

# Key Worker Cover Letter



**CLARION**  
HOUSING

Dear Sir/Madam,

Thank you for showing your interest in Key Worker accommodation with Clarion Housing.

To apply for housing, please complete the enclosed application form, the form can be completed electronically for convenience. The completed form **must** then be sent to your Accommodation Manager for approval (contact details enclosed). You can return forms to your Accommodation Manager by Email. We can only process applications that have been sent to us by the relevant Accommodation Manager.

We also require a full **Statutory Credit Report Summary** from all applicants over the age of 18; you can obtain your credit report from a number of online credit history providers for a small fee. The Equifax Statutory-report website can be accessed using the following link:

<http://www.equifax.co.uk/Products/credit/statutory-report.html>

Each credit summary must be downloaded directly from the provider as a **.pdf** document before being emailed to the Key Worker team using the following email address:

[Rent4.less@myclarionhousing.com](mailto:Rent4.less@myclarionhousing.com)

We can only begin processing your application when we have received both the application form and credit report/s.

If you do not have a UK address history and/or UK bank account you may not be able to generate a credit report; if this is the case you will be required to make an advance rental payment in order to secure accommodation. This payment will consist of: A.) the rent to cover the period from your signup date to the end of that calendar month. B.) A further three month's advance rent. C.) The equivalent of one month's rent as a refundable security deposit. After you have ended your tenancy any remaining credit on your rent account will be refunded within four weeks of you leaving the property.

In order to complete a signup for one of our properties you must be able to make a rent payment by debit or credit card from a UK bank account, you must also be able to provide a cheque or banker's draft to the value of one month's rent on the property.

When we have received your application we will make contact with you when a suitable property becomes available. Please be advised that demand for Key worker



accommodation is high, we would therefore encourage you to select as many locations as possible in order to give us the best chance of matching you up with a suitable property. Although every attempt will be made to accommodate all applicants, unfortunately we cannot guarantee that we will be able to offer you a property in time for your employment start date.

We look forward to speaking to you in the near future.

Yours Sincerely,

Clarion Housing

Complete application forms must be sent to the appropriate Accommodation Manager for counter signing:

Kings College Hospital

[kch-tr.staffaccommodation@nhs.net](mailto:kch-tr.staffaccommodation@nhs.net)  
02032993400

King's College Hospital NHS Trust  
Unit 7 KCH Business Park  
129 Coldharbour Lane  
London  
SE5 9NY

Princess Royal University Hospital

[kch-tr.staffaccommodation@nhs.net](mailto:kch-tr.staffaccommodation@nhs.net)  
02032993400

King's College Hospital NHS Trust  
Unit 7 KCH Business Park  
129 Coldharbour Lane  
London  
SE5 9NY

South London & Maudsley NHS Foundation Trust

[liz.morton@slam.nhs.uk](mailto:liz.morton@slam.nhs.uk)  
02032284614

Building 27  
Bethlem Royal Hospital  
Monks Orchard Road  
Beckenham  
Kent BR3 3BX