

A Guide to
Shared Ownership

Acton Court
Acton Gate
Staffordshire
ST18 9AP

t: 0800 096 8690
e: info@ssha.co.uk
www.ssha.co.uk

New build
Shared Ownership
application form

New build Shared Ownership application form

Please write in **BLOCK CAPITALS, using black ink**. Also, make sure you fill in every section. Any gaps can delay your application. If you are joint applicants, please make sure you fill in details for both Applicant 1 and Applicant 2.

Section A - About you

1. Your details

Applicant 1
 Title (Mr/Mrs/Ms/Miss).....
 Marital status.....
 First name.....
 Last name.....
 Date of birth.....

Applicant 2
 Title (Mr/Mrs/Ms/Miss).....
 Marital status.....
 First name.....
 Last name.....
 Date of birth.....

2. Your current address

Applicant 1
 Address.....

 Postcode.....
 Home telephone
 Mobile telephone.....
 Work telephone
 Email

Applicant 2
 Address.....

 Postcode.....
 Home telephone
 Mobile telephone.....
 Work telephone
 Email

3. Your contact address (if different to your current address)

Applicant 1
 Address.....

 Postcode.....
 Home telephone
 Mobile telephone.....
 Work telephone
 Email

Applicant 2
 Address.....

 Postcode.....
 Home telephone
 Mobile telephone.....
 Work telephone
 Email

4. Which of these best describes your current situation?

Applicant 1
 Home owner
 Private tenant
 Housing association tenant
 Council tenant
 Staying with friends/relatives
 Living in temporary accommodation
 Other (please give details below)

Applicant 2
 Home owner
 Private tenant
 Housing association tenant
 Council tenant
 Staying with friends/relatives
 Living in temporary accommodation
 Other (please give details below)

5. How long have you lived at your current address?

Applicant 1
 Years Months

Applicant 2
 Years Months

If it's less than three years, please list your previous addresses in those last three years.

.....

6. Please give details of people living at your current address

Please give details of everyone living there now (starting with Applicant 1).

Name	Date of birth	Male/ Female	Relationship to Applicant 1	Situation (in work, at school, retired, etc)	Will they move with you?
.....
.....
.....
.....

7. What type of home are you currently living in?

Applicant 1
 Flat House
 Bungalow Maisonette

Applicant 2
 Flat House
 Bungalow Maisonette

8. How many bedrooms does your current home have?

Applicant 1
 Bedrooms

Applicant 2
 Bedrooms

9. Landlord information (housing association and council tenants only)

Applicant 1
 Your landlord's name.....

Applicant 2
 Your landlord's name.....

Section B - Household needs

10. Please give details of all applicants who want to be housed together (starting with Applicant 1).

Mr/Mrs/Miss/Ms..... Male/Female.....
First name..... Last name.....
Date of birth.....

Mr/Mrs/Miss/Ms..... Male/Female.....
First name..... Last name.....
Date of birth..... Relationship to Applicant 1.....

Mr/Mrs/Miss/Ms..... Male/Female.....
First name..... Last name.....
Date of birth..... Relationship to Applicant 1.....

Mr/Mrs/Miss/Ms..... Male/Female.....
First name..... Last name.....
Date of birth..... Relationship to Applicant 1.....

Mr/Mrs/Miss/Ms..... Male/Female.....
First name..... Last name.....
Date of birth..... Relationship to Applicant 1.....

11. Is anyone on this application also registered on a local council's waiting list?

Yes No

If yes, please give details

12. Is anyone listed on this application form disabled?

Yes No

If yes, please give details

13. Is anyone listed on this application form a wheelchair user?

Yes No

If yes, please give details

**14. Does your household have any medical condition(s) that affect the type of home you need?
For example, do you need ground floor housing)**

Yes No

If yes, please give details

15. Which of these best describes your household's situation?

- Single
- Single with child/ren
- Couple
- Couple with child/ren
- Sharing with other person/s

16. Are you a British, European Union or European Economic Area citizen?

Applicant 1 Yes No **Applicant 2** Yes No

If either applicant has answered no to this question, please go to Q17. Otherwise, go to Q18.

17. Is your passport stamped with 'indefinite leave to remain'?

Applicant 1 Yes No **Applicant 2** Yes No

SECTION C - HOUSEHOLD FINANCES

18. Please give details of your household income and savings

	Applicant 1	Applicant 2
Gross income per year, before deductions (but excluding overtime and bonuses)
Regular gross monthly bonuses or overtime
Total monthly take-home pay, after deductions
Monthly income from benefits or other regular sources
Frequency of income from benefits or other regular sources (weekly, every four weeks, monthly, once a year)
Total savings, to the nearest £10

19. Please give details of regular household outgoings/spending

	Applicant 1	Applicant 2
Monthly payment.....
Amount left to pay.....
Final payment date.....
Hire purchase.....
Loans.....
Credit cards.....
Other spending (give details).....
What are your total outgoings.....

20. Have you ever owned a home?

Applicant 1

- Yes, in the past three years
- Yes, but not in the past three years
- No

If no, please go to Q24. Otherwise, please go to Q21.

Applicant 2

- Yes, in the past three years
- Yes, but not in the past three years
- No

21. Please give information about any homes owned now

This counts whether you are a full owner or a shared owner.

Applicant 1

Outstanding mortgage on your home?.....

Estimated full value of your home?

Why are you selling your home?.....

Why buy an affordable home?.....

.....

.....

Applicant 2

Outstanding mortgage on your home?.....

Estimated full value of your home?.....

Why are you selling your home?.....

Why buy an affordable home?.....

.....

.....

22. If you've owned a home in the last three years, when was the property sold (or when is it going to be sold)?

Applicant 1

Date of sale.....

Applicant 2

Date of sale.....

23. Are you a shared owner now?

Applicant 1

- Yes No
- If yes, what per cent equity do you own?
-

Applicant 2

- Yes No
- If yes, what per cent equity do you own?
-

Section D - Employment Details

24. Please give details of your current employment

Applicant 1

Your job title/details.....

Employer name.....

Employer address, (inc postcode)

Employer's phone number

Time working for this employer

If less than six months, please give the name and address of your last employer.....

.....

Applicant 2

Your job title/details.....

Employer name.....

Employer address, (inc postcode)

Employer's phone number

Time working for this employer

If less than six months, please give the name and address of your last employer.....

.....

25. About your job/contract

Applicant 1

- Is your job full time? Yes No
- Is your job permanent? Yes No
- Are you self-employed? Yes No
- If yes, attach accounts for at least the last three years.
- Are you on a temporary contract? Yes No
- If yes, contract start date
- End date.....

Applicant 2

- Is your job full time? Yes No
- Is your job permanent? Yes No
- Are you self-employed? Yes No
- If yes, attach accounts for at least the last three years.
- Are you on a temporary contract? Yes No
- If yes, contract start date
- End date.....

Section E - Type and Location of home wanted

26. Which towns, villages or cities would you like to move to?

Please refer to our area list for further details.

.....

.....

.....

27. Which council covers the area you live in now?

Applicant 1

Council name.....

Applicant 2

Council name.....

28. Which council covers the area you work in now?

Applicant 1

Council name.....

Applicant 2

Council name.....

29. Do you have any other local connections with the areas you want to move to? This could include relatives, areas where you grew up, work in and so on.

Applicant 1

Area you wish to move to

Connection

Area you wish to move to

Connection

Applicant 2

Area you wish to move to

Connection

Area you wish to move to

Connection

30. What type(s) of home will you consider?

- Tick all that apply
- Flat House Bungalow Maisonette

31. How many bedrooms does your household need?

- Bedrooms

32. What type(s) of home would you be willing to consider?

Tick all that apply

- Flat
- House
- Bungalow
- Maisonette

Section F - Other Information

33. Do any of these apply to you?

- Do you have access to at least £3,000 to cover home buying costs? Yes No
- Has a County Court Judgement ever been registered against you? Yes No
- Have you ever been bankrupt, insolvent, or made any arrangement with your creditors? Yes No
- If you pay rent, are you up-to-date with your rent account? Yes No

Section G - Equal Opportunities Monitoring

It's against the law and our own equal opportunities policy to discriminate against anyone because of their sex, colour, race, religion, disability or sexual orientation. To ensure that we don't discriminate, we need to keep records. If you don't answer this question, it will not affect your application in any way. Sensitive personal data such as ethnic origin and physical or mental disabilities is required under the Equal Opportunities Monitoring statute. Under section 29(3) of the Data Protection Act 1998 the information may be disclosed for purposes of crime prevention and detection.

How would you describe your ethnic origin?

Applicant 1	Applicant 2
White	White
<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other
Mixed	Mixed
<input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian	<input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian
Asian or Asian British	Asian or Asian British
<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other
Black or Black British	Black or Black British
<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other
Chinese or Other Ethnic Group	Chinese or Other Ethnic Group
<input type="checkbox"/> Chinese <input type="checkbox"/> Other	<input type="checkbox"/> Chinese <input type="checkbox"/> Other
<input type="checkbox"/> Question refused	<input type="checkbox"/> Question refused

Information - Where did you hear about this service?

- Direct mail
- Website/Internet
- Yellow Pages
- Television
- Word of mouth
- Employer
- Local authority (council)
- Estate agent
- Tenant newsletter
- Posters
- Exhibition
- Housing association
- Radio
- Financial advisor
- Neighbourhood office
- Literature received
- Newspaper/magazine
- Seminar
- Signboards
- Other

Section H - Supporting Information

Please make sure you attach copies of the following information as a minimum. Do not send the original documents, as we can't guarantee their safe return. (Please tick the items you are including with your application)

- Copies of your last three months' (or 12 weeks) payslips, showing gross and net figures
- Proof of benefit entitlement, such as tax credit, child benefit or occupational pension
- Proof of any savings

If you are not a first time buyer and already own a property, you must also attach the following information. (Please tick the items you are including with your application)

- A valuation of your present home (if available) by a qualified chartered surveyor
- A statement from your mortgage provider about the equity available OR
- A copy of your last mortgage statement
- If going through relationship breakdown, evidence of the sale of your existing home and details of equity available

If you need to provide any other information about your application, please continue on another sheet of paper. Any extra sheets should be signed, dated and sent back with this completed form.

