

Shared Ownership Resales Application Form

What is Shared Ownership and how does it operate?

Shared Ownership is a form of low cost home ownership that combines renting with buying. It is aimed at people who want to buy their own home but presently cannot afford to buy outright. The purchaser owns a share of the property and rents the remaining part from us through an occupancy charge. The Shared Ownership Agreement (also known as an Exclusive Occupancy Agreement) that you enter into is for a 20 year period. You will be contacted well in advance of that date to agree on an appropriate way forward.

Who is Shared Ownership for?

We **cannot** consider you for shared ownership if you:

- Plan to buy in order to sublet
- Do not intend to live in the property and use it as your only and principal home
- Can afford to buy a property outright

Priority will be given to:

- First time buyers with limited housing alternatives
- Members of the Armed Forces
- Veterans who have left the Armed Forces within the past two years
- Widows/widowers/other partners of service personnel for up to two years after their partner was killed while serving
- Public sector tenants
- Families on low incomes
- Disabled People

What percentage of a home can I have?

You will need to purchase the share being sold by the current sharing owner or you can buy 100% (with our and the seller's consent).

You have the option to buy additional shares anytime after the first anniversary of your date of entry; however, any additional shares will be based on the current market value at that time. This is often known as 'staircasing'. When you purchase an additional share in your property, the Occupancy payment to us will be recalculated to reflect the reduction in our share.

What responsibilities does a sharing owner have?

Like other owners, you will be responsible for the full cost of any internal and external repairs, maintenance, factoring costs, legal fees, stamp duty and any other household costs such as:

- Mortgage repayments
- Occupancy charge
- Factoring costs
- Buildings & contents insurance
- All repairs and maintenance to your property
- Council Tax to your Local Authority
- Heating, Lighting, and Water Bills
- Fittings and Furniture (i.e. you will responsible for supplying your own fittings and furniture for your home)

You will need to take these costs into account when assessing whether you can afford to buy a property. You should seek independent financial and legal advice on the responsibilities that come with being a home owner, both generally and in relation to any particular property you select.

What do I do if I am interested?

- Complete this form so we can assess if you are eligible for shared ownership.
- If you are eligible, you can view the property and make a verbal offer if you decide to do so.
- If your verbal offer is accepted, follow this up with a written offer with your solicitor and agree a proposed date of entry.
- The solicitors will liaise with each other to progress matters.

1. About You

Main Applicant	Joint Applicant
Title:	Title:
First Name:	First Name:
Surname:	Surname:
Date of Birth:	Date of Birth:
National Insurance No:	National Insurance No:
Current Address:	Current Address:
Home Tel No:	Home Tel No:
Mobile Tel No:	Mobile Tel No:
Email:	Email:
Has anyone ever taken Court Action against you, or a person you are applying with, for anti-social behaviour? ☐ Yes ☐ No	Has anyone ever taken Court Action against you, or a person you are applying with, for anti-social behaviour? ☐ Yes ☐ No
Do you, or anybody you are applying with, have to register with the Police under the Sex Offenders Act 1997 or the Sexual Offences Act 2003? If yes, please provide their: Name: Date of Birth: National Insurance No:	Do you, or anybody you are applying with, have to register with the Police under the Sex Offenders Act 1997 or the Sexual Offences Act 2003? If yes, please provide their: Name: Date of Birth: National Insurance No:
Do any immigration controls apply to you or someone who will be moving with you? ☐ Yes ☐ No	Do any immigration controls apply to you or someone who will be moving with you? ☐ Yes ☐ No
Are there any conditions or limits on your permission, or that of someone living with you, to enter or stay in the UK? ☐ Yes ☐ No	Are there any conditions or limits on your permission, or that of someone living with you, to enter or stay in the UK? ☐ Yes ☐ No
Has anyone ever taken Court Action against you, or a person you are applying with, for anti social behaviour? ☐ Yes ☐ No	Has anyone ever taken Court Action against you, or a person you are applying with, for anti social behaviour? ☐ Yes ☐ No

2. Relationship to Staff/Board Members

Special permission may be needed for us to offer accommodation to employees, Board members or their close relatives.

	Main Applicant	Joint Applicant
Is there anyone who normally lives as part of your household related to or friends with a Kingdom employee or Board member?	☐ Yes ☐ No	☐ Yes ☐ No
If yes, please provide details:		
Are you related by birth or by marriage to any Kingdom employee or Board member?	☐ Yes ☐ No	☐ Yes ☐ No
If yes, please provide details:		
Are you friends, a neighbour or a business acquaintance of a Kingdom employee or Board member?	☐ Yes ☐ No	☐ Yes ☐ No
If yes, please provide details:		

3. Current Accommodation

Main Applicant Which of these describes you?	Joint Applicant Which of these describes you?
☐ Current Home Owner	☐ Current Home Owner
☐ Current Shared Owner	☐ Current Shared Owner
☐ Current Shared Equity Owner	☐ Current Shared Equity Owner
If you have selected any of the above 3, is your property: ☐ On the market ☐ Under Offer	If you have selected any of the above 3, is your property: ☐ On the market ☐ Under Offer
☐ Council/Housing Association Tenant	☐ Council/Housing Association Tenant
☐ Private let	☐ Private let
☐ Tied accommodation (that comes with your job)	☐ Tied accommodation (that comes with your job)
☐ Staying with friends/family	☐ Staying with friends/family
☐ Other (please give details)	☐ Other (please give details)
If you rent your home, please provide the name and address of your current landlord:	If you rent your home, please provide the name and address of your current landlord:
How long have you lived at your current address? Main Applicant ☐ Years ☐ Months Joint Applicant ☐ Years ☐ Months	How long have you lived at your current address? Main Applicant ☐ Years ☐ Months Joint Applicant ☐ Years ☐ Months
What other housing options have you explored and why are these unsuitable?	What other housing options have you explored and why are these unsuitable?

4. Why are you applying for Shared Ownership?

Main Applicant	Joint Applicant
☐ First time buyer with limited housing alternatives	☐ First time buyer with limited housing alternatives
☐ Member of the Armed Forces	☐ Member of the Armed Forces
☐ Veteran who has left the Armed Forces within the past 2 years	☐ Veteran who has left the Armed Forces within the past 2 years
☐ Widow/widower/other partner of service personnel for up to 2 years after partner was killed after serving	☐ Widow/widower/other partner of service personnel for up to 2 years after partner was killed after serving
☐ Public sector tenant (Council/Housing Association)	☐ Public sector tenant (Council/Housing Association)
☐ Family on a low income	☐ Family on a low income
☐ Disabled person	☐ Disabled person

5. Purchase Details

Address of the property you want to buy:	
Can you afford to buy 100% of this property? If no, please state why:	☐ Yes ☐ No
How will you fund this purchase?	
If you are funding this purchase with a mortgage, what is the maximum mortgage you can get?	
Do you have a mortgage in principle?	☐ Yes ☐ No
Who is your mortgage provider:	
Your Solicitor's name, address and contact details:	

6. General Data Protection Regulation Statement

How will we use the information about you?

The Kingdom Group collects and uses your personal information to help us provide services to our customers, employees and contractors.

The Fair Processing notice sets out what information we will collect and how we will use this information.

We will

- * only collect information we need for a specific purpose, keep it secure, relevant and up to date;
- * only hold as much as we need and only for as long as we need it;
- * allow you to see the information we hold about you if you request it or ask us to correct or remove it.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email us at kingdom@kha.scot or send a letter to our Head Office. Please make sure you have read and fully understand the **Fair Processing Notice and the Privacy Policy** available on our website www.kingdomhousing.org.uk

Main Applicant	Joint Applicant
Signed:	Signed:
Date:	Date: