

# EMPTY HOMES FINANCIAL ASSISTANCE

Application Form



For Office Use			
Property address			
Recommendation			
Recommended by	Signature		
	Print name		
	Job title		
	Date		
Full amount of assistance:		Percentage of assistance as grant:	
Owner contribution:		Value of property:	
Percentage of assistance to value:		Credit Checked:	
Number of years empty:		Number of dwellings:	
Financial Assistance to Let at affordable rent		Financial Assistance to Let at open market rent	



**Part I - Guidance notes - how to make your application**

Please ensure you have read and understood the terms and conditions set out in the Empty Homes Financial Assistance Policy prior to completing this application form. Please do not hesitate to contact the Council if you have any questions regarding the policy or application form. We can be contacted on 01752 304235 or [emptyhomes@plymouth.gov.uk](mailto:emptyhomes@plymouth.gov.uk).

The registered owner(s) of the property that is subject to this application will need to complete all sections of this application form as accurately and honestly as possible to enable the Council to assess eligibility for financial assistance correctly.

If the registered owner of the property is a company, then this form must be completed by the Company Director or Company Secretary.

A complete application should include the following documents. Please tick the below boxes to confirm that these are enclosed with your application.

<b>Application document</b>	<b>Tick if provided</b>
A completed application form	
Proof of ownership of the property e.g. a Title	
A specification of planned works	
A schedule of planned works with a clearly defined timeline	
At least three itemised quotes for the required works together with the cost of any associated fees e.g. structural engineer's fees etc.	
Specialist reports, Building Regulations, planning permission and plans where required	
If applicable, a mortgage statement issued for the current year showing the total amount of the mortgage, the outstanding amount and proof that the applicant is up to date on mortgage payments	
A cheque made payable to Plymouth City Council to cover the Council's administration costs and legal fees (£250.00 per property plus £40 for any	

additional registered titles and any additional costs for applications from companies, to enable the Council to register a charge with Companies House)	
Proof of buildings insurance	
Proof of identity e.g. a current passport, an EEA member state identity card, an original birth certificate or a current UK or EEA photo-card driving license	
Proof of home address e.g. a utility bill issued within the last three months, a council tax bill for the current year, a current UK driving license if not used as proof of identity, bank or building statement from the last three months, a mortgage statement issued for the last full year, tenancy agreement etc.	
Corporate applicants will be required to sign a State Aid De Minimis Declaration form to confirm that they have not received De Minimis aid during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years)	
Applicants applying for Financial Assistance to Owner Occupy will be required to outline their intentions for their existing residence	
Any other details that may be requested by the Council during the enquiry stage.	

The Council reserves the right to credit check applicants. Applicants will be refused financial assistance where the Council has serious concerns over the results of the credit check.

The Council also reserves the right to request a valuation report undertaken by a member of the Royal Institute of Chartered Surveyors (RICS). The cost of a valuation report can be added to the application for financial assistance.

By submitting an application form, applicants are granting permission to undertake credit checks and valuation surveys unless otherwise agreed by the Council in writing.

**Part 2 – About you**

<b>Owner 1</b>			
Full name of registered owner			
Home address			
Postcode			
Telephone number (home)		Tel number (mobile/work)	
Email			
Date of Birth			
<b>Owner 2 (if applicable)</b>			
Full name of registered owner			
Home address			
Postcode			
Telephone number (home)		Tel number (mobile/work)	
Email			
Date of Birth			

If the property is owned by a company, please list all company directors and the company secretary on a blank sheet and return along with your application form.

<b>Bank Details</b>	
Name of bank	
Address	
Sort code	
Account number	
Account name	

**Empty Property**

Do you own any empty property in addition to the property that is subject to this application?

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**County Court Judgements**

Are there any Country Court Judgements against any of the property owners within the last six years?

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**Credit Rating**

Do any of the property owners have reason to believe that they may have a poor credit rating?

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**Bankruptcy**

Are you or any of the property owners currently an undischarged bankrupt?

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**Debt to Council**

Do any of the property owners owe any money to Plymouth City Council on this property? E.g. unpaid council tax, works carried out in default, costs for group repair works undertaken

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**If you have answered yes to any of the above questions, please provide further information below.**

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**Part 3 – About the Property**

Address of the property that is subject to this application	
What type is the property? (E.g. house, flat, terraced, detached etc.)	
How many bedrooms are there?	
Will you be creating additional dwellings? If so how many?	
Do you own the freehold or leasehold? If leasehold, please state the number of years left on the lease.	
How long has the property been empty? Provide a date if known.	
Are you applying for Financial Assistance to Let at an affordable rent or open market rent	
How do you intend to let the property?	
What do you anticipate your monthly rental income will be?	
How much did you pay for the property and when?	
What is the current value of the property?	
What is the estimated value of the property should the works be undertaken?	

**Mortgage Details**

Do you have a mortgage on the property?			
Amount owed	£	Years left to pay	
Lender's name			
Lender's address			
Mortgage account number			
Does your provider allow its assets to be charged?			

**Loans**

Do you have any secured loans on the property?			
Lender's name			
Lender's address			
Account number			
Amount owed	£	Years left to pay	

**Buildings Insurance**

Insurance company	
Policy number	

Please provide a copy of your insurance certificate. If you do not have insurance cover, you will not be eligible for assistance.



**Part 4 – The Works**

Which contractors provided the quotes and what was the amount of the quotes?			
Contractor 1		Quote	£
Contractor 2		Quote	£
Contractor 3		Quote	£
How much are you able to contribute?		£	

**Part 6 Declaration and signature/s**

1. I/we have received and read the conditions set out in the attached Empty Homes Financial Assistance Policy and accept them in their entirety. I understand that failure to comply with the conditions may result in the Council cancelling any offer of financial assistance or demanding repayment of any outstanding financial assistance with interest from the date of the breach
2. I/we have ensured that the quotations submitted with this application are in accordance with the discussed Specification of Works and are true competitive quotes supplied to us, as a client, on a proper commercial basis by bona fide contractors.
3. I/we understand that the submission of quotations which I/we or the contractor(s) know to be false, with a view to obtaining public funds improperly, would amount to a deception or fraud which may result in immediate recovery of the full amount of financial assistance and criminal prosecution.
4. I/we authorise Plymouth City Council to make any necessary enquiries to verify the information I/we have given in support of this application for grant.
5. I/we authorise Plymouth City Council to cross check the information I/we have given with other departments within the Plymouth City Council, other councils, benefits authorities, government agencies, employers, banks, building societies and any other relevant organisations<sup>1</sup>.
6. I/we give permission to Plymouth City Council to carry out a credit check.
7. I/we understand that the Council reserves the right to instruct a valuation survey conducted by a RICS surveyor to ascertain the value of the property and that I/we may with prior notification be charged for the survey, the cost of which can be added to the amount of assistance.
8. I/we declare that the information I/we have given on this form is true and correct to the best of my/our knowledge and understand that if we knowingly provide information that is incorrect or incomplete this may affect my/our application for financial assistance and I/we may be subject to criminal prosecution.

Signature Owner 1		Date	
Signature Owner 2		Date	

<sup>1</sup> Plymouth City Council is under a duty to protect the public funds it administers. In doing this we may share the information you provide within other sections of the Council. We may also share this information with other bodies that administer public funds for the prevention and detection of fraud.

