

**Application Form**  
**Empty Homes Incentive Grant**  
**Citywide**

**Please complete and return to:**

Newcastle Private Rented Service  
Fairer Housing Unit  
10<sup>th</sup> Floor  
Civic Centre  
Barras Bridge  
Newcastle upon Tyne NE1 8PD

Notes

1. Please give details of the property owner and any agent/joint owner who will be acting on the owner's behalf
2. All payments will be made to the owner using the BACS transfer method
3. Payments will not be made until all works have been completed and inspected, certificates, Invoice and copy tenancy agreement provided and Landlords Code of Practice Agreement signed
4. If any of the terms of the grant are broken, the Council may take steps to recover the entire amount of any grant.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies for auditing or administering public funds for these purposes. For further information see our Data Protection Policy available on our website  
[www.newcastle.gov.uk/DataProtectionPolicy](http://www.newcastle.gov.uk/DataProtectionPolicy).

A separate application form must be completed for each property

# Application Form

## Empty Homes Incentive Grant

Your Details		Joint Owner Details
Owners Full Name		
Company		
Current Address		
Contact Telephone		
Email Address:		
Agents Details (if applicable)		
Company & Address		
Contact Telephone		
Email Address		
Details of the empty property you wish to apply for		
Address of Property		
Property Type		
No of bedrooms		
Date Property Became Empty		
Bank Account Details		
Bank Name		
Address		
Sort Code		
Account Number		
Account Name		

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## Owners Declaration

I wish to apply for the Empty Homes Incentive Grant shown above. I agree to the following conditions:

- I am the owner of the property
- I will adhere to the Newcastle Landlords Code of Practice
- I will have the works carried out which are detailed in the survey report provided by the Fairer Housing Unit
- I will ensure the property meets Newcastle Accreditation Standard and provide all relevant certificates; gas, Electric and Energy Performance.
- I will provide an invoice/s from a reputable **VAT registered** contractor/s confirming that the works identified in the survey report have been carried out
- I will ensure that the property is occupied by myself or tenanted within 3 months of completing the works
- I will ensure that the property will not remain empty for more than 3 months in any 12 month period in the following 3 years from grant payment date.

## I declare

- I have read and understand the terms of the Empty Homes Initiatives provided in the guidance document.
- To the best of my knowledge and ability the information in this application is correct.
- I understand the Council can withdraw these initiatives at any time without prior warning
- I understand that if I do not comply with the conditions the council may recover the entire amount of any grant.
- I agree to repay the full amount of the incentive grant if I do not comply with any of the conditions
- I agree to repay the full amount of the incentive grant if I sell the property within 3 years of payment of the grant
- I understand that if works are not as expected / costs are excessive, these costs will not be reimbursed

Owners Full Name: \_\_\_\_\_

Address of empty property: \_\_\_\_\_

Owners Signature \_\_\_\_\_

Date: \_\_\_\_\_

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