Bond bank application



RICHMONDSHIRE DISTRICT COUNCIL Housing Options Team	Return to:
Mercury House	
Station Road	Housing Options Team
Richmond	
DL10 4JX	
(01748) 901150	Date of Issue:

Applicants Details

Full Name		Previous Names		
NINO		DOB		
Current Address		Reason for Vacating		
Have you applied for a bond with this authority before ? Yes / No				
(If yes give details)				
Do you own	any property/land in the UK or abroad? ${f Y}$	es / No		
(If yes give c	etails value/reasonable to occupy etc)			

Details of Household

Full Name	Gender M/F	DOB	Age	Relationship to Applicant	NINO

Is any member of the household pregnant Yes/No

(If yes what is their due date)

Current housing situation and reason for bond application:

Income (Eligible Benefits):

Universal Credit	Y/N	Housing Benefit	Y/N
JSA/ESA	Y/N	DLA/PIP	Y/N
Tax Credits	Y/N		

(If 'Yes' to any of the above, please provide supporting documentation)

Household Employment Details:

(Please provide 2 months wage slips for each working member of the household)

Proposed Address:

Number of bedrooms:

Name and contact details of Landlord/Agent:

Bond amount required

Declaration

I declare that the details I have given above are true to the best of my knowledge

£_____

Please note: Bonds can only be paid into a Government accredited Bond Scheme. Any exceptions to this approach (eg the payment of rent in advance) can only be actioned following approval by the relevant Director. There are currently 3 such schemes in operation which the landlord/agent must pay the bond into. These schemes have their own audit procedures whereby the Housing Options Team will receive confirmation of a payment from the relevant scheme and will also receive notification when the tenancy has ended and the bond is due for repayment.

Where a bond is non-returnable at the end of a tenancy due to the actions of the tenant then recovery action must be considered and, where appropriate, instigated.)

Signed:

Print: _____

Date:		
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Please return completed application <u>and</u> Income and Expenditure Statement to the Housing Options Team.

Thank you

For Official Use Only

Date Application Received:

Recommended: Yes / No

Comments:

Housing Options Advisor:

Signed: _____ (HOA) Date: _____

Authorised: _____

Date: _____