



Application For Assistance With Retirement Housing

STRICTLY PRIVATE AND CONFIDENTIAL

Name:

Name of spouse (if applicable):

DOB:

Spouse DOB (if applicable):

Intended date of retirement:

Full address including postcode:

*Email:

Home tel:

Mob tel:

Status (Minister, Widow/er):

Parish:

Occupation of spouse (if applicable):

Details of dependents living with you:

Name:

Age:

Relationship:

Name:

Age:

Relationship:

Name:

Age:

Relationship:

*Please note that for serving Ministers, the Church of Scotland email address must be used



YES NO

1. Have you ever received any assistance from the Housing and Loan Fund before?

If YES, please give full details:

2. Having read the Guidance Notes provided by the Housing and Loan Fund, please indicate which category of assistance is relevant in your circumstances as defined by the Guidance Notes. (Please be aware that normally the type of assistance will be decided by the Trustees based on your level of financial resources. It is NOT generally a matter of personal choice). Please tick below.

House to rent

Shared Appreciation Loan

Standard Loan

Short-term Bridging Loan

3. If you think that the Guidance Notes indicate that your application may lead to the offer of a HOUSE TO RENT, please state:

Preferred area of Scotland in which you would like to live:

Alternative areas of Scotland that you would consider:

4. If you think that the Guidance Notes indicate that your application may lead to an offer of a HOUSING LOAN, please specify which type of loan you think is likely to be granted:

Standard Loan (up to £25,000)

Shared Appreciation Loan (between £25,000 and £122,500)

Short-term Bridging Loan

Please indicate amount you think will be required (£):

(Please be aware that the minimum Standard Loan and Bridging Loan amount is £5,000)

5. If you think that the Guidance Notes indicate that your application may lead to an offer of a HOUSING LOAN, please specify which area(s) of Scotland you are considering:



6. If you or your spouse already own a property, or apart from the Manse, have a tenancy of any property, please give the following details:

Address of property:

Owned Rented

If owned, what is the estimated value of the property? £

If there is a mortgage or bank loan outstanding on the property, please indicate the sum involved £

Do you intend to retire to this property, or do you intend to sell it prior to retirement?

Name and address of current lender (Bank/Building Society):

7. If you think that the Guidance Notes indicate that your application may lead to an offer of a HOUSING LOAN, please give the name, address and telephone number of your Solicitor:

8. Personal financial details are required to enable the Trustees to consider your application. Please complete this section as full and carefully as you can, using current values for items such as stocks and shares:

Savings And Investments (detail on separate sheet if necessary)

	Your capital (£)	Spouse's capital (£)
Bank current accounts		
Bank and Building Society savings accounts*		
Stocks and shares*		
Investment accounts such as ISAs*		
All other investments*		
Totals		

* Please provide copies of the most recent annual statements relating to these savings accounts investments and policies.



Please give details of any liabilities such as overdrafts/loans/credit card balances etc

Liabilities		
Type of liability (overdrafts/loans/credit cards)	Your liabilities (£)	Spouse's liabilities (£)
Totals		

Please provide details of any other regular income that you or your spouse will receive after you retire. Please give the gross figure (i.e. before tax). (You do NOT need to give details of the State Pension, or the Church Pension, which the Pension Trustees and/or Legal and General will provide to us direct.)

Other Income		
Type of Income	Your Income (£)	Spouse's Income (£)
Totals		

Life Assurance Policies or Endowments

If either you or your spouse have Life or Endowment Policies, please give details below. (It is NOT necessary to give details of policies that only pay out on death.) In particular we need to know the amount of the Basic Sum Assured, the Estimated Maturity Value, and the date of Maturity.

Your Life Assurance Policies* or Endowments*:

Spouse's Life Assurance Policies* or Endowments*:

* Please provide copies of the most recent annual statements relating to these investments or policies



Please read the information below carefully, complete the declarations, sign and date the form at the bottom. If you are married, your spouse should also read the declarations carefully and sign the form. This is because if you are married, house tenancy leases and loan agreements are provided in your joint names.

APPLICATION AND DECLARATIONS

I/WE hereby apply, in terms of the details supplied herein, to the Trustees of The Church of Scotland Housing & Loan Fund for Retired Ministers & Widows & Widowers of Ministers for assistance with housing in retirement to be provided in accordance with the Fund's parameters current at the date of my retirement. I/WE have read the current Guidance Notes setting out the provisions of the Fund.

I/WE understand that this provision may be either a house to rent, or a housing loan, depending on MY/OUR financial circumstances as disclosed herein and those financial circumstances to be disclosed at the time of the Review to be carried out prior to my retirement. I/WE further understand that any such provision is at the discretion of the Trustees of The Church of Scotland Housing & Loan Fund for Retired Ministers & Widows & Widowers of Ministers.

I/WE declare that the financial information given in this form has been honestly stated and provides a true and fair statement of MY/OUR full financial resources and I/WE undertake to complete the Review of our circumstances for the purposes of MY/OUR application prior to my retirement.

I/WE authorise the exchange of information between the Church of Scotland Pension Trustees and the Trustees of The Church of Scotland Housing & Loan Fund for Retired Ministers & Widows & Widowers of Ministers as they may require. Applicants will also be required to sign a mandate authorising Legal and General to release information to the Trustees of the Church of Scotland Housing & Loan Fund for Retired Ministers & Widows & Widowers of Ministers in respect of the benefits which the applicant is likely to receive from the Church of Scotland Pension Plan.

As stated in the Church's privacy policy, available on our website at www.churchofscotland.org.uk, the purpose of data protection legislation is to ensure that any personal data an organisation holds about an individual is stored and used in an appropriate way. The Church of Scotland, through the General Assembly of the Church of Scotland, is registered with the Information Commissioner's Office and strives to comply fully with data protection law.

The Church of Scotland is committed to protecting your privacy and safeguarding your personal data. The information which you provide to us will be held and processed to enable the Housing & Loan Fund together with various Councils, Committees and Departments based in the Church Offices at 121 George Street, Edinburgh and any connected offices, to process your loan application/application for assistance with retirement housing, communicate with you, for administration purposes, and other related matters. We will only keep the data for as long as necessary.

I/WE understand this and consent to the data being used in this way.

If provided with a HOUSE TO RENT, I/WE fully understand and agree that:

1. Although I/WE have the right to be consulted as to any house offered to ME/US for rent, the final decision lies with the Trustees, and that I/WE have no right to insist on being offered any particular house.
2. This application in no way commits the Trustees to renting a house to ME/US.
3. Only within nine months of my declared retirement date will a vacant house be identified, or the purchase of a house initiated, for MY/OUR occupation after retirement.
4. If given the lease of a house, the rent will be based on the Market Rent as determined by a suitably qualified assessor appointed by the Trustees.
5. An Assured Tenancy under the Housing (Scotland) Act 1988 will be entered into between the Trustees and ME/US jointly.
6. If eligible, I/WE will apply for Local Housing Allowance to enable ME/US to pay Market Rent.
7. In addition to rent, I/WE will be responsible for Council Tax; any other common charges or payments applicable to the leased property; most interior maintenance, repair and redecoration and for keeping any garden grounds neat and tidy.
8. I/WE undertake to advise the Trustees of any significant change in MY/OUR financial circumstances.
9. I/WE undertake to advise the Trustees of any change in marital status, and on such occurrence to furnish the Trustees with an updated statement of financial resources.



If provided with a HOUSING LOAN, I/WE fully understand and agree that:

1. This application in no way commits the Trustees to giving ME/US a loan.
2. Payment of the loan to ME/US will not be made earlier than twelve months prior to my declared retirement date.
3. Interest will be payable on the loan at such a rate as the Trustees may from time to time determine.
4. The loan will be applied to the purchase or reconditioning of a dwellinghouse for MY/OUR private residential use, or to repay an existing mortgage over a house for MY/OUR private residential use.
5. I/WE will have Maintenance and Repair Obligations including reasonable inspection rights exercisable by persons authorised by the Trustees. In the case of a Shared Appreciation Loan, this will constitute visits to the property every 5 years.
6. In the event of the house being sold or alienated, the loan falls to be repaid in full and that if the loan is a Shared Appreciation Loan, a Loan Enhancement Amount will fall to be settled in addition.
7. In the event of the loan being outstanding at my death, my heirs, executors and representatives will repay the loan out of my estate, along with a Shared Appreciation Loan Enhancement Amount where appropriate, continuing to pay interest at the then prevailing special rate charged following the Death of a Borrower on the loan until repayment, except that in the event of me being survived by my spouse, repayment will not be required until the occasion of her/his death.
8. Any loan made will be heritably secured by means of a Standard Security and that the Title to the house will be taken in the name of ME/US jointly and to the survivor.
9. I/WE undertake to advise the Trustees of any significant change in MY/OUR financial circumstances.
10. I/WE undertake to advise the Trustees of any change in marital status, and on such occurrence to furnish the Trustees with an updated statement of financial resources.

I/WE have read over the foregoing conditions and AM/ARE in agreement therewith.

I/WE realise there will require to be signed a formal lease/loan undertaking embodying the above obligations and containing such other clauses as may be mutually agreed, and

I/WE appreciate that Rent or Interest Payments will be deducted from monthly or other sums which may be payable to me by the Church of Scotland Pension Trustees.

Signature of Applicant:

Date:

Signature of Applicant:

Date:



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The Church of Scotland Housing and Loan Fund for Retired Ministers and Widows and Widowers of Ministers

MANDATE

I, , being a member of the Church of Scotland Pension Plan, do hereby give my authorisation for Legal and General to provide to the Trustees of the Housing and Loan Fund, such financial information relating to my Pension Plan as may be required in connection with my application to the said Housing and Loan Fund, for assistance with housing in retirement. Please accept this as an instruction to update the selected date of retirement on my Legal and General Pension Plan to the date indicated here.

Date of birth:

National Insurance No:

Date of retirement.

Signed

Date:

For the avoidance of doubt, the figure required by the Housing and Loan Fund is an estimate of the pension pot at the actual date of retirement.