

Shared Ownership Home Application Form



IF COMPLETING MANUALLY PLEASE WRITE CLEARLY USING BLACK INK

1 – PROPERTY LOCATION

What is the address of the property you are applying for?

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2 – PERSONAL DETAILS

	Title	First Name(s)	Last Name	Relationship to App 1	Date of Birth
Applicant 1					
Applicant 2					

3 – PRESENT ADDRESS

	No & Street	Village/town	Postcode
Applicant 1			
Applicant 2			

4 - CONTACT DETAILS

	EMAIL	Home	Work	Mobile
Applicant 1				
Applicant 2				

5 - FAMILY DETAILS

Please give details of each person, other than applicants 1&2 above, who will be living with you (Expectant mothers should include baby's anticipated date of birth)

Title & First Names	Last Name	Relationship to Applicant(s)	Date Of Birth

6 – ADDRESS DETAILS

Please give address details for the last 10 years, STARTING WITH PRESENT ADDRESS

	No & Street	Village/town	Postcode	Date left
Applicant 1				
Applicant 2				

7 - LOCAL CONNECTION WITH PARISH/VILLAGE

Please tell us about your connections to the parish/village where you are applying to live

	How long have you lived there? (Give dates, e.g. from birth to 2005; 1997-2007)	If you moved away, please tell us when (date/month/year) (& explain why in section 15)
Applicant 1		
Applicant 2		

If you have immediate relatives (parents, children, brothers, sisters) living in the parish now, please give their:

Name incl. title	Address	Relationship to you	How long living in parish
			Years
			Years
			Years
			Years
			Years

Please give brief details of any involvement with the village/parish community (e.g. are you in any teams, do you help in schools/clubs/committees?) Explain what you do and how long you have done it for.

8 – EMPLOYMENT

	Employment (If self-employed please indicate clearly and give full details)	Employer's address	Period worked there
Applicant 1			Years
Applicant 2			Years

If you have not been with your current employer for three years please give details below of your previous employment (s)

	Previous Employment (minimum of three years history required)	Employer's address	Period worked there
Applicant 1			Years
Applicant 2			Years

9 – FUNDING

Do you have access to the required savings for a deposit and £5,000 to cover the cost of buying?	<input type="radio"/> YES	<input type="radio"/> NO
How will the purchase be funded? (i.e. sale of property, family assistance, savings, mortgage etc.)		
Source	£Amount	

Please send with this application form a copy of your Mortgage Promise or other evidence of how much the mortgage provider will lend you for this purchase. It is essential that you make your mortgage provider aware that this is a shared ownership purchase.

10 - FINANCIAL DETAILS

Please EITHER attach a copy of your completed mortgage application with accompanying evidence
OR complete the following Income and Expenditure section.

Main wage (take home pay)	Monthly £	
Spouse/partner (take home pay)	Monthly £	
Income support	Monthly £	
Child benefit	Monthly £	
Other (please specify)	Monthly £	
Total Income	Monthly £	

Mortgage / rent	Monthly £	
2nd charge/secured loan	Monthly £	
Pension payments	Monthly £	
Life insurance premiums	Monthly £	
Council tax	Monthly £	
Building insurance	Monthly £	
Household insurance	Monthly £	
Endowment Policy	Monthly £	
Electricity	Monthly £	
Gas	Monthly £	
Other fuel	Monthly £	
Water	Monthly £	
Telephone (including mobile)	Monthly £	
TV/Sky	Monthly £	
Food	Monthly £	
clothing (including work)	Monthly £	
Housekeeping	Monthly £	
Others (please specify)	Monthly £	
Public transport	Monthly £	
Road tax/car insurance	Monthly £	
Petrol	Monthly £	
Total Expenditure	Monthly £	

Total income	Monthly £	
Total expenditure	Monthly £	
Surplus / Deficit	Monthly £	

TO WHOM DO YOU OWE MONEY (Please list all your debts including credit cards and hire purchase agreements. Please continue in separate sheet of paper if necessary)					
	Name	Current Balance	Agreement Instalment	Proposed Payment	Arrears
Total					

11 – WHAT IS YOUR CURRENT HOUSING SITUATION?

	Applicant 1	Applicant 2
Do you own your present home or is it rented, lodgings, shared (e.g. with parents), other? - please specify		
If rented – who is the landlord?		
What sort of property is it? House/flat/bungalow?		
How many bedrooms in the property?		
Are you under any obligation to leave, or threat of eviction?		

12 – HOUSING REQUIREMENTS

Please tick as appropriate

One bedroom <input type="radio"/>	Two bedrooms <input type="radio"/>	Three bedrooms <input type="radio"/>	Flat <input type="radio"/>	Bungalow <input type="radio"/>	House <input type="radio"/>
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13 - HEALTH & MOBILITY

Please answer all of the questions for yourself and anyone else who will be living with you

Does your present home aggravate any medical condition?	<input type="radio"/> YES	<input type="radio"/> NO
Are stairs a problem?	<input type="radio"/> YES	<input type="radio"/> NO
Is a wheelchair or walking aid used?	<input type="radio"/> YES	<input type="radio"/> NO

Could your housing need be resolved by adapting your existing accommodation?	<input type="radio"/> YES	<input type="radio"/> NO
Should this application be successful, would the new property require any adaptations?	<input type="radio"/> YES	<input type="radio"/> NO
Please give details where you have answered YES to any of the above questions, <i>explaining how a move will help your condition.</i>		
<i>To support your application, it would be helpful if you could obtain a letter from your GP (doctor). Please indicate if this is attached.</i>	<input type="radio"/> Yes	<input type="radio"/> No
May we contact your GP to discuss your housing need?	<input type="radio"/> YES	<input type="radio"/> NO

14 - OTHER APPLICATIONS FOR HOUSING

	Applicant 1		Applicant 2	
<p>Are you registered for housing with any local authority?</p> <p>If yes, which ones?</p>	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> YES	<input type="radio"/> NO

15 - ADDITIONAL INFORMATION

Please add any further information that will help to explain why you need the housing for which you are applying or which we should know about.

16- DECLARATIONS AND SIGNATURE

- a)** Have you, or anyone to be housed with you, ever been served with a notice, or had a court order, for anti social behavior or mortgage arrears

YES NO
- b)** Do you have any county court judgements against you or any proceedings pending?

YES NO

If you have answered yes to either question please give full details:
- c) Prevention of Fraud.** I/we declare that the information I/we have given in this application form is, to the best of my/our knowledge, true and accurate and I/we authorise Rural Housing Trust Ltd to make any enquiries necessary to verify the information given. I/we will notify Rural Housing Trust Ltd immediately of any change of circumstances. I/we understand that if any of the information given on this form is incorrect and has been knowingly falsely given or if I/we withhold information requested Rural Housing Trust Ltd might have grounds to recover possession of any property offered. I/we understand that neither the issue nor the acceptance of this form implies that a property will be made available to me/us.
- d) Data Protection Act**

I/we understand that all information will be held in confidence on my/our files and it is my/our right to check the information held about me/us.

I/we understand that Rural Housing Trust Ltd will share information given on this form in the following circumstances, to which I/we give our express consent:

- i. with any other partner organisation Rural Housing Trust Ltd works with on this or a nearby development but only in so far as the information relates to and is in connection with the offer and occupation of property;
- ii. with the Parish Council within whose parish I/we are seeking to establish a local connection but only in so far as the information relates to the establishment of my/our local connection with that parish;
- iii. the use of anonymous statistical information drawn from this application for planning purposes.

Otherwise I/we understand that Rural Housing Trust Ltd will not discuss my/our application with any other person, including relatives, unless I/we have given my/our express permission.

SIGNED	Applicant 1 Applicant 2 	Date Date
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RETURNING YOUR FORM

The Estate Agent will be happy to assist with any queries you have in completing this form or to check that it has been completed correctly.

Please return by email to office@ruralhousing.org.uk

Or by post to:
Rural Housing Trust Limited
54 Weymouth Street
London W1G 6NU

Checklist:

- Are all sections of the form are completed?
- Copy Mortgage Promise/ other evidence attached?
- Financial Details completed or a copy of your mortgage application attached?

What happens next?

On receipt, your application will be considered and your connections with the area will be assessed and checked with the Parish Council.

Rural Housing Trust Ltd may ask for further information to support the application. You will be notified as soon as possible of the outcome of the selection procedure.

Note - Any offer made is provisional, subject to contract and subject to the confirmation of your local connection. Any offer of accommodation may be withdrawn if you give misleading information or fail to provide information that may have a bearing on any such offer.