



Rental Deposit Loan Scheme Application Form

The Scheme is open to existing employees
with a contract of employment with the University of Cambridge.

Personal Details		
Title		
Surname		
Forename(s)		
Date of birth		
Email address		
Contact phone number		
Job title		
Institution/Department		
Personal reference number (if known)		
Last four digits of your bank account		
Employee Status		
All applicants: Please select yes or no for each of the following questions.		
Have you previously been declared bankrupt?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
Do you currently hold any other loans from the University of Cambridge, or have a loan application pending?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
Have you previously been issued a loan under this Scheme, and your application was refused?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:

Current employees only: Please select yes or no for each of the following questions.

Have you served notice terminating your employment or received notice from the University terminating your employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
Are you subject to disciplinary proceedings?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
Are you subject to an active final written warning?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:

Loan Details

Who is the loan for?	<input type="checkbox"/> Applicant only	
Please refer to the cost calculator available here before completing the following section. Under the Rental Deposit Loan Scheme, the maximum loan value that can be applied for is £3,000 .		
Expense	Individual	Total
		£
		£
		£
		£
Total loan applied for		£

Affordability assessment

Before making a loan, the University reserves the right to carry out a creditworthiness assessment of the borrower. This requires the University to consider the affordability of repayments under the loan and whether making the loan would adversely impact the borrower's financial situation. The University also reserves the right to undertake a credit check if deemed necessary.

Please provide details of your financial commitments, as follows:

Mortgage / Rent payments (expected or current)	£
Existing Loan Commitments	£
Travel Costs (if applicable)	£
Other Material Expenses	£

Documents to provide

- ☐ HR55 application form
- ☐ The rental property address and details
- ☐ A copy of the signed or unsigned tenancy agreement, which should include the deposit amount, monthly rent amount and any other fees OR a letter on the letting agency's headed paper with the same details
- ☐ In the case of a shared tenancy, the names of other tenants

* the loan will be deposited into the bank account where they receive their monthly salary

Applications will not be processed until we receive this information.

The information in this application form is true to the best of my knowledge and belief.

Employee signature

Date

**PLEASE SCAN/RETURN THE
COMPLETED/SIGNED FORM TO:**

hrrentalloan@admin.cam.ac.uk

HR Reward Team
South Room, The Old Schools
Trinity Lane
Cambridge
CB2 1TN