

Appendix A – Application Form



Southampton
City Council
Civic Centre
Civic Centre
Road
Southampton
SO14 7LY

Date form completed:	
Name of Applicant:	
Applicant DOB:	
Allocated PA:	
Team/Hub:	
Practice Manager:	

This form allows you to seek an appropriate Corporate Guarantor. It will allow Southampton City Council (the Council) to gain an understanding of your financial position and emotional wellbeing in preparation of you living by yourself.

The answers that you provide the Council within this application form are part of the first stage application process for the potential of the Council acting as your Guarantor.

Once you have completed this application form in **full**, please submit the form to your Personal Advisor.

The Council will try to provide you with a response within 2 weeks of the application being received. When you receive a response from us, you will be provided with information on whether we have accepted your application, declined your application or we require further information to come to a decision.

If your application is successful, we will attempt to issue you with your 'Acceptance in Principle' letter within 1 week of acceptance.

Should you have any questions or require assistance when completing this application form, please contact your Personal Advisor who will be able to assist.

From everyone at Southampton City Council, we wish you luck with your application.

Application Questions

What is your current living situation?
What is the accommodation for? (e.g. University, full-time residence)
If University accommodation – name of University:
What is your current education, training or employment status? Employed full or part time, a full-time student (College or University)?
Do you have any reason to believe that this may change over the next 6 months?
How much can you afford to pay in rent per month?
£
Please explain how you will pay your rent, for example, wages, Housing Benefit, Student Loan, etc.:
Please submit to Southampton City Council copies of any below documentation with your application form. Please tick which documents you have also attached.
<input type="checkbox"/> Housing Benefit eligibility letter <input type="checkbox"/> Letter of financial support from Southampton City Council <input type="checkbox"/> University Finance entitlement summary
Please also attach copies of the last 3 months' bank statements. Additionally, if you work, please attach the last 3 months' payslips and proof of employment.
<input type="checkbox"/> 3 Months' bank statements <input type="checkbox"/> 3 Month's payslips and proof of employment
Please provide us with a breakdown of your planned expenditure in order to provide evidence to Southampton City Council you have a monthly budget.

Please advise and tick the appropriate box if you receive your income other than monthly

- Daily
- Weekly
- Fortnightly
- Other, *please specify* _____

Planned expenditure breakdown:

Monthly income	
Wages	£
Universal Credit	£
Housing Benefit	£
Southampton City Council support	£
Job Seekers Allowance	£
Student Finance England (for university students only)	£
Bursary from University (for university students only)	£
Other, <i>please specify</i>	£
Other, <i>please specify</i>	£
Total amount	£

Monthly outgoings – Section A	
(if you are a university student and your outgoings are one payment covering a selection of the list below, please complete section B)	
Rent	£
Gas	£
Electric	£
Council Tax	£
Water	£
TV Licence	£
Food	£
Alcohol	£
Tobacco	£
Going 'out'	£
Clothes, Make-up, Washing products and other	£
Hobbies	£
Cleaning products	£
Travel	£
Phone	£

Internet	£
Education	£
Other, <i>please specify</i>	£
Other, <i>please specify</i>	£
Total	£

Monthly Outgoings Section B – (only complete this box if you are a university student)

University accommodation costs per month (please list what this includes e.g gas, electric, water)	£
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Have you found a property?

Yes No

If you have said no, do you know which area/s you may want to live in and what are you doing to find a property, if so, *please specify*:

If yes, what is the monthly rental cost per week/month:

Please specify what research have you carried out in relation to local rent costs? I.e. is this accommodation similar in cost to others? If not, why have you chosen this accommodation?

What will be the living arrangements in this property?

- Alone
- In a shared house with friends
- In a shared house with others
- In student halls of residence for university study
- With a partner/friend
- Other, *please specify* _____

Which skills do you believe that an individual requires in order to live independently and how would you describe those you have? How did you learn them? How do you use them?

If you found yourself in financial difficulty, who would you turn to for budgeting and practical support? *Please explain.*

How would you financially cope if you found yourself with an unexpected bill, loss of your job, or if you do not have any 'spare money'; whilst still paying your rent?

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Please provide us with contact details for a supporting reference, for example, your Personal Advisor, Social Worker, Carer, Employer, Tutor, or another:

Name and Job Title	Contact telephone	Contact email address	Company name

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Please specify any further information that you feel may help towards your application.

Personal Advisor Comments/Recommendations:

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Signature:

Date:

Practice Manager Comments/Recommendations:

--

Signature:

Date:

	Signatures	Date
Applicant		
Head of Service		

