



Applying for a Mid-Market Rent Home

Supporting Information Required

The leaflet tells you what information you need to provide to support your application for a property with Maryhill Living.

Maryhill Living is a wholly owned subsidiary of Maryhill Housing Association, and all Mid-Market properties are let by Maryhill Living.

For joint applicants, both applicants must produce individual evidence.

1. Earnings/Employment– Gross wages are used to calculate your household income.

- 1.1. One of the following must be provided for each applicant:
 - if paid monthly: last three months' payslips and three months bank statements.
 - if paid fortnightly: last six payslips and three months bank statements.
 - if paid weekly: last thirteen weeks' payslips and three months bank statements.
- 1.2. If you are unable to provide the required salary information, we can also accept evidence of your employment from a copy of your contract or a letter from your employer which should confirm you're your start date, gross salary and must be on company letterhead paper and signed. A copy of your P60) will also be required.
- 1.3. If you are not in employment but have an offer of employment a copy of your offer letter which confirms the gross salary and start date. This letter must be on company letterhead and signed. A copy of your P60 will also be required.

2. Additional Household Income

- 2.1 You must tell us if you are in receipt of any additional household income including:
 - Tax Credit
 - Child Benefit
 - Child Tax Credit
 - Self Employed Earnings
 - Child Maintenance Payments
 - Bonuses/Commission
 - Overtime/shift allowances

- Pensions
- Shareholder Profits
- Bank Interest
- Other Benefits, eg, universal credit, housing benefit, disability benefits etc
- Other income

We will need to see proof of any additional income and we will tell you what documentation is required if you are in receipt of additional income.

3. Tenancy History

- 3.1. We will contact your previous landlords for the last five years to ask them for a tenancy reference.
- 3.2. If you are a member of a household and or subletting, evidence of your occupation will be required. Acceptable evidence includes two of the following:
 - utility bills
 - council tax statement
 - mobile phone bill
 - bank statements covering a period of three months.

4. Personal Details

- 4.1. To confirm your identity, we will need photographic identification for all applicants and copies of birth certificates of children under the age of 16.
- 4.2. Photographic evidence which can be provided is listed below:
 - passport
 - driving licence

5. Next Steps

On receipt of your application, we will review your application and the supporting evidence provided. We will contact you if we need any further information and we will aim to let you know within 7 days whether your application has been successful and if there are any vacant properties which we can offer you.

Please return your completed application and supporting evidence to:

enquiries@maryhill.org.uk



Qualifying Criteria

Qualifying Allocation Criteria:

Applications for MMR properties will be considered from applicants who meet the following criteria:

- In employment with a household income not below £18,000 and not exceeding £32,000 for a single person or £40,000 for a multi-person household (including single parents).
- The applicant must not rely on Housing Benefit or the housing element of Universal Credit to meet all their housing costs/rental payments.
- The applicant and their household will use the property as their permanent and only home.

Household income includes earnings from employment and other sources, such as benefits or pensions etc.

Offer of Accommodation

Properties will be offered to applicants who require that size and or type of property with priority being given to applicants who have been assessed as statutorily homeless by Glasgow City Council.

Adapted properties will be offered in the first instance to applicants requiring that type of accommodation.

We would not normally allow a property to be underoccupied but if there is no demand, we may allow underoccupation of available properties.

References and Identification:

References will be requested from the applicant(s) current landlord and employer and photo identification checked prior to any offer of accommodation being made.

We will not make an offer of tenancy if:

- A tenancy reference confirms that an applicant owes a landlord rent, has behaved anti socially or has otherwise broken a condition of their tenancy agreement; or
- A suitable employer reference cannot be obtained, where the applicant is due to start employment a letter from the employer confirming this will be accepted.

Affordability:

An affordability assessment will be carried out using the information provided to ensure that the applicant can afford the accommodation. Credit checks will also be carried out.

Guarantor:

Where an applicant has a poor credit history or no credit history we may accept a guarantor for rent payments.