

Application for Low Cost Market Housing/Shared Equity Housing

Please answer all questions in full. If you need help completing this application form, please contact Housing Services on 01775 761161 or email hadmin@sholland.gov.uk

To make an application for this scheme:

- 1) Complete the form, ensuring you have signed it
- 2) Return the completed form and all your supporting evidence (please check the attachments are below 9mb – if they are over this size send 2 emails)
- 3) Hand in or post the form and evidence to South Holland District Council, Priory Road, Spalding, PE11 2XE or email to hadmin@sholland.gov.uk . Please note that your application can only be accepted with all the relevant evidence included as listed below (please tick off the list to ensure you have included everything)

- Payslips for the last 3 months (per person). Please include payslips for all people who will be living in the property with you, not just the purchasers
- 3 months bank statements for all bank accounts – must show transactions

Where relevant:

- Latest mortgage statement (if you have a mortgage on another property)
- Proof of sale of previous home
- Solicitor details regarding a divorce/will settlement

South Holland District Council is under a duty to protect the public funds it administers, and may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. By signing this form below, I/we declare that the provided information is correct to the best of my/our knowledge.

The property that you wish to buy is subject to legal agreements with the Council which are enforceable against purchasers of the property and which restrict who can occupy it. If you provide any false information on this form and as a result do not meet the requirements of the legal agreements you could be at risk of losing your home.

Signed by Applicant 1 _____

Signed by Applicant 2 _____

Section 1 - Details of Applicants

	Applicant 1	Applicant 2
Title (Mr/Mrs/Miss/Ms)		
Surname		
First name(s)		
Current address		
Contact phone number		
Contact email address		
Date of Birth		
Are you a serving member of the Armed Forces or a former member of the Armed Forces discharged in the last 2 years?		

Section 2 – Household Details

Please provide details of all of the people who will live in the new property including yourself and any children.

Name	Age	Current Address	How long has this person lived at their current address?

Is anyone in the property expecting a baby?

YES

NO

If yes, please give expected date of delivery:

Section 3 – Address History

If you have lived at your current address for less than 5 years, please provide details of your address history over the past 5 years.

If you used to own a property, please provide evidence that you no longer own it.

If you currently own a property, please provide evidence you are selling it, and a copy of your mortgage statement.

	Applicant 1	Applicant 2
Previous address:		
Tenure: (owner/private rented/council tenant/living with parents)		
Date moved in and out:		
Reason for leaving:		
Previous address:		
Tenure: (owner/private rented/council tenant/living with parents)		
Date moved in and out:		
Reason for leaving:		
Previous address:		
Tenure: (owner/private rented/council tenant/living with parents)		
Date moved in and out:		
Reason for leaving:		
Previous address:		
Tenure: (owner/private rented/council tenant/living with parents)		
Date moved in and out:		
Reason for leaving:		

Section 4 – About your current housing and housing needs

Employment Details

	Applicant 1	Applicant 2
Current Housing situation	Council or Housing Association tenant <input type="checkbox"/>	Council/Housing Association tenant <input type="checkbox"/>
	Current home owner <input type="checkbox"/>	Current home owner <input type="checkbox"/>
	First time buyer <input type="checkbox"/>	First time buyer <input type="checkbox"/>
	Living with friends/ family <input type="checkbox"/>	Living with friends/ family <input type="checkbox"/>
	Renting privately <input type="checkbox"/>	Renting privately <input type="checkbox"/>
	Other <input type="checkbox"/>	Other <input type="checkbox"/>

Do you or anyone who will be living in the future household currently own a property in the UK or abroad?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes please provide details:	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes please provide details:
Are you in the process of selling your property?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Provide the amount of equity you have/ will receive from the sale		
At what stage is the sales process?		
How many bedrooms does your current home have?		
What type of property is your current home?		
Do you or anyone in your household have any specific needs?		
Please provide us with any other information you think is relevant to your application		

Section 5 – Financial Details

Employment Details

	Applicant 1	Applicant 2
Employer's name		
Employer's address		
Number of hours worked per week.		
How long have you worked there?		
Contract type and length (permanent or fixed term)		
Gross salary per year (i.e. before tax)	£	£

If an applicant has been working at their current employer for less than 12 months, please provide details of employment over the last 12 months

Name	Employer	Address of employer	Hours worked per week	Start & end date of employment
Applicant 1			Applicant 2	

Are you in receipt of any benefits?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please provide details of how much you receive each month	Benefit:..... Amount:..... Frequency:.....	Benefit:..... Amount:..... Frequency:.....
	Benefit:..... Amount:..... Frequency:.....	Benefit:..... Amount:..... Frequency:.....

Providing the information on loans, credit cards, and store cards is optional however, it may help support your application.

Do you have any outstanding loans, credit cards or store cards?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Details of loan(s)	Loan provider:..... Amount owed:..... Estimated date loan will finish:.....	Loan provider:..... Amount owed:..... Estimated date loan will finish:.....
	Loan provider:..... Amount owed:..... Estimated date loan will finish:.....	Loan provider:..... Amount owed:..... Estimated date loan will finish:.....
	Loan provider:..... Amount owed:..... Estimated date loan will finish:.....	Loan provider:..... Amount owed:..... Estimated date loan will finish:.....

Savings - Please provide copies of bank statements for any accounts.

	Applicant 1	Applicant 2
Amount of savings	£	£
Are you awaiting any settlements such as divorce or inheritance?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please give details. Please also include a copy of letters from the solicitor.	Value: £..... Details: Date expected:.....	Value: £..... Details: Date expected:.....
How will you pay the deposit for the property?		
Are you a first time buyer?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have enough resources to purchase a property on the open market?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Section 6 – Declaration

	Applicant 1	Applicant 2
Are you, the purchaser(s), related or close friends to anyone who works for	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

South Holland District Council or Compass Point Business Services?		
If yes, what is the person(s) name and job title?		
If yes, how are you related?	<input type="checkbox"/> Family <input type="checkbox"/> Friend	<input type="checkbox"/> Family <input type="checkbox"/> Friend

Your application form is now complete. Please scan it, along with your supporting documentation, and send it to hadmin@sholland.gov.uk

You can expect a reply in around 7-14 days

Any personal information shared with South Holland District Council will be processed, protected and disposed of in accordance with all relevant laws. In some circumstances however, we may need to disclose your personal details to a third party in order to deliver the service to you, and in limited circumstances we may disclose your information for other lawful purposes (such as crime prevention or detection). Any information about you that we pass to a third party will be held securely by that party. For more information on how we do this and your rights in regards to your personal information and how to access it, view our full Privacy Policy on our website.