

# Retirement

## Application form



If you are aged 55 years or over and need retirement housing **without** extra care, please complete all sections of the form below and return to:

Saxon Weald, Saxon Weald House, 38-42 Worthing Road, Horsham, West Sussex, RH12 1DT.

Saxon Weald adopt a responsible approach to letting our homes and our aim is to create pleasant and sustainable communities for our tenants. We will try and accommodate all applicants where we can, but we reserve the right to exclude applicants if they do not meet our reasonable lettings criteria.

We are unable to accept applications if you own a property or you have savings in excess of £100,000. If either of the above applies to you, please visit [www.wealdliving.com](http://www.wealdliving.com) or email [info@wealdliving.com](mailto:info@wealdliving.com). Weald Living is a part of Saxon Weald, with properties available for shared ownership purchase and private market rent across Sussex and Hampshire.

### Personal details - your household

	Applicant	Joint applicant
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>
Full name		
Address		
Postcode		
Home telephone number		
Work telephone number		
Mobile telephone number		
Email address		
Date of birth		
National insurance number		
Details of any pets		

## Nationality

Are you a UK National resident in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>No</b> , do you have the right to rent in the UK	Yes <input type="checkbox"/> No <input type="checkbox"/>

Evidence of your right to rent will be required before any offer of accommodation is made.  
Please refer to the government website for guidance [www.gov.uk/check-tenant-right-to-rent-documents](http://www.gov.uk/check-tenant-right-to-rent-documents).

## Support level required

Do you require extra support from a carer to live independently?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What level of care do you require?	High <input type="checkbox"/> Low <input type="checkbox"/>

If you answered **High**, we recommend you contact your local Social Services directly for an assessment, after reviewing their Privacy Policy. All vacancies at our extra care schemes are allocated via Social Services.

**Please do not continue to complete this form if you are unable to live independently with minimal support.**

If you answered **Low**, do you require any of the following to live independently:

Wheelchair accessible property	Yes <input type="checkbox"/> No <input type="checkbox"/>
Property on ground floor	Yes <input type="checkbox"/> No <input type="checkbox"/>
Property with lift	Yes <input type="checkbox"/> No <input type="checkbox"/>
Adapted bathroom/wet room	Yes <input type="checkbox"/> No <input type="checkbox"/>

Do any of the following apply to your current property:

Wheelchair accessible	Yes <input type="checkbox"/> No <input type="checkbox"/>
Property on ground floor	Yes <input type="checkbox"/> No <input type="checkbox"/>
Property with lift	Yes <input type="checkbox"/> No <input type="checkbox"/>
Adapted bathroom/wet room	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Current housing

Please note that we will contact your current and/or previous landlord for a reference for verification purposes. By signing the declaration at the end of this form you acknowledge that we will request a reference from you landlord.

Please pick your current housing situation:

**Home Owner**

If you are a Home Owner, please visit [www.wealdliving.com](http://www.wealdliving.com) or email: [info@wealdliving.com](mailto:info@wealdliving.com). Weald Living is a part of Saxon Weald, providing properties for shared ownership purchase and private market rent across Sussex and Hampshire.

**Renting**

Address	
Postcode	
Landlord name	
Landlord address	
Landlord telephone number	
Landlord email address	

Do you have arrears owing to your landlord?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>Yes</b> , how much?	£
Have you made any arrangements to clear these arrears?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>Yes</b> , please provide details of the repayment plan:	

**Living with family/friends**

How long have you been living with family/friends?	Years:	Months:
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Please give details of your last permanent address:

Address	
Postcode	
Landlord name	
Landlord address	
Landlord telephone number	
Landlord email address	

**Homeless**

How long have you been homeless?	Years:	Months:
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Please give details of your last permanent address:

Address	
Postcode	
Landlord name	
Landlord address	
Landlord telephone number	
Landlord email address	

## Financial information

Do you have in excess of £100,000 in savings?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If **Yes**, please visit [www.wealdliving.com](http://www.wealdliving.com) or email: [info@wealdliving.com](mailto:info@wealdliving.com). Weald Living is a part of Saxon Weald, providing properties for shared ownership purchase and private market rent across Sussex and Hampshire.

## Additional information

Have you or anyone in your household been evicted from or been subject to possession proceedings?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you or anyone in your household been served with an Anti-Social Behaviour Order (ASBO) / a notice to quit / notice of intention to seek possession / injunction or been asked to sign an acceptable behaviour / good neighbour contact within the last 5 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you or anyone in your household have convictions for a criminal offence other than a spent conviction under the Rehabilitation of Offender Act 1974?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered <b>Yes</b> to one or more of the above, we will contact you for further information.	

Do you have a person or persons acting for you under a power of attorney?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>Yes</b> , we may request a copy of the document with this application	

## Reasons for application

To be closer to family/friends	<input type="checkbox"/>
Unsuitable accommodation (property cannot be adapted for my medical needs)	<input type="checkbox"/>
Cannot afford rent	<input type="checkbox"/>
Anti-social behaviour	<input type="checkbox"/>

## Areas of choice and offers

Our aim is to ensure that applicants are offered housing that is within a geographical area of their choice. Our schemes will be grouped by location rather than by individual scheme, as this increases your likelihood of being housed.

We prioritise people in housing need who are ready to move.

Applicants will be given **two reasonable offers** in their chosen locations and in line with their bedroom size requirements. You will automatically be registered for studio/one-bedroom accommodation unless there is a medical need for a carer (couples will not be selected for studio flats).

If you have refused two offers, your application will be moved to our deferred list. If we are unable to find a suitable applicant for a property from our active waiting list, you may receive one further offer while on this list. Applicants who are deemed homeless will receive **one offer only** before being moved to the deferred list.

**Please select your areas of choice:**

	Scheme(s)	
<b>Horsham</b>	Ashby Court, Elm Grove, Bridges Court, Bryce Close, Challen Court, Gerald Court, Vincent Court, Hordern House	<input type="checkbox"/>
<b>Broadbridge Heath</b>	St John's Crescent, Sleets Road	<input type="checkbox"/>
<b>Southwater</b>	Ash Road/Gardener House	<input type="checkbox"/>
<b>Pulborough</b>	Green Meadows	<input type="checkbox"/>
<b>Warnham</b>	St Margarets Court	<input type="checkbox"/>
<b>West Chiltington</b>	Kensington Close	<input type="checkbox"/>
<b>Storrington</b>	Kingsfield, Love Lane & Fletchers Croft, Orchard Gardens, Sherston Close	<input type="checkbox"/>
<b>Henfield</b>	Maidment Court, Sobell Court, Fabians Way	<input type="checkbox"/>
<b>Steyning</b>	Dingemans Court, Adur View, Upper Beeding, St Peter's Green, Upper Beeding	<input type="checkbox"/>
<b>East Sussex</b>	Lindfield, Portslade	<input type="checkbox"/>
<b>Arun &amp; Bogor Regis</b>	Warwick Court, Arundel, Poynings, Bognor Regis	<input type="checkbox"/>
<b>Worthing</b>	Manor Court	<input type="checkbox"/>

### Choice based lettings

You acknowledge that vacancies for the following property areas are filled through a choice-based lettings process with the applicable council	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**If we have no response to the advertising for a property, we will revert to our own list.**

	Scheme(s)	
<b>Southampton</b>	Charles Wyatt House, Churchill House, David Lockhart - Bargate, Kingsland Court, Stuart Bridgewater House, Leslie Loader House – Bitterne, Rotary House – Netley	<input type="checkbox"/>
<b>Eastleigh</b>	Linden House, Allison House – Hedge End, Alan Chun House – Netley	<input type="checkbox"/>
<b>Emsworth (Havant)</b>	Meadow Court	<input type="checkbox"/>

### Over 55's age restricted homes

Saxon Weald have a small number of over 55 age restricted homes that are suitable for people that can live independently and without the support of a scheme manager.

You acknowledge that vacancies for these properties are filled via the applicable council, however if they are unable to supply a suitable applicant, we may revert to our list

Yes  No

Would you like to be considered for this accommodation in your chosen area and borough? If you select **Yes** it will be counted as a reasonable offer.

Yes  No

### Declaration

Are you or any member of your household related to any board member or employee of Saxon Weald?

Yes  No

If **Yes**, please state their name and relationship to you below:

Name	
Relationship to you	

## Important Notice

### Section 171 Part VI (1)(2) (Allocations) Housing Act 1996

The attention of all applicants is drawn to the above provisions of Part VI (Allocations) Housing Act 1996.

A person commits a criminal offence if, in connection with the application he/she, or any other person acting on their behalf, knowingly or recklessly makes a statement which is false.

A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level five on the standard scale (Maximum £5000).

I/we declare that all the answers I/we give are true and complete and that I/we have not left any details out which might affect my/our application. I/we will ensure that any change in circumstances relating to my household will be notified to Saxon Weald. I/we understand that Saxon Weald reserves the right to recover possession if a tenancy is allocated to me/us on false or misleading information.

### Saxon Weald's Data Protection Statement

The information recorded on this form (called 'personal data' in the Data Protection Act 2018 and the E.U. General Data Protection Regulation) will be put on Saxon Weald's secure computer systems and/or may be kept as manual records in lockable filing cabinets and will be processed to help Saxon Weald disclose information relevant to this application. The information will be used to support housing applications including affordability and vulnerability assessments, landlord references, manage and allocate tenancies, monitor performance, act in accordance with government and local council regulations, as well as for the prevention and detection of fraud. Personal data will be retained only for as long as is necessary to fulfil the purposes above. After that we will securely remove and delete it from our files. For the purpose of this application, the legal bases for processing your personal data and the personal data which you provide regarding other persons (**only after you secure their consent**) are the necessity of personal data processing for a contract, compliance with legal obligations, reasons of public interest as well as our legitimate interests. Please note that every person whose personal data is included herein enjoys the following rights: to be informed, of access, to rectification, to erasure, to restrict processing, to data portability, to object and in relation to automated decision making and profiling.

You may exercise your rights at any time by contacting us in writing by either of the methods below.

By post to: Saxon Weald, Saxon Weald House, 38-42 Worthing Road, Horsham, West Sussex, RH12 1DT

By email to: [hello@saxonweald.com](mailto:hello@saxonweald.com)

View our Privacy Notice online at <https://www.saxonweald.com/privacy/> for more information.

If applicable, please visit <https://www.wealdliving.com> / Email: [info@wealdliving.com](mailto:info@wealdliving.com) for more information.

Weald Living is a part of Saxon Weald, providing properties for outright sale, shared ownership and private market rent across Sussex and Hampshire. **You may be given additional privacy & data protection information.**

### Your acknowledgment

By signing below, I/we confirm that I/we have read and understood Saxon Weald's Data Protection Statement, Privacy Notice, I/we acknowledge that my/our personal data will be processed for the purpose of this application and hereby declare that I/we have obtained the appropriate consents of the Landlord, of the persons moving in with me/us for including their personal data within the relevant fields and of the person or persons acting for you under a power of attorney for providing a copy of the document with this application.

If you are joint tenants **both** parties **must** sign and date this form.

	Applicant	Joint Applicant
Full name		
Signature		
Date		

Please complete the form in full and return to: **Home Move Team**, Saxon Weald, 38-42 Worthing Road, Horsham, West Sussex, RH12 1DT. Alternatively, please send us a scanned copy of this form to [hello@saxonweald.com](mailto:hello@saxonweald.com).