

**Home Improvement Assistance
Application for Financial Assistance**

All applications made to the Salford Home Improvement Agency for Home Improvement Assistance must comply with the provisions of the Salford Council Private Sector Housing Assistance Policy 2014.

In particular, in order to be able to make an application for Home Improvement Assistance, the Applicant/s must be able to satisfy the council that they have met the conditions of the prior qualifying condition in that they have owned and lived in the property as their only or main residence for a period of three years ending on the date of this application.

The Applicant/s must also occupy the said property throughout any ‘assistance condition period’ as their only or main residence. The ‘assistance condition period’ is determined by the type of financial assistance you are applying for – for full details please refer to the Salford Council Private Sector Housing Assistance Policy 2014

Salford City Council may consult Land Registry and other relevant records to confirm that the Applicant/s has/have the necessary legal interest in the property to which the application relates. If the property in question is not registered at HM Land Registry Salford City Council will require the applicant’s solicitor to deduce title to the Applicant’s property.

A form of consent will be required from each party with a legal interest in the property giving authorisation for this application.

Applications will not be considered for works which are subject to insurance claims or litigation.

(please tick boxes as appropriate throughout this form)

1) Please give the following details:

Main Applicant:

Mr/Mrs/Miss/Ms/Other (please specify)

First Name:.....

Last Name:.....

Address:

.....

.....

Postcode:.....

Telephone Number:

Mobile Number:

Date of birth:

Joint Applicant:

Mr/Mrs/Miss/Ms/Other (please specify)

First Name:.....

Surname:.....

Mobile Number:

Date of birth:

2) Does the **Main Applicant** reside in the property? Yes No

3) Does the **Main Applicant** have a qualifying owner's interest in the property?
Yes No

4) Does the **Joint Applicant** reside in the property? Yes No

5) Does the **Joint Applicant** have a qualifying owner's interest in the
property? Yes No

6) Are you the sole owner(s) of the property? Yes No

7) If you have answered 'No' to Question (6) please give full details of the other owners of the
property below (please continue on a separate piece of paper if necessary):

Other Owner 1

Mr/Mrs/Miss/Ms/Other (please specify)

First Name:.....

Surname:.....

Does Other Owner 1 live at the Main Applicant's address: Yes No

(If you have answered 'No' please complete the below for Other Owner 1)

Address:.....

.....

.....

Postcode:

Telephone Number:

Mobile Number:

Date of birth:

Other Owner 2

Mr/Mrs/Miss/Ms/Other (please specify)

First Name:.....

Surname:.....

Does Other Owner 2 live at the Main Applicant's address: Yes No

(If you have answered 'No' please complete the below for Other Owner 2)

Address:.....

.....

.....

Postcode:

Telephone Number:

Mobile Number:

Date of birth:

8) Is the property a dwelling, a qualifying house-boat or a qualifying park- home?

Dwelling Qualifying Park Home Qualifying House Boat

9) Has the Main Applicant resided in the property as their only or main residence for a minimum period of three years? Yes No

10) Has the Joint Applicant resided in the property as their only or main residence for a minimum period of three years? Yes No

11) Will the Main (and/or Joint) Applicant live in the property as their only or main residence throughout the condition period? Yes No

12) Describe the proposed works that are the subject of this application *(please attach a separate sheet if necessary)*

Please note that the works as described here may be amended or declined, subject to a survey by the Council who will issue a schedule of the eligible works.

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13) Are the issues underlying the proposed works covered by an insurance policy? Yes No

a) If yes has a claim been made on the insurance policy? Yes No

b) What is the outcome of the insurance claim?

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.....

14) Are the issues underlying the proposed works the subject of litigation proceedings?

Yes No

a) If yes has a claim been made on the insurance policy? Yes No

b) What is the outcome of the insurance claim?

.....
.....

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MAIN and JOINT APPLICANT'S DECLARATION

WARNING

If you knowingly make a false statement you may be liable to prosecution and the Council can demand the full repayment of any financial assistance obtained, together with interest from the date of payment until the repayment, and no further amount will be paid

I declare that to the best of my knowledge, information and belief, the information I have given above is correct.

I confirm that I have a qualifying owner's interest in the relevant dwelling, and that I will occupy the dwelling throughout any assistance condition period as my only or main residence.

Date:

Main Applicant Signed:

Date:

Joint Applicant Signed:

ADDITIONAL FEES ACCEPTANCE FORM

As part of the calculation for Financial Assistance, Salford Home Improvement Agency will add the following additional fees to the total cost of the approved works:

1. An administration fee in the sum equal to the sum of 13% of the Approved Financial Assistance (plus VAT) (to cover the cost to Salford Home Improvement Agency processing this application and facilitating the works);
2. Legal fees in the fixed sum of [insert];
3. Land registration fees in the fixed sum of [insert];
4. Energy Performance Certificate (EPC) fees in the fixed sum of [insert]; and
5. Property valuation fees in the fixed sum of [insert].

I, the undersigned, hereby authorise and instruct Salford City Council Home Improvement Agency to add the above additional fees to the total cost of the approved works and to deduct the fees at the time of the payment of any relevant Financial Assistance.

I understand that the above authorisation and instruction is irrevocable and that Salford Home Improvement Agency will deduct the said sums at the time of payment of any relevant Financial Assistance.

Date:

Main Applicant Signed:

Joint Applicant Signed: