**Applying for support with retirement housing**

Here at the Church of England Pensions Board, we offer help to retired and retiring clergy, and their spouses or partners, with finding the right housing option for their retirement.

We offer help in two ways, through:

* Our Church Retirement Living options – with Communal Living and rental properties advertised through our regular property bulletin.
* Support, information and guidance on potential choices with other providers, to help you understand where to start with other applications.

If you would like to apply for a Church Retirement Living property and/or get support

with finding the right home for your retirement, **please complete the attached application form**, including as much detail as you can about your circumstances.

We will use the information you provide, to help assess how we can best support your retirement plan.

**What happens next?**

Once we have received your form, a colleague will get in touch to arrange a face to face meeting (in person or online), to discuss your application in more detail. As part of this conversation, we will share more information on the range of options that might be open to you.

Where you are retiring from a Diocesan or other Church property, we will need to work with you and with colleagues in the relevant Church body to support your move into a new home. As part of our first meeting with you, we will need to discuss how that works and who is the best point of contact.

**How we use the information you provide**

We process the data you provide to us in line with our privacy notice, which is available at: [www.churchofengland.org/housing](http://www.churchofengland.org/housing).

**Application Form**

**About you**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lead Applicant Details** | | | |
| **Title** |  | | |
| **First name** |  | | |
| **Surname** |  | | |
| **Date of birth**  **(dd/mm/yyyyy)** |  | | |
| **National Insurance Number** |  | | |
| **Proposed retirement date (dd/mm/yyyy)** |  | | |
| **No of years’ of stipendiary service within the Church of England** |  | | |
| **Current Diocese** |  | | |
| **Current Address** |  | | |
| **Is this a House for Duty?** | Yes | No |
| **Email address** |  | | |
| **Landline phone number** |  | **Mobile number** |  |

**Your household**

|  |  |  |  |
| --- | --- | --- | --- |
| **Second Applicant Details** | | | |
| **Title** |  | **First name** |  |
| **Surname** |  | **Date of birth**  **(dd/mm/yyyy)** |  |
| **Relationship to lead applicant** |  | | |
| **National Insurance number** |  | **Mobile phone number** |  |
| **Email address** |  | | |

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| --- | --- | --- |
| **Other household members** | | |
| **Will you have any one living with you as part of your household, who is under the age of 18?** | Yes | No |
| *If yes, please give details, including ages of any children:* | | |
| **Will anyone else be living with you** e.g. a family member for whom you are a carer, or close friend? | Yes | No |
| *If yes, please give details:* | | |

**Further information on you and your household**

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| --- | --- | --- |
| **Health** | | |
| **Do you, your spouse or a member of your household have a medical condition or mobility issues we need to be aware of?** | Yes | No |
| *If yes, please state who is affected and how:* | | |

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| --- | --- | --- |
| **Safeguarding** | | |
| **Do you or anyone included in your application have ANY criminal convictions, which are NOT “spent” (for the purpose of the Rehabilitation of Offenders Act 1974)?** If you are unsure, you can check on [www.disclosurecalculator.org.uk](http://www.disclosurecalculator.org.uk)  ***If yes, we will contact you for further information that is relevant to your application for housing with us.*** | Yes | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial circumstances** | | | | |
| **Estimated joint annual income in retirement for the household.**  *Please include details of any occupational pension/state retirement pension/ source of income* | £ | **Estimated joint savings at retirement for the household.**  *Please include details of any ISAs, savings plans, premium bonds and or investments but exclude your lump sum from us.* | | £ |
| **Do you or your spouse/civil partner currently own or have an interest in a property in the UK or overseas?** | | Yes | | No |
| If yes, please give more details including if you are the sole owner, and the address: |  | | | |
| **Estimated market value of your property.** | | £ | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Your plans** | | | | | | |
| **Which housing offer are you interested in applying for?** | **Community** | | **Rental** | | **Both** | |
| **Yes** | **No** | **Yes** | **No** | **Yes** | **no** |
| **We offer properties from our portfolio in England and Wales. Which diocese or county do you hope to retire to?** |  | | | | | |
| **Is there any other information you would like us to take into consideration?** |  | | | | | |

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| --- | --- | --- |
| **Declaration:**  *I/we authorise disclosure of any information to the Church of England Pensions Board which may be relevant for the purpose of verifying or assisting my/our application.*  *I/we consent to the Board using the information that I/we have provided for assessing and processing my application for housing.* | | |
| **Please sign** | **Signature** | **Date** |
| **Lead applicant** |  |  |
| **Second applicant** |  |  |