared kitchen No. of bedrooms _____
Accommodation preference	<input type="radio"/> Harvest Green (ground and first floor one-bedroom flats) <input type="radio"/> Newtown Road (one bedroom houses- with upstairs bedroom) <input type="radio"/> Don't mind
Do you need ground floor accommodation?	YES / NO
Do you have a current will?	YES / NO
Next of kin (please provide name and address of your next of kin, including relationship to you)	
Do you have a conviction which is not spent under the Rehabilitation of Offenders Act 1974? If 'YES', please provide details.	

## 2. Health

*Please note, the almshouses do not have a site warden and so it is essential that residents are able to look after themselves.*

Do you have any health problems which need special attention? If so, please give details.	
Please give details of which doctors surgery you are registered with.	

## 3. Financial information\*

\*Please note that proof of financial information / status may be required. Please complete as fully as possible, as non-disclosure may delay or disadvantage your application.

### INCOME

	<b>Please detail monthly amounts</b>
Salary / wages	
Universal credit (or other benefits)	
Pension/s	
Any other income or allowance	

### OUTGOINGS (please give monthly amounts)

	<b>Please detail monthly amounts</b>
Mortgage / rent	
Utilities (e.g. gas / electric / phone)	
Council tax	
Loan repayments	
Other outgoings (e.g. food / vehicle / travel)	

### SAVINGS & INVESTMENTS

	<b>Please detail total amounts as applicable</b>
Bank account/s	
Investments / shares	
Property (owned / mortgage or part share)	
Other items of value	

## 4. Additional Information

Please use this section to explain why you are applying for an almshouse

Why are you applying for an almshouse?	
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## 5. Vehicles and Pets

Do you own / drive any vehicle?	YES / NO
Do you own any pets? If so, please give details (type and age)	

## 6. Referees

Please give details of two people (not family members) who may be approached for references during your application process. This should be someone who has known you for at least two years.

<b>REFEREE 1</b>	Name: Address:  Tel: Capacity in which known:	<u>Office use only</u> Date requested: Date returned:
<b>REFEREE 2</b>	Name: Address:  Tel: Capacity in which known:	<u>Office use only</u> Date requested: Date returned:

## 7. Declaration

I agree that if I am granted a place in an almshouse, I shall occupy it as a beneficiary of the charity and not as a tenant. Any sum I pay will be as a maintenance contribution and not rent. I understand that if I become unable to look after myself or my property, or if my financial or personal circumstances change significantly at any stage, the residency may be reviewed.

<u>Applicant 1</u>	<u>Applicant 2</u>
Signature:	Signature:
Date:	Date:

**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 instrument. Trustees, therefore, need to investigate the personal circumstances of applicants. The personal data supplied and other information may be used to contact you and or other contacts with regard to your application for accommodation. Some details may be checked with relevant organisations but none will be disclosed for any inappropriate purpose. You may have access to your personal information on request.