

# Shared Ownership Home Application Form



PLEASE FILL IN EACH GREY BOX AND ALSO TICK YES AND NO BUTTONS AS APPROPRIATE

## 1. Property Location

What is the address of the property you are applying for? (number/name, street address, town, county, postcode)

## 2. Personal Details

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

## 3. Contact Details

	EMAIL	Work	Mobile
Applicant 1			
Applicant 2			

## 4. 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 [DD/MM/YY]

## 5. 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				

## 6. 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 14)
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 Applicant(s)	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.

## 7. Employment

	Employment / Job Title (If self-employed please indicate clearly and give full details)	Employer's full name and 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 / Job Title (minimum of 3 years history required)	Employer's full name and address	Period worked there
Applicant 1			Years
Applicant 2			Years

## 8. Funding

If you will need a mortgage to buy your new home, please send us a copy of an offer in principle / promise with this application. This should show the amount of the loan, repayments and length of mortgage. It is essential that you make your mortgage provider aware that this is a shared ownership purchase.

**Please note the financial criteria for applications that can be found on our website. The maximum loan to value for a mortgage normally approved by RHTL is 85%. On request the Board may, at its discretion, consider individual circumstances for a higher loan to value but a mortgage exceeding 90% will not be acceptable.**

Please also attach copies of statements showing the balance for all your savings accounts and investments. In addition, please provide evidence of any other funds being used to buy the shared ownership property.

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

Source	£ Amount

## 9. Financial Details

Please include current monthly expenditure as a guide. We will assess your income and expenditure based on your assumptions for your income and costs when you are living in your new home.

INCOME		Monthly Income
Main wage (take home pay)		
Spouse/partner (take home pay)		
Income support		
Child benefit		
Maintenance/Child Support		
Other (please specify)		
<b>Total Income</b>		
OUTGOINGS	Current Monthly Expenditure	Future Monthly Expenditure
Mortgage / rent		
Personal loan & Hire Purchase		
Credit card repayments		
Maintenance/Child Support		
Childcare costs		
Council tax		
Building & Contents insurance		
Mortgage related protection policy		
Non mortgage protection policy		
Electricity		
Gas		
Other fuel		
Water		
Telephone (including mobile)		
TV/Sky		
Shopping/Food		
Clothing		
Hair & Beauty products/treatments		
Holidays/Birthdays/Christmas		
Commuting (train or bus)		
Car Expenses – tax and insurance		
Car Expenses – servicing/breakdown		
Car Expenses – fuel		
Regular savings		
Recreation/memberships/socialising		
Miscellaneous living expenses (cash)		
Others (please specify)		
<b>Total Expenditure</b>		

<b>Total Income</b>		
<b>LESS future monthly expenditure</b>		
<b>Net disposable</b>		

**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 Installment	Proposed Payment	Arrears
<b>Total</b>				

## 10. 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?		

## 11. Housing Requirements

Please tick as appropriate

<input type="checkbox"/> One bedroom	<input type="checkbox"/> Two bedrooms	<input type="checkbox"/> Three bedrooms	<input type="checkbox"/> Flat	<input type="checkbox"/> Bungalow	<input type="checkbox"/> House
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## 12. Health and Mobility

Please answer all of the questions for yourself and anyone else who will be living with you (please tick as appropriate)

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
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, explaining how a move will help your condition.	
To support your application, it would be helpful if you could obtain a letter from your GP (doctor). Please indicate if this is attached.	<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

## 13. Other applications for housing

	Applicant 1	Applicant 2
Are you registered for shared ownership housing with the Help to Buy Agent for this area or with the local authority?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
If yes, which ones?		

## 14. 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.

## 15. 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	<input type="radio"/> Yes <input type="radio"/> No
B. Do you have any county court judgments against you or any proceedings pending?	<input type="radio"/> Yes <input type="radio"/> No

If you have answered yes to either question please give full details:

### C. Prevention of Fraud. (please tick as appropriate)

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

The data collected in this application form will be used to assess the validity of the application. The data in the application will be stored by Rural Housing Trust Ltd. Data will be shared with third parties where there is a legal or contractual obligation to do so (for example confirming information with estate agents and lawyers regarding the sale of the property).

Unsuccessful applications are deleted within 31 days of rejecting the application. Successful application forms are held for the duration of the shared ownership and destroyed within one year of the sale of the property. The accounting information is held for 7 years after the sale of the property.

By signing below, I/we acknowledge that Rural Housing Trust Ltd. may share information given on this form in the following circumstances:

- i. with any other partner organisation Rural Housing Trust Ltd works with in connection with the offer and occupation of property (for example the Freeholder of the 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. with the estate agent appointed for the sale but only to obtain further information or clarification;  
All information will be held in confidence and you have a right to request a copy of the information held.

### E. Rural Housing Trust Ltd updates

From time to time Rural Housing Trust Ltd. may wish to contact you with information relating to the company and other shared ownership properties. By ticking the boxes below, you consent to receiving this type of newsletter and information via email or post.

Email

Post

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	Date (DD/MM/YY)
Applicant 1		

(Please insert an image file of your signature below or print this form and add your signature in black ink)

Applicant 2		
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(Please insert an image file of your signature below or print this form and add your signature in black ink)

## 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 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.

Please save this file on your computer and return by email to [office@ruralhousing.org.uk](mailto:office@ruralhousing.org.uk)

Or by post to:

Rural Housing Trust Limited  
54 Weymouth Street  
London W1G 6NU

### Checklist:

Yes

No

Are all sections of the form are completed?

Yes

No

Is a copy of your Mortgage Promise or other evidence for funding the purchase attached?

Yes

No

Have you completed the Financial Details section or enclosed a copy of your mortgage application?

### What happens next?

On receipt, your application will be considered and your connections with the area will be assessed and may be checked with the local authority.

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

**Note:** Any approval 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.