

**Application** **for** **Shared** **Ownership**

For your assistance, this document can also be made available in another language, in Braille, in large print, or on audio cassette.

Please ask any member of staff and the necessary arrangements will be made.

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Instructions For Completion

1. Please complete all sections fully. If you require assistance, please ask.

2. Where boxes are provided, tick the box which indicates the response most relevant to you.

3. Where you are asked for more detail and there is not enough room, please use the space on page 8

4. Please refer to the Guidance Notes when completing this Form

Completion of this form does not guarantee approval by the Association for Shared Ownership.

**Data** **Protection** **Act** **2018**

Your application will be treated in confidence and in compliance with the Date Protection Act 2018.

**SECTION** **1**

**1.** **Personal** **Details**

|  |  |  |
| --- | --- | --- |
|  | **Applicant** | **Partner** **(if** **applicable)** |
| **Preferred** **Title:** |  |  |
| **Name:** |  |  |
| **Address:** |  |  |
| **Telephone** **Number:** | **Work:**  **Home:**  **Mobile:** | **Work:**  **Home:**  **Mobile:** |
| **Male** **/** **Female/Transgender/ Prefer not to say:** |  |  |
| **Date** **Of** **Birth:** |  |  |
| **Marital** **Status:** |  |  |

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**2.** **Please** **list** **everyone** **currently** **living** **at** **your** **present** **address** **(including** **yourself)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **D.O.B** | **Relationship** **to** **Applicant** | **Living** **with** **you** **if** **move?** **(Tick)** |
|  |  | Applicant |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

3. Will you require a mortgage? **YES** **/** **NO**

4. If yes, have you approached a Building Society / Bank, concerning availability of mortgage facilities?

**YES** **/** **NO**

5. If yes, are mortgage facilities available to you? **YES** **/** **NO** Please provide name and address below

6. Do you have a Solicitor **YES** **/** **NO**

7. If yes please provide full name and address below

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8. Please state the amount of savings you will put towards share purchase

|  |  |
| --- | --- |
| **Applicant** | £ |
| **Joint** **Applicant** | £ |

9. Please give your total monthly income (after tax and other deductions), including maintenance, family credit, child benefit etc

|  |  |
| --- | --- |
| **Applicant** | £ |
| **Joint** **Applicant** | £ |

11. How much can you realistically afford to pay for housing (rent + mortgage) per month?

|  |  |
| --- | --- |
| **Applicant** | £ |
| **Joint** **Applicant** | £ |

**SECTION** **2**

**1.** **Details** **of** **your** **present** **household**

Please indicate which of the following describes your current housing situation (please tick)

|  |  |  |
| --- | --- | --- |
|  | **Applicant** | **Joint** **Applicant** |
| **Loreburn** **Housing** **Association** **Tenant** |  |  |
| **Owner-Occupier** |  |  |
| **Tied** **Accommodation** |  |  |
| **Local** **Council** **or** **other** **Housing** **Association** **Tenant** |  |  |
| **Private** **Landlord** |  |  |
| **Living** **with** **friends/relatives** |  |  |
| **Other** **(please** **describe)** |  |  |

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**2.** **How** **long** **have** **you** **lived** **in** **your** **current** **housing** **situation?**

**Applicant** \_\_\_\_\_years \_\_\_\_\_\_months

**Joint** **Applicant** \_\_\_\_\_\_years \_\_\_\_\_\_\_months

**3.** **If** **you** **are** **paying** **rent** **for** **your** **accommodation,** **please** **give** **the** **name** **and** **address** **of** **the** **landlord,** **agency,** **or** **person** **you** **are** **renting** **from**

|  |
| --- |
| **Name:** |
| **Address:**  **Contact** **Number:** |

4. Are you selling your present home? Yes / No

5. If yes please state the approximate value. £

6. Will there be a mortgage left to pay? Yes / No

7. Please state the approximate mortgage left amount: £

8. Has a date of entry been set? Yes / No

9. If yes please state date of proposed entry: Date:

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**10.** **Please** **give** **the** **addresses** **of** **your** **previous** **accommodation** **in** **the** **last** **five** **years,** **starting** **with** **your** **current** **address** **(also** **include** **joint** **tenant)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Address** | **Full** **Name** **&** **Address** **of** **Landlord/Mortgage** **Co.** | **Date** **to** **/** **from** | **Reason** **for** **leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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**10.Have** **you** **ever** **been** a **resident** **in** **an** **LHA** **property** **before?** **YES** **/** **NO**

**11.If** **yes** **please** **state** **address** **and** **dates:**

Address: Date:

**SECTION** **3**

**1.** **Please** **state** **areas** **and** **/** **or** **towns** **you** **are** **interested** **in**:

|  |  |
| --- | --- |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5,** | **10.** |

**If** **you** **are** **interested** **in** **a** **particular** **property** **or** **have** **noted** **an** **interest** **though** **your** **Solicitor,** **please** **indicate** **below** **the** **property** **address**

Please note that you are required to confirm in writing your intention to purchase a property to the Association.

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**SECTION** **4**

**1.** **Employment** **Details**

**Job** **Title:**

|  |  |
| --- | --- |
| **Applicant** | **Joint** **Applicant** |
| Employers Name  Address:  Telephone Number: | Employers Name  Address:  Telephone Number: |

**2.** **How** **long** **have** **you** **been** **employed** **in** **your** **present** **job?**

**Applicant** \_\_\_\_\_\_\_\_years \_\_\_\_\_\_\_\_months

**Joint** **Applicant** \_\_\_\_\_\_\_\_years \_\_\_\_\_\_\_ months

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**SECTION** **5**

**1.** **Please** **provide** **any** **other** **further** **information** **or** **details** **why** **you** **wish** **to** **leave** **your** **present** **accommodation**

**Section** **6**

**Please** **read** **the** **following** **points** **before** **signing** **the** **declaration** **on** **page** **10**

 **As** **a** **sharing** **owner** **you** **are** **responsible** **for** **all** **internal** **and** **external** **repairs** **and** **maintenance** **to** **your** **property.**

 **As** **a** **sharing** **owner** **you** **have** **a** **mutual** **responsibility** **for** **certain** **items** **common** **to** **you** **and** **your** **neighbours.** **Any** **work** **common** **to** **all** **residents** **should** **be** **organised** **between** **you** **and** **your** **neighbours** **and** **paid** **for** **collectively.**

 **As** **a** **sharing** **owner** **you** **do** **not** **have** **the** **same** **rights** **as** **tenants** **in** **rented** **properties** **and** **therefore** **the** **Association** **does** **not** **take** **on** **the** **role** **a** **landlord.**

 **If there any** **disputes** **about** **your** **rights** **and** **responsibilities,** **you** **will** **need** **to** **refer** **to** **you** **Occupancy** **Agreement** **and** **Disposition** **and** **perhaps seek** **assistance** **from** **your** **solicitor.**

 **If** **you** **are** **purchasing** **100%** **or** **become** **100%** **owner** **the** **service** **charge** **and** **shared** **ownership** **buildings** **insurance** **is** **still** **applicable.**

Please refer to the Shared Ownership Guidance Notes for more information.

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**SECTION** **7**

**Declaration**

**I** **declare** **that** **the** **particulars** **given** **by** **me** **on** **this** **application** **form** **are** **true** **in** **all** **respects,** **and** **I** **have** **read** **Section** **6** **and** **agree.** **I** **hereby** **authorise** **the** **Association** **to** **make** **any** **enquiries** **necessary** **in** **connection** **with** **my** **application:**

- **To** **any** **landlord(s)** **within** **the** **last** **5** **years**

- **To** **any** **Doctor** **to** **verify** **medical** **circumstances**

- **To** **any** **agency** **for** **further** **details,** **or** **to** **authenticate** **or** **to** **clarify** **details** **provided** **in** **this** **application,** **or** **associated** **forms**

**Where** **a** **joint** **application** **is** **being** **made,** **both** **parties** **must** **sign**

**Signed:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Joint** **Applicant** **Signed:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please** **return** **this** **application** **form** **to:**

FREEPOST RSTA-SRCLKHGK,  
Loreburn Housing Association

27 Moffat Road

Dumfries

DG1 1NN

**Email:** [**customerservice@loreburn.org.uk**](mailto:customerservice@loreburn.org.uk)

**Telephone:** **01387** **321** **300**

**Loreburn** **Housing** **Association** **is** **a** **registered** **Scottish** **Charity** **No** **SC029917**

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