

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)

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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 [DD/MM/YY]

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 Applicant(s)	How long living in parish

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

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

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

	Previous Employer and Job Title (minimum of 3 years history required)	Employer's address	Period worked there
Applicant 1			
Applicant 2			

9. Funding

If you will need a mortgage to buy your new home, please send us a copy of an In Principle Offer of a mortgage. 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.

You should also send us evidence that you have savings for the deposit (for example copy bank statements); a letter confirming a gift if you are receiving financial assistance to buy your home; or evidence of other funds immediately available to buy your home.

Do you have access to the required savings for a deposit and 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? Please state clearly the amounts from all sources of funding (i.e savings, mortgage, sale of property, family assistance etc.)

Source	£ Amount

10. Income and Financial Commitments

Please send us a copy of the latest payslip from the main employment for each applicant

INCOME	Income
Applicant 1: Gross annual salary before tax and deductions	
Annual Bonus, Commission etc (may be an estimate of potential income)	
Applicant 2: Gross annual salary before tax and deductions	
Annual Bonus, Commission etc (may be an estimate of potential income)	
Income Support	
Child Benefit	
Maintenance/Child Support	
Other (please specify)	
Total Income	

To whom do you owe money. Please list all your debts including credit cards, loans, car loan/PCP contract and hire purchase agreements (Continue on separate sheet of paper if necessary)

Name	Current Balance	Agreement Installment	Proposed Payment	Arrears

Other financial commitments. Please list all your regular payments such as for Maintenance/Child Support (Continue in separate sheet of paper if necessary)

Name	Amount of Regular Payment (per week or per month)

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. Other applications for housing

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

13. House 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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14. 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
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, explaining how a move will help your condition.	

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

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
Do you have any county court judgements 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:	
Prevention of Fraud. (please tick as appropriate)	
<input type="radio"/> I/ <input type="radio"/> We declare that the information <input type="radio"/> I/ <input type="radio"/> We have given in this application form is, to the best of <input type="radio"/> my/ <input type="radio"/> our knowledge, true and accurate and <input type="radio"/> I/ <input type="radio"/> We authorise Rural Housing Trust Ltd to make any enquiries necessary to verify the information given.	
<input type="radio"/> I/ <input type="radio"/> We will notify Rural Housing Trust Ltd immediately of any change of circumstances.	
<input type="radio"/> I/ <input type="radio"/> We understand that if any of the information given on this form is incorrect and has been knowingly falsely given or if <input type="radio"/> I/ <input type="radio"/> We withhold information requested Rural Housing Trust Ltd might have grounds to recover possession of any property offered.	
<input type="radio"/> I/ <input type="radio"/> We understand that neither the issue nor the acceptance of this form implies that a property will be made available to me/us.	
Data Protection Act	
<input type="radio"/> I/ <input type="radio"/> We understand that all information will be held in confidence on <input type="radio"/> my/ <input type="radio"/> our files and it is <input type="radio"/> my/ <input type="radio"/> our right to check the information held about <input type="radio"/> me <input type="radio"/> us .	
<input type="radio"/> I/ <input type="radio"/> We understand that Rural Housing Trust Ltd will share information given on this form in the following circumstances, to which <input type="radio"/> I/ <input type="radio"/> 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 <input type="radio"/> I/ <input type="radio"/> We are seeking to establish a local connection but only in so far as the information relates to the establishment of <input type="radio"/> my/ <input type="radio"/> our local connection with that parish;	
iii. the use of anonymous statistical information drawn from this application for planning purposes.	
Otherwise <input type="radio"/> I/ <input type="radio"/> We understand that Rural Housing Trust Ltd will not discuss <input type="radio"/> my/ <input type="radio"/> our application with any other person, including relatives, unless <input type="radio"/> I/ <input type="radio"/> We have given <input type="radio"/> my/ <input type="radio"/> 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

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 and other evidence for funding the purchase attached?
- Yes No Have you attached a copy of the latest pay slip for each applicant?

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.