

**Findhorn Ecovillage Land & Housing Trust**  
**Application Form**  
**(Version 12, April 2021)**

<b>NAME OF APPLICANT(S)</b> Include names of all adults included in this application	
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This application form is owned by the Land & Housing Trust (L&HT) committee and its contents have been reviewed by representatives of the NFA, the Findhorn Foundation and Ekopia. NFD will review your financial details and references; the balance of the application will be assessed by the L&HT committee. If you need more information on the process, the roles and responsibilities of L&HT, NFD and Ekopia in the application process are explained in the Appendices of the Housing Support Policy for the Silvertrees Cluster.

The screening criteria stated in this form are derived from the appropriate source documents:

- The Land and Housing Trust's Allocations Policy, which describes the circumstances by which an individual may apply to receive support from the Land & Housing Trust.
- The Land and Housing Trust's Housing Support Policies, which identify the mechanism by which successful applicants may receive such benefits.

Different Housing Support Policies are/will be available for:

- Station House Co-operative
- Soillse Housing Cluster
- East Whins Housing Cluster - Shared Ownership, General Rentals, Community Care Rentals.
- West Whins Housing Cluster - General Rentals.
- Silvertrees Housing Cluster - Right to Occupy Loan Agreements and General Rentals

If you require more details of the screening criteria, please refer to the source documents, latest versions of which are available on the Ekopia website.

The L&HT committee will not enter into discussions of individual cases. If an applicant wishes to appeal or lodge a formal complaint, this should be done through the appeals/complaints procedure in the Allocations Policy (i.e. made in writing to the Ekopia board).

Electronic Applications are required. Please complete the sections in white in the form.

Sections V and VI require additional information; these attachments should be scanned or attached as separate electronic files.

In line with Ekopia's Data Protection Policy, all personal information submitted will be deleted/destroyed once the application process is complete.

<b>ELEGIBILITY</b>				
<b>Before proceeding, please answer questions 1-3 below.</b>				
<i>Please enter an X in the appropriate box.</i>				
<b>No.</b>	<b>Section</b>	<b>Item</b>	<b>Yes</b>	<b>No</b>
1	I	Can you demonstrate a local connection to the Moray Area?		
2	VI	Is your annual income less £27,000?		
3	I	Are you applying as: 2 bed unit: a couple, a couple with a child, a single parent with one or more children		
		1 bed unit: a single person, a couple, or a single parent with a young child?		
<p>If you answered NO to any of questions 1-3, unfortunately we won't be able to consider your application further.</p> <p>If you answered YES to questions 1-3 above, please proceed with your application. Please submit a separate application form for each adult (over the age of 16) included in this application, answering all questions in sections I, II and III. In addition, the lead applicant also needs to complete sections IV, V, VI and VII and then complete the Checklist in Section VIII</p>				

<b>What form of tenancy are you applying for?</b>	<b>Right to Occupy Loan Agreement</b>	<b>General Rental</b>
<i>Please enter an X in the appropriate box.</i>		

<b>Section I: PERSONAL DETAILS</b>		
Name of Applicant		
Current Address		
Post code		
Length of time at this address		
Are you applying as a current NFD caravan tenant?		
If you are a current NFD caravan tenant, what date did your tenancy begin?		
Current contact details		Preferred contact method <i>Please enter an X in the appropriate box.</i>
Home		
Work		
Mobile		
Email		
Age at last birthday		
<i>(Housing Support Policy: Multigenerational living – in the Silvertrees cluster we are striving for a broad range of ages in the block of flats)</i>		
What is your connection to the Moray area?		
<i>(Housing Support Policy and requirement from Section 75 agreement excludes anyone who does not have a local connection to the Moray area by living, working or having a family member in the Moray area or require support to a family member living in the area.)</i>		
Do you have the right of abode in the UK? <i>Please enter an X in the appropriate box.</i>	Yes	No
<i>(Check: Applications can only be considered from those who have the right of abode in the UK, e.g UK passport holders born in the UK, holders of other passports who have obtained the right of abode in the UK)</i>		

What is your Work Situation, Occupation / Training? Are you currently working for (or in the process of applying for work in) a community organisation?		
If applicable, the full name of your husband, wife or partner, or other adults included in this application:		
Single or Joint Applicant? <i>Please enter an X in the appropriate box.</i>	This is an application for a single tenant	This is an application for a joint tenant
(Check: Housing Support Policy: Joint applications are <u>only</u> permitted for couples who are married or in a civil partnership. Couples who are not married or in a civil partnership, or two adults intending to live together will need to apply to NFD for dispensation to apply for joint tenancy.)		
Who of your immediate family will be permanently living in the property?		
(Housing Support Policy: Considering the size of these units, the following are considered appropriate for these allocations: 2 bed unit: a couple, a couple with a child, a single parent with one or more children 1 bed unit: a single person, a couple, or a single parent with one or more children)		
Will any person(s) other than the tenant and their immediate family be occupying the property? (This is only permitted with prior written consent of the landlord or his agent.) <i>Please enter an X in the appropriate box.</i>	Yes	No
If "yes", please provide details.		
(Check: Housing Support Policy: Suitability of the candidate for this rental type (e.g. size of family versus size of the unit), and check with landlord/agent that written consent will be successful.)		

<p>Please confirm, that if you application is successful, the apartment/house will be your main place of residence. Please give details if this won't be your main place of residence.</p>	
<p>If you are planning or thinking of using all or part of the apartment/house to conduct a business, what is the nature of the business and will there be any impact on neighbours (e.g. noise, deliveries etc.)?</p>	
<p>Do you have any significant medical or care needs? If you think you fall into this category, you will need to contact NFD and the Community Care Circle to get their support for your application.</p>	
<p><i>(Check: Housing Support Policy: Priority may be given to those who have significant medical or care needs. NFD/Community Care Circle review should include aspects such as suitability of the property, availability of support systems for your medical condition)</i></p>	

<p>Are there any other practical details that you think we should know?</p>	
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**Section II: PERSONAL BACKGROUND**

To be completed by all applicants, irrespective of how long you have been in the Community. This information will be used as input to the attunement.

By choosing to make your home here you are also applying to join the Findhorn Ecovillage and its associated Community. We would appreciate your response to the following questions to assist us in processing your application.

Please tell us below about your personal background, highlights of your life, your spiritual background and other interests. Feel free to use additional sheets if needed.

[Empty response area for personal background]

Please tell us below about why you have decided to live in Silvertrees as part of

the Community? What is your previous experience of co-housing communities? What is your understanding of the requirements to live in a co-housing community? Are you willing to commit to these requirements? Do you have any experience sitting on committees, attending meetings, committing to shared duties and rosters?

<b>Section III: COMMITMENT TO THE COMMUNITY</b>		
What year did you first come here?		
How long have you now lived in the area? (Give number of months if less than 1 year.)		
Have you done the Experience Week programme? <i>Please enter an X in the appropriate box.</i>	Yes	No
If yes, what date?		
Focaliser's name?		
Other Foundation Programmes you have attended?		
<i>(Check: Allocation Policy: Applicant supports the purposes and aspirations of the Ecovillage and its associated Community.)</i>		

<p>Have you read and understood the attached copy of the "Common Ground", a paper outlining how we aspire to live and work together?  <i>Please enter an X in the appropriate box.</i></p>	Yes	No
<p>Are you willing to commit (or aspire to) the Common Ground?  <i>Please enter an X in the appropriate box.</i></p>	Yes	No
<p>Are you a member of any Community organisations? (Please specify organisations and how long you have been a member.)</p>		
<p><i>(Allocation Policy: Length of service to the Community shall be measured by:</i></p> <ul style="list-style-type: none"> <li><i>• Years of full time employment</i></li> <li><i>• Continuous part time service</i></li> <li><i>• For individuals &gt; 65, prior demonstration of the above</i></li> </ul> <p><i>For those not currently</i></p>		
<p>Please tell us below about your current practical involvement in the Community (e.g. employment, programmes, trainings, volunteer work, groups involved with, length of service, etc.).                  Please indicate if you are employed, self-employed or working on a voluntary basis and if the work is full-time or part-time.                  For those not currently or historically connected to the community, how would you intend to demonstrate a commitment to the ethos of and being in service to the community upon taking up a tenancy?</p>		
Empty space for the applicant's response		



Please tell us below about what you want to contribute to the Community in the future?

**Section IV: AVAILABILITY & PREFERRED UNIT**

	Yes	No
The date the unit will become available is given in the advertisement. If your application is successful are you able to move in on the date the unit will become available?		
Are there any other time constraints that we should be aware of? Please give details if applicable.		
Are there any units you would not consider? If so, please give unit number and a brief reason.		
Please rank the units available in your order of preference ("no preference" is an acceptable answer)		

*We will try to match each successful applicant to the most appropriate unit. If there are units that you would not consider, this may reduce your chance of being successful in the allocations process.*

<b>Section V: REFERENCES</b>	
<p>Please attach two completed personal references, one of which would ideally be from an existing Community member or someone who knows the Community, and the other should be from your most recent landlord (covering your standing as a tenant and your ability to pay the rent on a regular basis). If you have worked for the Findhorn Foundation in a staff position and spent more than 6 months living in Findhorn Foundation accommodation, one of your referees should be either the FF Asset Manager or FF Site Manager. Please also complete the details below.</p>	
<b>Referee #1</b>	
Name	
Phone number	
Email	
<b>Referee #2</b>	
Name	
Phone number	
Email	
<p><i>(Check: Allocation Policy: Have there been any evictions for anti-social behaviour, non payment of rent, non payment of other monies owing to local organisations?)</i></p>	

**Section VI: FINANCIAL DETAILS**

Please attach full details of your current financial circumstances. This should include as a minimum:

- Total household income. This may be made up from a number of different sources (e.g. income from different jobs, benefits you are entitled to, income from investments / pensions). This should be clearly laid out, and totalled up to give an annual income.
- Assets and liabilities
- Any anticipated changes that may occur in the foreseeable future.

*(Housing Support Policy: Applications are likely to be excluded if the gross household income is more than £27,000)*

*(Check: Housing Support Policy: Assets and liabilities may have to be considered with respect to the ability of the candidate to pay the rent/any other charges.)*

**Section VII: CAPITAL FOR INVESTMENT****RIGHT TO OCCUPY LOAN AGREEMENT CANDIDATES ONLY**

Please give full details below of the capital you have available for investment.

*(Housing Support Policy: The loan required for a "Right to Occupy Loan Agreement" is £50,000 to £60,000 for a two bedroom unit and £40,000 to £45,000 for a one bedroom unit.*

**Important Note re return on investment**

The Right to Occupy Loan Agreement will define the continuing stake that the lender shall have in the property, the responsibilities of each of the parties, define that the value of the loan on redemption shall grow in line with increasing (or decreasing) value of house prices in general and ensure that the value in the development provided by the lender is held in perpetuity.

<b>Section VIII: COMPLETION AND SUBMISSION</b>				
Please complete the Checklist below before submitting. <i>Please enter an X in the appropriate box.</i>				
<b>CHECKLIST</b>				
<b>No.</b>	<b>Section</b>	<b>Item</b>	<b>Yes</b>	<b>No</b>
1	I	Have you provided your complete contact details, including email and phone number		
2	IV	If your application is successful are you able to move in on the date the unit will become available?		
3	V	Have you attached two completed personal references?		
4	VI	Have you included your financial details?		
5	all	Have you included in your overall application package a separate completed application form for each adult (over the age of 16) included in the application?		
Please note: Personal references and financial details <b>MUST</b> be included, otherwise we will not be able to consider your application further.				
Once the full form is complete, please save it with a new file name, including your name in the file title (separate file for each adult) and then email it to the appropriate contact in the advertisement, along with the additional information attachments.				

# Common Ground

*If the word "commit" is too strong for you, then you can choose to use the word "aspire"*

- 1. Spiritual Practice** I commit myself to active spiritual practice and to align with spirit to work for the greatest good.
- 2. Service** I commit myself to the service of others and to our planet, recognising that I must also serve myself in order to practise this effectively.
- 3. Personal Growth** I commit myself to the expansion of human consciousness, including my own, and I recognise and change any of my personal attitudes or behaviour patterns which do not serve this aim. I take full responsibility for the spiritual, environmental and human effects of all my activities.
- 4. Personal Integrity** I commit to maintain high standards of personal integrity, embodying congruence of thought, word and action.
- 5. Respecting Others** I commit wholeheartedly to respect other people (their differences, their views, their origins, backgrounds and issues), other people's and the community's property, and all forms of life, holding these all to be sacred and aspects of the divine.
- 6. Direct Communication** I commit to using clear and honest communication with open-listening, heartfelt responses, loving acceptance and straightforwardness. In public and in private I will not speak in a way that maligns or demeans others. I will talk to people rather than about them. I may seek helpful advice, but will not seek to collude.
- 7. Reflection** I recognise that anything I see outside myself—any criticisms, irritations or appreciations—may also be reflections of what is inside me. I commit to looking at these within myself before reflecting them to others.
- 8. Responsibility** I take responsibility for my actions and for my mistakes. I am willing to listen to constructive criticism and to offer constructive feed-back to others in a caring and appropriate fashion, to challenge and support each other to grow.
- 9. Non-violence** I agree not to inflict my attitudes or desires (including sexual) on others. I agree to step in and stop, or at least say that I would like stopped, actions (including manipulation or intimidation) that I feel may be abusive to myself or others in the community.
- 10. Perspective** I take responsibility to work through and put aside my personal issues for the benefit of the whole community. I will resolve all personal and business conflicts as soon as possible. I acknowledge that there may be wider perspectives than my own and deeper issues than those that may immediately concern me.
- 11. Co-operation** I recognise that I live in a spiritual community and that it functions only through my co-operation and my good communication. I agree to communicate clearly my decisions. I agree to communicate with others who may be affected by my actions and decisions and to consider their views carefully and respectfully. I recognise that others may make decisions which affect me and I agree to respect the care, integrity and wisdom that they have put into their decision-making process.
- 12. Resolution** I commit to make every effort to resolve disputes. At any time in a dispute I may call for an advocate, friend, independent observer or mediator to be present. In the event of a dispute continuing unresolved, I will have access to a Grievance Procedure. I commit to following this procedure [to be decided by the community].
- 13. Agreements** I commit to keeping agreements I have made and not to break or try to evade any laws, rules, or guidelines; to have honest dealings with all bodies and to pay all charges and dues owing.
- 14. Commitment** I commit to exercising the spirit of this statement of Common Ground in all my dealings.