

**For office use**

Application No.		Area of preference	
Date Application received		Business Partner No.	

If you need help completing this form, please use the contact details at the back of this form or email [Scotland.Midmarket@sanctuary-housing.co.uk](mailto:Scotland.Midmarket@sanctuary-housing.co.uk)

You can also get this document in audio, Braille, large print and other formats if you ask us.

If we contact or visit you, would you like an interpreter, lip speaker, British Sign Language Interpreter or someone to help with communication?      Yes      No

If yes, please state which:.....

**Overview**

**Lead applicant name:** .....

**Joint applicant name:** .....

**What area would you like to be considered for?** .....

**1. About you:**

	Lead applicant	Joint applicant
Title		
First names(s)		
Last name		
Current address		
Postcode		
Date of birth		
National Insurance No.		
Daytime number		
Mobile number		
Email address		
Preferred contact method		
How did you hear about MMR?		
Relationship to lead applicant	Not Applicable	

Please provide the names and details for anyone else who would be living in the property with you:

First name(s)	Last name	Date of birth	Relationship to lead applicant

**Evidence of personal details. Please provide:**

- Copy of photo identification, passport or driving licence (including provisional) for all applicants wishing to be on the tenancy agreement.
- Copy of all birth certificates of children under 16 years of age.

**How many bedrooms do you require?**      One    Two    Three

**Disabilities**

In order to offer you suitable accommodation we need to know about your physical health and any relevant disabilities, to make sure that we do not offer accommodation which is unsuited to your needs. This type of information is sensitive personal data (otherwise known as “special categories of personal data”) and for us to use this information we first need to ask you for your consent to do so.

There is no obligation on you to answer this question, but by providing information about your health or disabilities you confirm that you consent for us to use this information to allocate appropriate housing where available. If you do not make us aware of any health or disability please be aware that this could result in us offering you accommodation which is not suitable and impact our ability to provide you with appropriate housing.

Do you consider anyone in your household to be disabled?	Yes	No
We may have a limited number of wheelchair accessible properties. Would these be of interest to you?	Yes	No

**Note:** Availability will be development specific. Please contact your local office for further information if this is a requirement for you.

**2. Employment and Financial Details:**

Lead applicant	Joint applicant
<p>Are you currently in employment?</p> <p>Yes    No</p> <p>Full time    Part time</p> <p>What is your Job title?</p> <p>.....</p>	<p>Are you currently in employment?</p> <p>Yes    No</p> <p>Full time    Part time</p> <p>What is your Job title?</p> <p>.....</p>
<p>Start date of employment</p> <p>..... / ..... / .....</p> <p>Gross Salary per Annum</p> <p>£.....</p>	<p>Start date of employment</p> <p>..... / ..... / .....</p> <p>Gross Salary per Annum</p> <p>£.....</p>
<p>Pay Frequency</p> <p>Weekly      Fortnightly      Monthly</p>	<p>Pay Frequency</p> <p>Weekly      Fortnightly      Monthly</p>
<p>Current employer name and address:</p> <p>.....</p> <p>.....</p>	<p>Current employer name and address:</p> <p>.....</p> <p>.....</p>
<p>Postcode.....</p> <p>Tel, fax no and email address</p> <p>.....</p>	<p>Postcode.....</p> <p>Tel, fax no and email address</p> <p>.....</p>
<p>Where are you based for work (i.e. homeworking or provide office/site address):</p> <p>.....</p> <p>.....</p>	<p>Where are you based for work (i.e. homeworking or provide office/site address):</p> <p>.....</p> <p>.....</p>
<p>Postcode:.....</p>	<p>Postcode:.....</p>

**Please provide employment evidence** (Only if you cannot provide payslips or bank statements, or if you have an offer of a job but no contract of employment yet.)

**Current Employment**

A current employer reference may be required confirming employment and annual income plus three months consecutive payslips. This must be on company letterhead paper and signed.

**Not in Employment but have Offer of Employment**

Copy of offer letter from new employer which confirms gross starting salary and start date. This must be on company letterhead paper and signed.

**Please provide...**

- If paid monthly: last 3 months payslips or three months bank account statement
- If paid fortnightly: last 6 payslips or three months bank account statement
- If paid weekly: last 13 weeks payslips or three months bank account statement

Payslips must show the applicant's name and address, employer's name, pay dates/pay period and gross pay/net pay.

Bank statements must show the applicant's name and address.

If you are unable to provide salary information we will accept evidence of employment with a copy of your contract or a letter from your employer confirming current employment, gross salary and your most up to date P60. This must be on company letterhead paper and signed.

**Additional Household Income (per annum)**

Bonuses/Commission	£	Sickness Benefit	£
Unemployment Benefit	£	Housing Benefit	£
Shareholder's Profits	£	Local Housing Allowance or Universal Credit	£
Bank Interest	£	Child Maintenance payments	£
Tax Credit	£	Child Benefit	£
Child Tax Credit	£	Pensions	£
Self employed earnings	£	Overtime/Shift Allowances	£
Other (please specify)	£		

If you do not have a regular income do you have access to capital funds?

Yes

No

You must provide evidence if you are in receipt of any additional household income as stated above:

**Tax Credit**

HMRC Tax Credit award letter or 3 current and consecutive bank statements showing payments made to applicant.

**Child Benefit**

If the applicant is unable to provide evidence of Child Benefit in payment we will assume payment relevant to the number of dependant children in the household.

**Child Tax Credit**

HMRC Tax Credit award letter or 3 current and consecutive bank statements showing payments made to applicant.

### **Self Employed Earnings**

Applicants will be expected to provide audited accounts for the previous year or comprehensive accounts for year to date if the business has just recently started operating.

### **Child Maintenance Payments**

3 current and consecutive bank statements identifying these payments.

### **Bonuses/Commission**

One of the following must be provided:

- Monthly last 3 months payslips and three months bank account statement
- Fortnightly last 6 payslips and three months bank account statement
- Weekly last 13 weeks payslips and three months bank account statement

Where amounts vary we will use the lowest value as primary income, not an average of the amounts for assessing affordability.

### **Overtime/Shift Allowances**

One of the following must be provided:

- Monthly last 3 months payslips and three months bank account statement
- Fortnightly last 6 payslips and three months bank account statement
- Weekly last 13 weeks payslips and three months bank account statement

Where amounts vary we will use the lowest value as primary income not an average of the amounts for assessing affordability.

### **Pensions**

One of the following must be provided:

- Monthly last 3 months payslips and three months bank account statement
- Fortnightly last 6 payslips and three months bank account statement
- Weekly last 13 weeks payslips and three months bank account statement

### **In addition**

- Annual award letter for the current year

If you are unable to provide pension statement information we can also accept evidence of the applicant's pension from a copy of the applicant's bank statement, along with a letter from the applicant's pension provider confirming gross pension income. This must be on company letterhead paper and signed. This is to ensure that all applicants are assessed on the same criteria.

### **Shareholder Profits**

Dividend Statement for the current financial year.

### **Bank Interest**

Letter / Bank Statements showing applied interest for the current financial year.

### **Other benefits**

Mid-Market Rent is aimed at economically active households. Where somebody in a household applying is not working, exceptions can be made in appropriate circumstances for example where the household includes a person with a disability and where current housing costs are unaffordable (for instance in the private rented sector). In these cases non-working benefits will be taken into account in assessing eligibility. Applicants will therefore need to provide the following evidence if they are in receipt of:

### **Sickness Benefit**

Letter of Award.

### **Unemployment Benefit**

Letter of Award.

### **Housing Benefit**

Letter of Award.

### 3. Tenancy information

Please give details of your current accommodation.

Are you currently (please tick):	Lead applicant	Joint applicant
A home owner		
A registered social landlord (housing association/co-operative) tenant		
A private rented tenant		
A Mid Market Rent tenant		
Sharing facilities (e.g. living with parents/relatives/friends, living with a former spouse/partner following a relationship breakdown, living in hostel/bed and breakfast type accommodation, lodging).		
Living in non – secure accommodation: lacking security of tenure in current home/ private tenant or a homeowner with a change in circumstances such as health or a relationship breakdown is forcing or requiring a move.		
Other (please state):		
<p>Are you saving to buy your first home?</p> <p>Yes                      No</p> <p>Are you currently registered on a waiting list for a home with a Registered Social Landlord or Local Authority?</p> <p>Yes                      No</p> <p>If Yes please state where you are registered:</p> <p>.....</p>		
<p>If you are a member of a household and/or or sub-letting then evidence of the applicant’s residence must be provided. Acceptable evidence includes:</p> <p>Two of the following: utility bills, council tax statements, mobile phone bill, bank statements, council tax statements, photographic ID or letters from the DWP which display the applicant’s full name and address. The bills and statements must be for a period of:</p> <p>3 monthly statements; or          6 fortnightly statements; or          13 weekly statements; or          letters/bills dated within 3 months</p>		

Previous landlord details so that we can complete tenancy reference checks as part of our standard allocations procedure:

Please provide details for the previous 3 years. Continue on a separate sheet if necessary.

<b>Current and previous landlord/agent's name</b>		
	<b>Lead applicant</b>	<b>Joint applicant</b>
<b>Property address</b>		
<b>Landlord's address</b>		
<b>Postcode</b>		
<b>Landlord's contact telephone number</b>		
<b>Landlord's email</b>		
<b>Tenancy start date (inc year)</b>		
<b>Tenancy end date (inc year)</b>		
<b>Reason for leaving</b>		

<b>Previous landlord/agent's name</b>		
	<b>Lead applicant</b>	<b>Joint applicant</b>
<b>Property address</b>		
<b>Landlord's address</b>		
<b>Postcode</b>		
<b>Landlord's contact telephone number</b>		
<b>Landlord's email</b>		
<b>Tenancy start date (inc year)</b>		
<b>Tenancy end date (inc year)</b>		
<b>Reason for leaving</b>		



Previous landlord/agent's name		
	Lead applicant	Joint applicant
Property address		
Landlord's address		
Postcode		
Landlord's contact telephone number		
Landlord's email		
Tenancy start date (inc year)		
Tenancy end date (inc year)		
Reason for leaving		

#### 4. General information

Have you, or anyone you are applying with, ever had action taken against you due to antisocial or criminal behaviour or a breach of your current/previous tenancy conditions? (Including written warnings, court action, evictions and Anti-Social Behaviour Orders).	Yes	No
<b>If YES please give the full name of person(s) against whom action was taken:</b>		
Do you, or anyone you are applying with, have to register with the police under the Sex Offenders Act 1997 and/or the Sexual Offences Act 2003?	Yes	No
<b>If YES please give the full name of person(s) who have to register:</b>		
Are you, or anyone you are applying with, related to anyone who is, or has been in the last 12 months, a member of Sanctuary's committees/forums or staff?	Yes	No
<b>If YES please give details:</b>		
Do you, or anyone you are applying with, have any rent arrears or debts from a current or previous tenancy?	Yes	No
<b>If YES please give details:</b>		
Are you, or anyone you are applying with, seeking asylum?	Yes	No
<b>If YES please give details:</b>		

## Declaration

I/we declare that the information supplied by me/us in this application is correct.

I/we understand that supplying false or misleading information or deliberately withholding relevant information may result in the cancellation of my/our application.

**Lead applicant signature** ..... **Date**.....

**Joint applicant signature** ..... **Date**.....

## Personal information

The information collected before you become a tenant will be used to help us provide services which meet your needs. Some of the information which we collect will be special categories of personal data (also called sensitive personal data). To ensure that you receive a consistently high standard of service we may pass relevant information to our contractors.

Our full privacy notice can be found at the end of this form. Please review this before signing your form. By signing the form, you consent to our use of your sensitive personal data as set out in the full privacy notice.

Where you have provided consent to us processing your special categories of information (health and disability information), you have the right to withdraw that consent at any time. Withdrawing your consent will not affect the lawfulness of our use of your information before the consent was withdrawn.

We aim to ensure that withdrawing your consent is as easy as providing it. Therefore if you do wish to withdraw your consent at any time, please contact your local Sanctuary office.

## Privacy Statement

### 1 Purpose of our privacy statement

1.1 Under the Data Protection Act 2018 and the General Data Protection Regulation, Sanctuary Homes (Scotland) Limited is required to explain to you why we are asking for information about you, how we intend to use the information you provide to us and whether we will share this information with anyone else.

### 2 Who are we?

2.1 We are Sanctuary Homes (Scotland) Limited, a subsidiary of Sanctuary Scotland Housing Association and part of Sanctuary Group. Our registered office address is 7 Freeland Drive, Priesthill, Glasgow, G53 6PG. We trade under the 'Sanctuary Homes' brand and will be your landlord if you choose to rent a Mid-Market Rent property from us.

### **3 Our data protection officer**

- 3.1 Our Data Protection Officer is responsible for overseeing what we do with your information and monitoring our compliance with data protection laws.
- 3.2 If you have any concerns or questions about our use of your personal data, you can contact our Data Protection Officer by writing to The Data Protection Officer, Sanctuary House, Chamber Court, Castle Street, Worcester, WR1 3ZQ or emailing [data.protection@sanctuary-housing.co.uk](mailto:data.protection@sanctuary-housing.co.uk).

### **4 Why are we collecting your information?**

- 4.1 The information that you provide to us on the form(s) relating to your application is required by Sanctuary in order for us to assess your need for housing. Without this information, we will not be able to enter into a contract with you. Our aim is that by further understanding your individual needs, we will be able to provide an improved service.
- 4.2 If you are offered a tenancy, Sanctuary may invite you to answer some questions on your personal and financial circumstances. If you agree to provide this information it will be used to complete the Account Management Process, which will allow Sanctuary to offer tailored services related to your rent account. This is an automated process and your rights relating to this are set out at section 14.2. Sanctuary does not currently carry out any other automated decision making and we will tell you if this ever changes.

### **5 What information are we collecting?**

- 5.1 The only information which we are collecting about you is the information which you provide to us on the Mid-Market Rent Application Form and any information you subsequently provide either verbally or in writing during the application process and, if your application is successful, during the term of your tenancy.
- 5.2 Some of the information which we collect could be special categories of personal data (also called sensitive personal data), which includes information about your health, age, race or ethnic origin, gender, disability or sexual orientation. We use this information to ensure that any offer of a tenancy made to you is for a property that is suitable for your needs. We will also use it to monitor our own performance and ensure that our services are non-discriminatory and remain open and accessible to all. By completing the form or subsequently providing us with this information verbally or in writing, you consent to our use of this information for these purposes.
- 5.3 Some of the information which we collect will also include your current and historical financial circumstances and personal circumstances for example if you are currently in employment.

### **6 What are we going to do with your information?**

- 6.1 The information which you provide to us will be used for the following purposes:
  - 6.1.1 it will be stored and used by us in accordance with this privacy statement and also in accordance with your rights under relevant legislation including the Data Protection Act 1998 and the General Data Protection Regulation;
  - 6.1.2 it will allow us to ensure that the services we provide are non-discriminatory, open and accessible to all;
  - 6.1.3 it will be collected and used fairly and openly for the purpose of establishing eligibility for, and managing, a tenancy;
  - 6.1.4 it will be used fairly and openly in providing our services to you in accordance with the contract between you and us;

- 6.1.5 it will allow us to provide services which are tailored to your needs;
- 6.1.6 it will be used in order to determine how we can improve our services to benefit you;  
and
- 6.1.7 it will allow us to make contact with you in the most appropriate way. For example, we can provide literature in large print if you have difficulty reading smaller print; or provide documents in an alternative language if English is not your first language.
- 6.1.8 it will be used to obtain references from your previous landlords during the last three years and to establish your financial status and ability to sustain a tenancy.
- 6.1.9 it will be used to allocate an Account Management Profile to you for rent account management.

## **7 What is the legal basis for using your information?**

- 7.1 In accordance with the data protection laws, we need a “legal basis” for collecting and using information about you. There are a variety of different legal basis for processing personal data which are set out in the data protection laws.
- 7.2 The lawful basis on which we rely in order to use the information which we collect about you for the purposes set out in this notice will be:
  - 7.2.1 you have provided consent to our use of your information;
  - 7.2.2 using your information in this way is necessary for us to perform the contract between us and in order to take steps at the request of you prior to entering into the contract;  
and
  - 7.2.3 using your information is necessary for us to comply with a legal obligation to which we are subject.
- 7.3 The lawful basis on which we rely in order to use your sensitive personal data / special categories of personal data which we collect about you will be that you have provided your explicit consent to our use of your information.
- 7.4 The lawful basis on which we rely, in order to use information on your personal and financial circumstances to allocate you an Account Management Profile, will be that you have provided explicit consent to our use of your information for that purpose, so that Sanctuary can provide tailored rent management services to you to help you to manage your rent account.

## **8 Sharing your information**

### **Sanctuary Group**

- 8.1 Sanctuary Group is made up of a number of related companies in the Sanctuary family. We will share your information with other members of the Sanctuary Group where necessary in order to best provide the services to you in accordance with the contract between us.
- 8.2 Your information will only be accessed by other companies in the Group where it is necessary to do so in order to provide services to you in accordance with our contract. The obligations which are set out in this notice shall apply to the other members of the Group to the same extent that they apply to us.
- 8.3 For more information on which companies make up the Sanctuary Group, please go to [www.sanctuary-group.co.uk](http://www.sanctuary-group.co.uk)

## **Contractors and sub-contractors**

- 8.4 It may be necessary to share information about you with our partners, contractors and sub-contractors in order to provide you with the services in accordance with the contract between us. For example, we may provide your personal data and information relating to your tenancy to our selected maintenance contractors where repairs are required to be undertaken at your property. We will only share information about you which is relevant and necessary to address your individual needs. The partners, contractors and sub-contractors shall be contractually required to ensure that they adhere to the security requirements imposed by the Data Protection Act 1998 and / or the General Data Protection Regulation (as applicable).
- 8.5 Our contractors and sub-contractors will not share your information with any other parties and will only be able to use the information when completing work on behalf of us.

## **Regulators and other legal obligations**

- 8.6 We may also be required to share your information with our regulators who are permitted access to this information by law and with other organisations where we have a legal obligation to share the information with them.

## **Other organisations**

- 8.7 We may from time to time share your information with other organisations, such as:
- 9.7.1 utility companies so they can provide services to you and contact you in respect of utility charges;
  - 9.7.2 the police for the purpose of detection and prevention of crime; or
  - 9.7.3 organisations with a function of auditing and / or administering public funds for the purpose of detection and prevention of fraud.

## **9 Transferring your information abroad**

- 9.1 We will not transfer the information you provide to us outside of the European Economic Area.

## **10 Security of your personal information**

- 10.1 The information that you provide will be stored securely on our electronic systems and the form that you complete will be shredded. Our security measures and procedures reflect the seriousness with which we approach security and the value we attach to your information.
- 10.2 Only relevant members of staff will have access to the information you provide to us.

## **11 Can we use your information for any other purpose?**

- 11.1 In limited circumstances we may use your information for a purpose other than those set out in this policy. If we intend to do so, we will provide you with information relating to that other purpose before using it for the new purpose.

## **12 Storing your information and deleting it**

- 12.1 Should you enter into a contract with Sanctuary, we will store the personal data which you provide to us for as long as you remain a resident and for a period of six years thereafter in accordance with the provisions of our Records Management Policy. Should your application not be successful, we will store the personal data which you provide to us for a period of six months and then it will be deleted, in accordance with the provisions of our Records Management Policy.

## 13 Your rights

- 13.1 In relation to the information which we hold about you, you are entitled to:
- 13.1.1 ask us for access to the information;
  - 13.1.2 ask us to rectify the information where it is inaccurate or is incomplete;
  - 13.1.3 ask us to erase the information and take steps to ask others who we have shared your information with to also erase it;
  - 13.1.4 ask us to limit what we do with your information;
  - 13.1.5 object to our use of your information and ask us to stop that use;
  - 13.1.6 instruct us to provide you with the information we hold about you in a structured and commonly used format or transmit that information directly to another organisation (for example, if you want the information to be sent to another housing provider).
- 13.2 Our Account Management Process is an automated process and because of this, you are entitled to:
- 13.2.1 request human intervention in the Account Management Process (this means that you can ask for your profile to be reviewed and considered by a member of our income team rather than calculated automatically);
  - 13.2.2 ask to express your point of view about the Account Management Process; or
  - 13.2.3 challenge the Account Management Profile that has been allocated to you.
- 13.3 Our obligations to comply with the above rights are subject to certain exemptions.
- 13.4 Where we are using your information because you have provided your consent to that use, you are entitled to withdraw your consent at any time. The lawfulness of our use of your information before consent was withdrawn is not affected.
- 13.5 To exercise any of the rights referred to above, you should contact our Data Protection Officer by writing to The Data Protection Officer, Sanctuary House, Chamber Court, Castle Street, Worcester, Worcestershire, WR1 3ZQ or emailing [data.protection@sanctuary-housing.co.uk](mailto:data.protection@sanctuary-housing.co.uk).
- 13.6 You also have the right to complain to the Information Commissioner's Office (the "ICO") if you are not satisfied with the way we use your information. You can contact the ICO by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

### Guidance on Your Application Form

#### What do I do when I have completed my application form?

Send your completed application form to the postal address or email address at the back of this form. You can also give it to a staff member at your local housing office.

#### What happens next?

Once your completed application form has been received, we will assess it and check all the information you have provided. You will be contacted if we need further information from you.

#### Cancelling your application form

You may cancel your application for a Mid-Market Rent home at any time. You can do this by writing to our postal address or emailing **[Scotland.Midmarket@sanctuary-housing.co.uk](mailto:Scotland.Midmarket@sanctuary-housing.co.uk)**

**Annual Review**

We will contact you every year to confirm that you still want to be registered for a Mid-Market Rent home. If you do not respond, your application will be cancelled.

**Change of Circumstances**

If any of your circumstances change, for example, if your employment changes, you move to another address, you change your telephone number, give birth etc, you must inform us immediately so that your details can be updated and you are given the correct priority for a home.

## Contact Details

Tel: **0800 131 3348** or **0300 123 3511** (from a mobile).

Email: **Scotland.Midmarket@sanctuary-housing.co.uk**

### **Aberdeen**

2 Donside Village Square  
Aberdeen AB24 2PL

### **Dundee**

185 Turnberry Avenue  
Dundee DD2 3WN

### **Cumbernauld**

Floor 8, Fleming House  
2 Tryst Road  
Cumbernauld  
Glasgow G67 1JW

### **Glasgow**

Sanctuary House  
7 Freeland Drive  
Glasgow G53 6PG



### **Sanctuary Homes (Scotland) Limited**

Sanctuary House  
7 Freeland Drive  
Glasgow  
G53 6PG

[www.sanctuary-scotland.co.uk](http://www.sanctuary-scotland.co.uk)

Sanctuary Homes (Scotland) Limited, incorporated in Scotland, is a subsidiary of Sanctuary Scotland Housing Association Limited which is part of the Sanctuary Group.  
Registered office: Sanctuary House, 7 Freeland Drive, Glasgow G53 6PG  
Company number: SC558027  
Letting Agent Registration Number – LARN1908015