TENANCY HARDSHIP GRANT (THG) APPLICATION FORM

Please complete all shaded areas.

Claim No.: **(official use)**	
Date claimed: **(official use)**	

Address		
	Local authority	
	Postcode	
Telephone:		
Email:		

Landlord or agent's details:

Name	

Address:	
Telephone:	
Email:	

Please tell us why you are applying for a THG? (*please tick all that apply – this is to provide the local authority with information on your immediate need for housing assistance***)**

I have more than 8 weeks of rent arrears between 1st March 2020 – 30th June 2021 which were caused by Covid-19 and I can explain and evidence this.

I live in a private rented property and have been unable to address my rent arrears caused by Covid-19.

I was not in receipt of housing related benefits when my rent arrears built up.

I am not currently in receipt of housing related benefits.

I have been served a notice of eviction by my landlord or agent and am at risk of homelessness.

I have spoken to my landlord or agent about my rent arrears, and I have been unable to agree an affordable repayment plan.

Rental information

I pay £_____rent per calendar month/week (delete as appropriate)

Breakdown of Rental Arrears by monthly rental period from 1st March 2020 to 30th June 2021:

From	To	Monthly rent (£)

Total value of rent arrears £_____

The reason I have got into rent arrears because of Covid-19 is:

I confirm that the information provided on the value of my rent payment, arrears and reason is correct and understand that this will be verified with my landlord or agent.

Signature _____ Date _____

1. About you and your Household

About you and your partner

	Applicant	Partner
Name:		
Date of Birth:		
NI number:	*National insurance number*	*National insurance number*
Employment status:	*E.g. employed, unemployed, self-employed etc*	*E.g. employed, unemployed, self-employed etc*
I work for:	*Name of company*	*Name of company*
Type of contract:	*Permanent/ Fixed term/ Zero hours*	*Permanent/ Fixed term/ Zero hours*
My average monthly net income before Covid-19 was (£):	*Net income is the amount after deductions such as income tax*	*Net income is the amount after deductions such as income tax*
My average monthly net income during Covid-19 was (£):	*Net income is the amount after deductions such as income tax*	*Net income is the amount after deductions such as income tax*
Average hours worked per month before Covid-19 was:		
Average hours worked per month during Covid-19 was:		
Number of dependants:		
Ages:		

About other people in the household – non dependants

	First Person	Second Person
Name:		
Age:		
Monthly net income	*Net income is the amount after deductions such as income tax*	*Net income is the amount after deductions such as income tax*
ESA/JSA/Universal Credit/Pension credit claimant?	Yes/No	Yes/No
Contribution towards household costs? (value £)		

Financial Details

For the period that your rent arrears built up, during Covid-19, please fill in the necessary financial information requested.

Income:

In the "Pay Period" column enter a character representing **M**onthly/ **W**eekly/ **F**ortnightly/**Q**uarterly/**6**-Monthly/**Y**early/**I**rregular. Net income is the amount after deductions such as income tax.

Include any benefit you receive as income.

Include the contribution towards household costs from non-dependants shown above (if applicable).

Pay Period	Net income	Amount	Type of Income (Benefit/Wages)	Description (Income Support/Salary)
W	*N*	*£110.00*	*Wages*	*Anyco Ltd (example)*

Outgoings:

In the "Due" column enter a character representing **M**onthly/ **W**eekly/ **F**ortnightly/ **Q**uarterly/ **6**-Monthly/**Y**early/**I**rregular.

Due (M/W/F/Q/6/Y/I)	Amount	Type of Payment (Rent, Water etc)	Description (Company paid)
W	*£45.00*	*Electricity*	*UK Electric (example)*

Savings:

If you have savings, but they are earmarked for an important item, please indicate below and provide a reason.

Type	Amount	Institution	(Reference)	Earmarked for important item value & reason
Bank savings A/C *(example)*	*£2,000*	*Barclays*	*20-14-10 39284701*	*Yes/No* *Value £* *Reason*

Declaration

Please read this declaration carefully before you sign and date it.

1. **I declare** that I have read and understood the eligibility and evidence requirement for applying for a THG and the information given on this form is true and accurate.

2. **I agree** that the local authority may make enquiries necessary to check the information I have given.

3. **If it is discovered that payments have been made in error or have been claimed as a result of fraud, recovery action will be taken and prosecution will be initiated.**

4. **I agree** to provide the evidence to support my application including my income/expenditure when requested, and further information relating to my application where asked.

5. **I understand** that the local authority will need to review my application and verify the details with my landlord or agent, before it can be considered.

6. **I understand** that the local authority will check that my landlord is registered with Rent Smart Wales, and will report any unregistered properties.

7. I have not already received a Tenancy Saver Loan (TSL) or a grant towards the rent arrears that I am applying for help with through this application.

8. **I understand** that my application might be unsuccessful, and that I will be provided with the reason why.

Name in full: _____

Signature:_____

Date: _____

Office Use Only – evidence & review

	Evidence checked Y/N	Signed	Date
Verified applicant's Identity			
Verified tenancy details and address			
Property is registered with RSW			
Applicant not eligible for Discretionary Housing Payment			
Applicant rent arrears period valid for THG			
Applicant confirmed they have not already received a grant for rent arrears claimed			
Satisfied that applicant rent arrears due to Covid-19			
Rent arrears value verified with landlord or agent			
Landlord or agent bank details collected			

Grant award/rejection

	Amount	Date
Monthly Rent		
Rent arrears total		
Decision	Award THG ☐	Reject THG ☐
Lump Sum Award value (£)		
Reason for rejection		

If decision to award, landlord or agent bank details verified?	Yes		No	
Decision issued to customer?	Yes		No	
Payment date				

Signed:		**Date:**
Counter signed:		**Date:**