

Tenants Move Incentive Scheme – Application Form

Further information about the scheme can be obtained from the policy available from our website and the Civic Centre. When completing this form please ensure that you have also completed a Housing Needs Register application form to ensure you are registered on to the Housing Allocation Scheme.

Please complete the form in block capitals.

A. About you and your household

Your full name	
Present Address	
Home telephone number	
Mobile telephone number	
Email address	

Family Details

Surname	First name	Male/ Female	Date of birth	Relationship to you	Moving with you? Yes/No

Your present address

How many bedrooms do you have?	
Is there a garden?	
Do you live in a house, flat, maisonette or bungalow?	

What support do you feel you need at this time?

Financial Support only	Yes/No
Practical Support only	Yes/No
Both Financial and Practical Support	Yes/No
Is there any additional information that would assist us further with your application? Please continue on another sheet of paper if required	

B. Alternative accommodation required

House	
Flat/Maisonette	
Bungalow	
No of Bedrooms required	

C. Bank details

Incentive payments can either be paid by cheque or directly into your bank account, please give details of what method you wish to receive the payment:

Payment via my bank account	Yes/No
Payment by cheque	Yes/No

If you have chosen payment to be made directly into your bank account please give details below:

Name of Bank	
Address	
Account number	
Sort Code	

D. Forwarding address

Please provide if known:

E. Tenants Declaration

I/we certify that to the best of my/our knowledge the information given in the Housing Needs Application form is correct.

I/we have read and accept the Tenants Move Incentive Scheme Policy and agree that full vacant possession of my/our existing accommodation will be surrendered to the Council no later than the commencement date for my/our new tenancy

I/we understand that any Housing Related Debts, Rechargeable Repairs or Court Costs will be deducted from any incentive payment I am due to receive.

Signature.....

Date.....

Signature.....

Date.....

Please send this completed form to: Housing Options and Advice Team, Housing Services, Harlow Council, Civic Centre, The Water Gardens, Harlow, Essex, CM20 1WG

Harlow Council understands that your privacy is important to you. The details you provide on this form will be kept private and confidential. However, as part of your tenancy agreement and in order to validate your application it may be necessary to share personal information with the Department of Work and Pensions, Housing associations, utility companies and Harlow Council's Council Tax and Housing Benefit section. In order to ensure that repairs are carried out to the rented property it may be necessary, in very limited and specific circumstances, to share personal information with Kier Harlow and other contractors working on behalf of Harlow Council. Also Harlow Council may be required by law to share information with the NHS, GP's and Social Services to safeguard children's and vulnerable adult's welfare. Harlow Council is under a duty to protect the public funds it administers, and to this end may use the information provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. We are required to participate in a data matching exercise to assist in the prevention and detection of fraud. Further information about the data matching exercise is available on Harlow Council's website at www.harlow.gov.uk/data-matching