 **Form ref: HR55 RDLS/0xx**

**Rental Deposit Loan Scheme Application Form**

The Scheme is open to all new starters who have accepted a written offer of employment, and existing employees who have 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 (current employees)** |  |
| **Last four digits of your salary bank account (current employees)** |  |
| **Employee Status** | [ ]  A new employee with an accepted an offer of employment[ ]  A current employee at the University |
| * **Please circle “yes” or “no” for each of the following questions:**
 |
| **Have you previously been declared bankrupt?** |  Yes / No | Details: |
| **Do you currently hold any other loans from the University of Cambridge, or have a loan application pending?** | Yes / No | Details: |
| **Have you previously been issued a loan under this Scheme, and your application was refused?** | Yes / No | Details: |
| * **The following questions are only applicable for current employees of the University:**
 |
| **Have you served notice terminating your employment or received notice from the University terminating your employment?** | Yes / No | Details: |
| **Are you subject to disciplinary proceedings?** | Yes / No | Details: |
| **Are you subject to an active final written warning?** | Yes / No | Details: |

**Who is the loan for?**

[ ]  Applicant only

**Loan amount**

Please refer to the cost calculator available [here](https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/relocation-housing/rental-deposit-loan-scheme/documentation) before completing the following section.

* The maximum loan value that can be applied for under the rental deposit loan scheme is £3,000.

|  |  |  |
| --- | --- | --- |
| **Expense** | **Individual** | **Total** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total loan applied for** |  |

**Additional supporting documents to be submitted**

* The rental property address.
* A copy of the signed tenancy agreement or a letter from the letting agent on headed paper which should include the deposit amount, monthly rental and any other fees you have/will incur.

|  |
| --- |
| **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 impact adversely upon the borrower’s financial situation. The University 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** | £ |

**Bank details**

**For current employees**, the loan will be paid into the bank account into which your monthly salary is paid. No further evidence is required.

**For new employees**, you must attach the following to this application form:

[ ]  A print-out/screenshot of your UK bank account details, including the name of the account holder, or a copy of your completed CHRIS22 form.

**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 AND DOCUMENTS TO:**

**hrrentalloan@admin.cam.ac.uk**

**HR Reward Team**

**South Room**

**The Old Schools**

**Trinity Lane**

**Cambridge**

**CB2 1TT**