

Housing Application Form

Shared Ownership Home

Developed by The Rural Housing Trust.



PLEASE WRITE CLEARLY IN BLACK INK

1 – PROPERTY LOCATION

*What is the address of the property you are applying for?
Or, if a new development, which village/parish is it in?*

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2 – PERSONAL DETAILS

Applications should be submitted in joint names where appropriate

	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

It is important that we are able to contact you by telephone

	Mobile	Home	Work	Email
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

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

(Expectant mothers should include anticipated 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

*Do you help in this village/parish community (e.g. are you in any teams, do you help in schools/clubs/committees?)
Please explain what you do and how long you have done it.*

8 - EMPLOYMENT

	Occupation	Employer's address	Period worked there
Applicant 1			Years
Applicant 2			Years

9– FINANCIAL DETAILS

This information is used anonymously for statistical returns (see section on Data Protection). We also check that applicants for shared ownership appear able to proceed and (very rarely) to exclude those seeking housing who could afford to do so in the private sector.

Income

	Annual Income	Child benefit	Child tax credit	State/Occupation pension
Applicant 1	£	£	£	£
Applicant 2	£	£	£	£

	Do you own <u>any</u> property	What is its value?	How much do you have left to pay?
Applicant 1	Yes / No	£	£
Applicant 2	Yes / No	£	£

Total Savings: £.....

Outgoings per month

	Rent/mortgage	Any arrears	Loans	Rental e.g. Sky	Other debts
Applicant 1	£	£	£	£	£
Applicant 2	£	£	£	£	£

10 - YOUR PRESENT HOUSING CIRCUMSTANCES

		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 landlord?					
What sort of property is it? house/flat/bungalow?					
How many bedrooms in property?					
Do you have your own bedroom or share?					
Do you have:	A bathroom?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	A kitchen?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	An inside WC?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Own garden?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Shared garden?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Access to garden?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Central heating?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you under any obligation to leave, or threat of eviction?		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO

11 – HOUSING REQUIREMENTS

If this is an application for a new development, please ✓ the property type(s) & size(s) you will consider:

One bedroom Two bedrooms Three bedrooms Flat Bungalow House

12 – FUNDING

All Applicants

How will the purchase be funded? (i.e. sale of property, family assistance, savings, mortgage etc.)

How much will a building society lend you for a
“fixed equity shared ownership purchase with no rental element?”

£.....and who is the lender.....

If pursuing a mortgage, it is essential to obtain a certificate from your proposed lender showing how much you are able to borrow. You must send a copy with this application form.

If you do not know, please arrange an interview with a building society or financial adviser now. Tell them that you are considering a fixed equity shared ownership purchase with NO rental element.

IT IS IMPORTANT TO KNOW YOU CAN PROCEED

It is not fair to the vendor, nor yourself, if you are not in a position to purchase.

13- OTHER APPLICATIONS FOR HOUSING

	Applicant 1		Applicant 2	
Are you on any Housing waiting list?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, which ones and how long have you been on their list?				

We have to provide councils with statistical evidence that this development has helped to meet need in the area. It helps if you are on the local council waiting list. In some cases you must be on the list to be considered. Also, if we can't help, the council may be able to offer you a property, advise how to obtain a private rented home or consider you for the shared ownership schemes they develop with others.

***If you are not on their list, contact them today.
 We may not be able to consider you if you are not on their list.
 You can tell them you are registering in order to be considered for this
 and any other shared ownership scheme.***

14 - 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="checkbox"/> YES	<input type="checkbox"/> NO
Are stairs a problem?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is a wheelchair or walking aid used?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Could your housing need be resolved by adapting your existing accommodation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Should this application be successful, would the new property require any adaptations?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Please give details (in section 15 below) where you have answered YES to any of the above questions, <i>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). Letter from GP attached?</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
May we contact your GP to discuss your housing need?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

15 - ADDITIONAL INFORMATION

Please add any further information that will help to explain why you need the housing for which you are applying:

Continue on a separate sheet if necessary

16 – DECLARATIONS AND SIGNATURE

- a) Charitable organisations must not grant any benefit to their employees, trustees, committee members or their close relations. Are you, or any other applicant included on this form, an employee, a trustee, a committee member, related to an employee, a trustee, a committee member of the Rural Housing Trust or, if applicable, the Registered Social Landlord (housing association) involved with this scheme? YES NO
- b) Please also indicate if you are related to, or a member of, the local parish or district council.
NB. This does not mean you cannot be considered. YES NO

If you have answered YES to the above, please give details:

- c) Are you, or anyone on the application, subject to any immigration rules? YES NO

Have you, or anyone else on your application, been granted refugee status by the Home Office?

YES NO

If you, or anyone else on the application, are not a British Citizen, please state the current immigration status, and provide a copy of their current visa.

- d) 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 or do you have county court judgements against you?
 YES NO

- e) **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 the Rural Housing Trust to make any enquires necessary to verify the information given. I/we will notify the Rural Housing Trust 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 made or if I/we withhold information requested the Rural Housing Trust 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.

f) 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 the Rural Housing Trust 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 the Rural Housing Trust 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 the Rural Housing Trust will not discuss my/our application with any other person, including relatives, unless I/we have given my/our express permission.

SIGNED

Applicant 1

Date

SIGNED

Applicant 2

Date

17 - RETURNING YOUR FORM

We have publicised the closing date for receipt of applications. Please ensure you return this form by the closing date (and contact us straight away if you are not sure what that date is) to:

Mrs E Fitzsimmons
 Home Ownership Consultant
 London House
 High Street
 Ashwell
 Baldock
 Herts. SG7 5NW

Phone: 01462 742 099

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.

An officer of The Rural Housing Trust may 'phone and/or interview you and your case report may be considered by a committee, sub committee, or senior officer before a final decision is made. You will be notified as soon as possible of the outcome of the selection procedure.

Note - Any offer made is provisional 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.

18 - EQUAL OPPORTUNITIES

We aim to operate a policy of equal opportunities in all aspects of our work and to provide homes for those in need of affordable housing irrespective of gender, race, creed, religion and marital status. In order to ensure that we are actively pursuing this policy, we record the ethnic origins of those whom we house. It would help us if you indicate below your ethnic origins. It will not affect your application if you prefer not to complete this section.

Please ✓ which most closely describes you:

	Applicant 1	Applicant 2
White European	<input type="checkbox"/>	<input type="checkbox"/>
Black/Afro Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
Black Asian	<input type="checkbox"/>	<input type="checkbox"/>
Other (please Specify)		
Male	<input type="checkbox"/>	<input type="checkbox"/>
Female	<input type="checkbox"/>	<input type="checkbox"/>

***Thank you for taking the time to fill out the application form in full.
 Please write your name on any additional sheets and attach them securely.***