**NEW ORFORD TOWN TRUST**

**REGISTERED CHARITY 1053729**

**The Town Hall, Market Hill, ORFORD, Woodbridge, Suffolk IP12 2NZ**

**Telephone: 01394 459172**

**orfordtrust@outlook.com**

**Housing Application Form**

Household details

Names *Please give full names*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Title | Forename(s) | Surname | Date of birth | Gender M/F |
| Applicant 1 |  |  |  |  |  |
| Applicant 2 |  |  |  |  |  |
| Other 1 |  |  |  |  |  |
| Other 2 |  |  |  |  |  |
| Other 3 |  |  |  |  |  |

Relationship to Applicant 1

|  |  |
| --- | --- |
| Applicant 2 |  |
| Other 1 |  |
| Other 2 |  |
| Other 3 |  |

Have you or anyone in your household been known by any other name? *Please state*

|  |
| --- |
|  |
|  |

National Insurance numbers *Please give full numbers*

|  |  |
| --- | --- |
| Applicant 1 |  |
| Applicant 2 |  |
| Other 1 |  |
| Other 2 |  |
| Other 3 |  |

If any member of your household has a disability or medical condition which needs to be considered please give details below.

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**YOUR ADDRESS AND CONTACT DETAILS**

Current address

|  |
| --- |
| Applicant 1 |
|  |
|  |
|  |
| Tel no Mobile no |
| Email |

Current address (if different from above)

|  |
| --- |
| Applicant 2 |
|  |
|  |
|  |
| Tel no Mobile no |
| Email |

Please give some information about your current accommodation

|  |
| --- |
| Type of property (ie bedsit, flat, house): |
| No of bedrooms: |
| Type of tenure (ie lodger, housing association tenant, private tenant): |
| Current rent payable: £ per calendar month / week (delete as applicable) |
| Date you moved to the property: |
| Notice period on current property: |

**MEETING THE CRITERIA FOR A PROPERTY OWNED BY NOTT**

**HOUSING NEED**

Please give your reasons for making this application

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**ABILITY TO AFFORD**

Please answer the following questions about your employment so that we can be sure that you can afford the rent on the property. Full time is considered to be 30 hours or more.

Applicant 1

|  |
| --- |
| Do you work? I am not in work Employed full time Employed part time Self-employed  (delete as applicable) |
| Job title |
| Employer’s name and address |
|  |
|  |
| Employment start date |

Applicant 2

|  |
| --- |
| Do you work? I am not in work Employed full time Employed part time Self-employed  (delete as applicable) |
| Job title |
| Employer’s name and address |
|  |
|  |
| Employment start date |

**LOCAL CONNECTION**

Please refer to NOTT’s Housing Allocation Policy, Section 2, to see what NOTT classes as a Local Connection.

Please use this page to tell us of the local connection to Orford or Gedgrave of the applicant(s). Please give the number of years relating to the connection (ie how long you/family members have lived in Orford or Gedgrave, or how long you/they have worked here). Please also give any information about employment (wither current, or if you have an offer of employment) in the area).

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**PROPERTY OWNERSHIP**

Does any applicant own/part own a property?

Yes / No (please delete as applicable)

Has any applicant ever owned/part owned a property?

Yes / No (please delete as applicable)

If you answered yes to either question, please give details below:

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Please use this section to give any additional information relevant to your application

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Please give details of two referees who may be contacted to support your application. One of these should be your current landlord, if applicable. These referees may be contacted by NOTT once your application has been received.

Referee 1 Referee 2

|  |  |
| --- | --- |
| Name: | Name: |
| Relationship to you (ie landlord) | Relationship to you (ie landlord) |
| Contact details: | Contact details: |
|  |  |
|  |  |

I / we, the applicant(s) confirm that the information given on this form is accurate.

Please sign below:

Applicant 1 Applicant 2

………………………………………………………………… ………………………………………………………………

Your application to rent a property owned by NOTT will be assessed by the New Orford Town Trust. Applicants may be asked to provide more financial information and an interview may be required. Applicants will be notified of the Trustee’s decision as soon as is practicable, and the Trustee’s decision is final.

All details on this form will be kept private and confidential in accordance with NOTT’s Privacy Policy.

This form will be destroyed six months after the property in question is let out. If you are interested in another property in the future then you will need to reapply and submit a new application.

October 2025