

Application

Number:

Shared Ownership Scheme/New Supply Shared Equity

Please read the guidance notes for applicants before completing the application form.

Part one – About the application

1. This application is to purchase a share of a house under the following low cost home ownership schemes:
(√ **all that apply**)

Shared Ownership (SO) New Supply Shared Equity (NSSE) SO and NSSE

2. Please give up to 2 areas in which you would consider purchasing under the scheme(s).

Area 1:	
Area 2:	

3. How many people are applying (applicants are all those who wish to be named as the owner of the property)? _____
4. Please give details of all applicants:

Main applicant:	Joint applicant:
Name:	Name:
Current Address:	Current Address:
Postcode (in full):	Postcode (in full):
Telephone number: Home Work Mobile	Telephone number: Home Work Mobile
Email address:	Email address:
Date of Birth:	Date of Birth:
Relationship to other applicant:	Relationship to other applicant:

If there are more than two applicants please use the space provided at the end of the form to tell us about the other people applying.

Part two –Enclosures

- | | Please tick
(if provided) |
|---|------------------------------|
| 1. Written evidence of your current accommodation status.
eg. Lease | _____ |
| 2. In the case of current home owners, evidence supporting
your need to move. | _____ |
| 3. Written evidence of at least one mortgage quote which you
have received from a qualifying lender if applicable. | _____ |

Part three – About you

Main Applicant

1. Are you currently employed or in receipt of an employment offer in an area you have chosen at Part 1?

Yes / No

If yes, please tell us about your employment:

Employer's name & address:

Telephone No

Job Title

2. Are you currently self-employed?

Yes / No

If yes, please tell us about the kind of business you operate.

Company name & address:

Type of company:

Telephone number:

Occupation:

3. Do you have any local connection in the area in which you wish to live, for example, family or relatives?

Yes / No

If yes, please give us more information.

4. How long have you lived in this area (if relevant)

5. If you wish to move into the area where the property is located please tell us why this is.

6. Is this application in respect of your intended primary and only residence?

Yes / No

Joint applicant

7. Are you currently employed or in receipt of an employment offer in an area you have chosen at Part 1?

Yes / No

If yes, please tell us about your employment.

Employer's name & address:

Tel No:

Job Title:

8./

8. Are you currently self-employed?

Yes / No

If yes, please tell us about the kind of business you operate.

Company name & address:

Tel No:

Type of company:

Occupation:

9. Do you have any local connection in the area in which you wish to live, for example, family or relatives?

Yes / No

If yes, please give us more information.

10. How long have you lived in this area? (if relevant)

11. If you wish to move into the area where the property is located please tell us why this is.

12. Is this application in respect of your intended primary and only residence?

Yes / No

(If there are more than two applicants please use the space provided at the end of the form to tell us about other people applying.)

Part four – Details of those who will be living with you.

1. Please tell us about the other people who will live in the property:

Surname	First name(s)	Date of birth	Relationship to applicant(s)	Occupation (if applicable)

2. How many bedrooms would you prefer _____

Part five – Current accommodation

Do all applicants currently live in the same accommodation? Yes / No

If yes, only complete Questions 1 to 7 in this section. If you answer no, the second applicant must complete Questions 8 to 14.

You must provide written evidence of the accommodation status of all applicants regardless of whether they currently live in the same accommodation or live separately.

Main applicant

1. How would you describe your current living arrangements?

Please tick

Home owner	
Local authority tenant	
Registered social landlord (normally a housing association or housing co-operative) tenant	
Private rented (unfurnished)	
Lodger	
Living with parents/relatives	
Tied accommodation	
Other (please state):	

2. If you are a tenant or a lodger please give the name and address of your landlord:

Name: Address:

3. Are you on a local authority or RSL waiting list? If so, which?

Name of local authority/RSL	How long have you been on the waiting list?

4. Please describe the type of accommodation that you live in:

Please tick

House	
Flat	
Caravan	
Hostel	
Shared accommodation	
Other (please state):	

5. How long have you lived in this accommodation?

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6. How many rooms are there in your present accommodation (excluding the kitchen, bathroom and any hall areas)?

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7. Please explain why you want to move from the house you currently live in:

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Please include Enclosure One – Evidence of accommodation status

Joint applicant

8. How would you describe your current living arrangements?

Please tick

Home owner	
Local authority tenant	
Registered social landlord (normally a housing association or housing co-operative) tenant	
Private rented (unfurnished)	
Lodger	
Living with parents/relatives	
Tied accommodation	
Other (please state):	

9. If you are a tenant or a lodger please give the name and address of your landlord:

Name: Address:

10. Are you on a local authority or RSL waiting list? If so, which?

Name of local authority/RSL	How long have you been on the waiting list?

11. Please describe the type of accommodation that you live in:

Please tick

House	
Flat	
Caravan	
Hostel	
Shared accommodation	
Other (please state):	

12. How long have you lived in this accommodation?

13. How many rooms are there in your present accommodation (excluding the kitchen, bathroom and any hall areas)?

14. Please explain why you want to move from the house you currently live in:

Please include Enclosure One – Evidence of accommodation status

Part six – People with particular housing needs

1. Do you or any member of your household have a disability or learning difficulty we should take into account?
Yes / No

2. Does this affect the type / design of property that you can live in?
Yes / No

If yes, please give us more information, for example, need full wheelchair access internally; need all electric power:

3. Does this affect the location where you are able to purchase a house?
Yes / No

If yes, please give us more information, for example, need to be close to family/carer(s); need to be close to facilities – transport, schools:

4. If you currently own your home, do you have written support from a professional (such as a doctor or occupational therapist) stating that your current property is not suitable for your needs?
Yes / No

5. Who is providing this written support?

Please include Enclosure Two – written support stating why you have to move from the house that you own.

Part seven – Income assessment

1. Gross earnings (per annum)

First applicant	£
Second applicant	£
Other applicants	£
Total earnings	£

2. Please specify any other income per annum:

Sickness benefit	£
Unemployment benefit	£
Bank interest	£
Superannuation or pension from previous employment	£
Working Families Tax Credit	£
Welfare Benefit	£
Widow's Pension	£
Share profit	£
Other (please specify):	£

3. Please specify total savings held:

Main applicant	£
Joint applicant	£
Other applicants	£
Total savings	£

4. Do any members of the household currently own their home?

Yes / No

If yes how much do they expect to make from the sale of the property?

£

5. If yes, why do you need to move from your current home?

Please include Enclosure Two – written support stating why you have to move from the house you currently own.

6. Have any members of the household previously owned a home?

Yes / No

If yes, what profit did they make from the sale of this property?

£

- 7a. Will you require a mortgage/loan to purchase a share of a property?
Yes / No

If yes, which lenders have you contacted regarding a mortgage?

Please note that applicants are required to provide a least one mortgage quote from a lender. The quote must be from a qualifying lender such as a bank, building society or insurance company.

Where this is not possible or necessary there should be clear justification of the reasons (see Question 9).

Lender 1

Name:

Address:

Lender 2

Name:

Address:

Lender 3

Name:

Address:

8. What is the maximum value of the mortgage that you have been told you are entitled to?

£

9. Do you have written confirmation of the mortgage that you are entitled to from a qualifying lender.
Yes / No

If no, please tell us why you have not been able to obtain a quote.



Please include Enclosure Three – Written evidence of mortgage quote(s) which you have received from a qualifying lender if applicable.

Part eight/

Part eight – Signing the application form

Part 1

I declare that I am not a member of staff of Orkney Housing Association Limited (OHAL), nor am I related to a management committee or staff member of OHAL or someone who has recently been a committee member or member of staff.

Applications are accepted from people who are unable to make the above application but special procedures must be followed. If you are unable to make the declaration please give details of any relationship below.

Staff member _____ Relationship to you _____

For joint applications both signatures are required.

I / We confirm that I / we would like to be considered for the Shared Ownership and/or the New Supply Shared Equity scheme and that I / we have fully considered the requirements of the scheme as laid out in the information received from OHAL in relation to the scheme(s).

I / We acknowledge and explicitly give my / our consent to OHAL gathering, processing and storing Sensitive Personal Data as defined in the Data Protection Act 1998, as will be required to process my / our application for the scheme(s).

I / We confirm that the information provided in this application form is to the best of my / our knowledge and belief correct and accurate in all respects.

I / We understand and confirm that the OHAL reserve the right to withdraw from any agreement with me / us in the event that the information provided proves to have been false or misleading.

Signatory 1: Print name (including Mr / Mrs / Ms / Miss):

Signature 1: _____

Date: _____

Signatory 2: Print name (including Mr / Mrs / Ms / Miss):

Signature 2: _____

Date: _____

Additional Information:

Equal opportunities monitoring

The RSL's equal opportunities policy aims to ensure that everyone who applies to the organisation whatever their race, colour or ethnic origin will receive equal treatment.

To ensure our policy is working, we would be grateful if you would choose ONE section and tick one box within that section to indicate your cultural background.

Ethnic Origin	1 st Applicant	2 nd Applicant
White Scottish	<input type="checkbox"/>	<input type="checkbox"/>
White other British	<input type="checkbox"/>	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	<input type="checkbox"/>
Other white background	<input type="checkbox"/>	<input type="checkbox"/>
Any mixed background (Black, Black Scottish or Black British)	<input type="checkbox"/>	<input type="checkbox"/>
Indian	<input type="checkbox"/>	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	<input type="checkbox"/>
Other Asian background (Black, Black Scottish or Black British)	<input type="checkbox"/>	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
African	<input type="checkbox"/>	<input type="checkbox"/>
Other background (Households where individual members are of different ethnic groups)	<input type="checkbox"/>	<input type="checkbox"/>

GUIDANCE NOTES FOR:

NEW SUPPLY SHARED EQUITY & SHARED OWNERSHIP APPLICATION FORM

Part one – About the Application

Please tell us about your personal details and the area in which you wish to live.

Please complete all your personal details and include a telephone number which would be useful if we need to clarify any details.

Part two – Enclosures

These are additional documents which must be provided where necessary in order to consider your application.

Enclosure one - Evidence of your accommodation status is required. For example, if you are a tenant, a copy of your tenancy agreement should be provided. You must provide written evidence of the accommodation status of **all** applicants regardless of whether they currently live in the same accommodation or live separately.

Enclosure two - If you currently own your home but need to move, you must provide evidence of why this is the case. For example, if you have particular housing needs arising from an impairment or disability and need to move you must provide written evidence from a professional (such as a doctor or occupational therapist) stating why your current home is unsuitable.

Enclosure three - Applicants are required to provide a mortgage quote from a lender.

The mortgage quote must be from a qualifying lender such as a bank, building society or insurance company. Other lenders may be acceptable but you need to check whether the lender can provide a mortgage for the Shared Ownership scheme.

Part three – About you

This part tells us more about your current employment status.

Please provide details if you have any local connections in the area and, if you already live in the area, please say how long you have lived there.

This section should be completed for all applicants.

Part four – Details of those who will be residing with you

This is to help us assess your house size requirements. Please give details of all those who will be living with you.

Please advise on the number of bedrooms you would prefer.

Part five – Current accommodation

Please give us details of your current accommodation. If **all** applicants currently live in the same accommodation you only need to complete Questions 1 to 7 in this section. If the applicants currently live in separately accommodation you must tell us about the living arrangements for each person.

Please note that you must provide written evidence of the accommodation status of **all** applicants regardless or whether they currently live in the same accommodation or live separately.

Please give us the details of your landlord, if applicable, and any housing waiting list that you are currently on.

Please tell us about the type of accommodation that you currently live in. House/apartment size should be based on the number of rooms in your accommodation excluding the kitchen, bathroom and any hall areas.

Please explain why you want to move from your current accommodation into a SO property.

Please provide Enclosure one – Evidence of accommodation status.

Part six – People with particular housing needs

We use the term “people with particular housing needs” to describe people who have a need for a larger or more specialised house. This need could arise as a result of a member of the household having a disability or impairment.

This section relates to information about any particular housing need that you or a member of your household has. Please give as much detail as possible about any special housing requirements that you have in relation to house type, design and location.

If you currently own your home but require to move as a result of your particular housing needs we will need to know the specific reasons for this. We need written support from a professional (such as a doctor or occupational therapist) stating why your current house is no longer suitable for your needs.

Please provide Enclosure two – Evidence of why you have to move from the house that you own.

Part seven – Income assessment

We need as much information as possible relating to your financial situation. We cannot assess your application unless you fully complete this section.

Applicants will have to state all sources of finance. A household's income will be considered to be the total of:

- Gross earnings, per single person or couple, as appropriate;
- Any other income, comprising sickness benefit, unemployment benefit, bank interest, superannuation or pension from previous employment, welfare benefit, working families tax credit, widow's pension and shareholder's profits; and
- Personal contributions.

Personal contributions may comprise savings, gifts or any other contributions by the applicant. The definition of personal savings that we use includes: cash, premium bonds, stocks and shares, unit trusts, bank or building society accounts and fixed-term investments; the surrender value of any endowment policies; property; redundancy payments; and pension lump sum payments.

The definition of personal savings does not include: personal possessions; business assets; tax rebates; personal pension schemes; retirement annuity contracts and annuity surrender values; any essential transport costs or capital sum awarded for the purpose of support or care costs.

We will include personal savings held by all prospective applicants.

If you require a mortgage / loan you must tell us about the mortgage that you have been told you are entitled to by lenders. In all circumstances, applicants who require a mortgage must provide a quote from their lender. Where this is not possible, there should be clear justification of the reasons. The mortgage quote must be from a qualifying lender such as a bank, building society or insurance company.

Applicants must purchase a minimum of 25% tranche but can purchase a 50% or 75% tranche, taking into account other financial commitments and the associated costs of home ownership.

Please include Enclosure Three – Evidence of maximum mortgage that you are able to raise.

Part eight – Signing the application form

Please ensure that all applicants sign the application form.