

FINANCIAL ASSESSMENT FORM

Applicant Details

Housing Register Ref No:	
Name of Applicant(s):	
Additional household members:	
Current address:	
Does the applicant(s) own a property Y / N Is the current address the owned property? If not, what is the address of the property owned?	
Does the applicant have savings or assets? Y / N	(if yes, what. Eg static caravan, estimated value £xxxx)
Reason for applying	
Is there a housing need? e.g. medical / social need (See procedures for registering applications with equity, assets and savings)	
Are there any specialist housing requirements? (See procedures for registering applications with equity, assets and savings)	
Is there any mortgage or other financial restrictions that would make home ownership or private renting unobtainable? (i.e. unable to get a mortgage, credit scoring restrictions)	
What is the current local market value of a suitable property for the applicant?	
Is shared ownership an option?	

What is the current private rent charge of a suitable property for the applicant?	
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Current owner occupiers (include static homes/caravans in this section of property owned)

Is the property currently up for sale?	Y / N
If yes, what amount is the property on the market for?	£
Which agent is the property on the market with?	

Documentation	Date received?	Amount
Recent mortgage statement		
Proof of valuation		
Recent bank account statement(s)		
Saving account statement(s)		
Other assets that need to be considered?		
Proof of any debts outstanding		
Debtor	Monthly amount	Total amount
Property valuations		
	Estate agent	Estimated sale price
1		
2		

Summary of equity, savings and assets	
Property value:	£
Total amount in bank/savings accounts:	£
Total value/amount of other assets:	£
Outstanding mortgage:	£
Total amount of other outstanding debts:	£
Potential amount of equity following sale:	£

Previous owner occupiers (property sold in the last 5 years, include previously owned static caravans/homes)

Documentation		
Document type	Date received	Total amount where applicable
Proof of sale (Date property sold xx/xx/xx)		
Proof of equity received		
Recent bank account statement(s)		
Saving account statement(s)		
Other assets that need to be considered?		

Proof of any debts paid off following the sale	
Debtor	Amount paid
Evidence provided of other purchases/payments made which have led to a depletion in equity following the sale	
Item/Payee	Cost/Payment

Summary of equity, savings and assets	
Total amount applicant received from sale:	£
Total amount of other outstanding debts:	£
Total amount in bank/savings accounts:	£
Total value/amount of other assets:	£
Total amount of equity	£

Once the assessment is complete:

- a) If the assessment for market housing is an option and will be suitable to the applicants housing need – applicant will not be registered
- b) If the assessment for private renting is an option and will be suitable to the applicants housing need – restrict housing priority to band 4 on the housing register.
- c) If the assessment is determined that both a & b (as above) are not a suitable option – applicants will be registered for housing and will be placed in the priority band in accordance with the usual Allocation Policy.

Date of assessment:	
Application refused as meets criteria (a) able to access housing market and would be suitable for applicant's needs.	
Application assessed and determined private renting is an option and suitable, therefore meets criteria (b). Award Band 4	
Application assessed and determined meets criteria (c).	
Date application registered:	
Banding given:	
Signed:	
Officer name and job title:	
Date:	