

Social Homebuy Application Form



This application form is for use by tenants who wish to purchase their home on Social Homebuy terms.

Part A: The Property

Address of property you wish to buy

Note: You may apply to buy a share of the property of which you are a secure tenant only.

I wish to buy _____ % of the property.

Part B: The tenant(s)

Is the property the
tenant's only or
principle home?

Does he/she
wish to buy?

Please tick appropriate box

Title	Last Name	First names and other names	Yes	No	Yes	No
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- You may be a tenant if your name appears on the tenancy agreement.
You are not automatically considered to be a tenant just because you live in the property.
- You can only apply for Social Homebuy if the property is your only or principal home. If you are applying to buy jointly with other tenants, only one tenant need satisfy this requirement.
- The agreement of any tenant who does not wish to buy must be obtained when you make an application to purchase on Social Homebuy terms. They should sign Part H of this notice.
Their tenancy will end when you buy your first share.

Part C: Family members(s) sharing the Social Homebuy purchase

If you wish to share the Social Homebuy purchase with any member of your family who is not a tenant, please give their details below.

Notes:

- You may share the Social Homebuy purchase with up to 3 members of your family who are not themselves tenants, if the property is their only or principle home. A total of 4 people may apply which must include at least one tenant of the property.

Unless we agree otherwise, the family member must also –

- Be your legal partner (by marriage or civil partnership); or
- Have lived with you throughout the last 12 months.

Title	Last Name	First names and other names

Is the property the Family members only or principle home?

Yes No

Has he or she lived with the tenant(s) throughout the last 12 months

Yes No

Relationship to tenant	
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Title	Last Name	First names and other names

Is the property the Family members only or principle home?

Yes No

Has he or she lived with the tenant(s) throughout the last 12 months

Yes No

Relationship to tenant	
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Part D: Qualification and Discount

You need not have spent the full qualifying period in your present home or with your present landlord

Each purchaser within this application must fill-in one of the following tables. They should put their name at the top and list all the details below, as applicable, using one line for each separate qualifying tenancy.

All present and previous tenancies

Give details of:

- Your present tenancy if you are a tenant of the property.
- Any periods in the past when you were a public sector tenant or an armed forces occupier.

Tenants who have taken over a public sector tenancy from a parent-

A tenant who has taken over a parent's public sector tenancy may be able to count for qualification and discount, periods after the age of 16 living in a property of which a parent was a public sector tenant.

Give details of any periods when:

- You were over the age of 16 and living with a parent who was a public sector tenant.

Purchaser's Name				
Period		Name of tenant(s) or member of armed forces	Address of property	Name of landlord
From Month/Year	To Month/Year			

Purchaser's Name				
Period		Name of tenant(s) or member of armed forces	Address of property	Name of landlord
From Month/Year	To Month/Year			

Part D: Qualification and Discount (continued)

Purchaser's Name				
Period		Name of tenant(s) or member of armed forces	Address of property	Name of landlord
From Month/Year	To Month/Year			

Part E: Previous Discount

Give details below of any previous purchase at a discount from a public sector landlord which you (or your legal partner) have made. If you are applying to buy jointly with others, give details in relation to each purchaser.

Address of Property

	Postcode

Name of public sector landlord

Name of previous purchaser

Date of purchase (month/year)

Address of Property

	Postcode

Name of public sector landlord

Name of previous purchaser

Date of purchase (month/year)

Note: The amount of any discount on a previous purchase from a public sector landlord, less any sum later repaid, may be deducted from the discount allowed on your present purchase.

Part F: Tenant Improvements

Give the following details of any tenants' improvements to the property:

Description of improvement

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Title

Last Name

First names and other names

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Description of improvement

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Title

Last Name

First names and other names

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Notes

1. When the property is valued to fix the price, any improvements which you have made will not be included in the valuation. You should give details of any improvements you think may affect the valuation e.g. central heating, double-glazing, a fitted kitchen or a new bathroom suite.

2. The value of improvements will also be ignored where they were carried out by either –

- Your predecessor in the same tenancy (including an introductory tenancy at the start of the tenancy);

or

- A family member who was a secure or introductory tenant of the property immediately before you under a different tenancy.

Part G: Financial Information

Income

Please give details of all purchasers' income and enclose proof of this. You can send us for example the purchasers' last three months of payslips.

If you are self employed, please supply 2 years audited accounts and the name and address of your accountant. If you have any other Income (Pensions, State Benefits, Tax Credits, Child Benefits, Investments etc) please provide details together with documentation showing the amount received and invested.

Full Name			
Name & Address of employer			
If you are self employed - Name & Address of Accountant			
Job Title			Full Time / Part Time
Basic Yearly income (before tax)	£	Guaranteed Yearly bonus or regular overtime	£
Any other Income Pensions/Benefits/ Investments etc (Please provide details)	Payment type		£ £ £

Part G: Financial Information (continued)

Full Name			
Name & Address of employer			
If you are self employed - Name & Address of Accountant			
Job Title			Full Time / Part Time
Basic Yearly income (before tax)	£	Guaranteed Yearly bonus or regular overtime	£
Any other Income Pensions/Benefits/ Investments etc (Please provide details)	Payment type		£ £ £

Full Name			
Name & Address of employer			
If you are self employed - Name & Address of Accountant			
Job Title			Full Time / Part Time
Basic Yearly income (before tax)	£	Guaranteed Yearly bonus or regular overtime	£
Any other Income Pensions/Benefits/ Investments etc (Please provide details)	Payment type		£ £ £

Part G: Financial Information (continued)

Please give all details of long term loans, hire purchase agreements Credit Card bills, standing orders and other large expenses such as child minding costs, etc. Please give details as set out below and provide copies of statements, credit agreements etc.

Full Name	Type of Expenses Loans, Cred	Monthly Amount	Total Amount Outstanding (if applicable)	Date payments finish
Example John Smith	Ice Credit Card	£50	£1,250	-----

Part H: Declaration & Signatures

ALL APPLICANTS AND TENANTS MUST READ THIS DECLARATION AND SIGN THE FORM

I/we hereby declare that the statements made in this form to be true to the best of my/our knowledge and belief.

I/we understand that any false statement made on this form or any relevant information withheld may make this application void.

I/we undertake to notify the Housing Association in writing immediately of any changes in the information provided in the form.

I/we further undertake to notify the Housing Association in writing immediately of any changes in my/our financial or other circumstances which might effect my/our application.

I/we will if requested provide the Housing Association with authorization to obtain such verification as it may require.

I/we understand that failure to provide such information as is required in this form will mean that the Housing Association will not process my/our application.

In Particular:

I/we confirm that i/we have not been issued with a valid notice to quit or a notice seeking possession.

I/we have no court order in force against me/us requiring me/us to give up possession.
I/we are not in breach of my/our tenancy agreement.

I/we shall not be in rent arrears nor shall I/we owe the Housing Association any monies at the time of application.

I/we do not have a bankruptcy petition pending against me/us or a receiving order in force.
Further I/we am/are not undischarged bankrupt.

I/we accept that the submission of this application form does not automatically entitle me/us to purchase part of my/our home.

I/we confirm that the Housing Association may match the information contained in this form, and any further information that might be provided in respect of my/our application for Social Homebuy, with other information held by the Housing Association, and the Housing Association may disclose any such information to other public bodies or similar agencies, for the purpose of the prevention or diction of fraud.

Part H: Declaration & Signatures (continued)

To be completed by each tenant wishing to buy:

- I wish to buy under Social Homebuy terms

Title	Last Name	First names and other names

Signature	Daytime Tel no (if any)	Date of Birth	Date

Title	Last Name	First names and other names

Signature	Daytime Tel no (if any)	Date of Birth	Date

Title	Last Name	First names and other names

Signature	Daytime Tel no (if any)	Date of Birth	Date

Title	Last Name	First names and other names

Signature	Daytime Tel no (if any)	Date of Birth	Date

To be completed by each family member (who is not a tenant)

sharing the Social Homebuy purchase:

- I agree to share the Social Homebuy purchase
- As far as I know the information given in this notice is true

Title	Last Name	First names and other names

Signature	Daytime Tel no (if any)	Date of Birth	Date

Title	Last Name	First names and other names

Signature	Daytime Tel no (if any)	Date of Birth	Date

Title	Last Name	First names and other names

Signature	Daytime Tel no (if any)	Date of Birth	Date

Title	Last Name	First names and other names

Signature	Daytime Tel no (if any)	Date of Birth	Date

To be completed by each tenant not wishing to buy:

(Your tenancy will end on the date the purchase of the initial share has been completed)

- I do not wish to share the Social Homebuy purchase
- I agree to the above purchaser(s) buying an initial share

Title	Last Name	First names and other names

Signature	Daytime Tel no (if any)	Date of Birth

Title	Last Name	First names and other names

Signature	Daytime Tel no (if any)	Date of Birth

What happens next?

If your application is returned fully completed, we will respond to your application for Social Homebuy by admitting or denying it in principle. If your application is denied, we will tell you why. We will reply to you within 4 weeks.

If your application is approved at this stage, we will instruct our valuers to go to your home to assess its value. You must be able to show that you will be able to afford ongoing costs such as your mortgage repayments and service charges.

By making an application for Social Homebuy, you are not committed to buying any share in your home. You may withdraw your application at any time before completion by notifying us in writing.

Please send the form to: Home Purchase Team, One Housing Group, 44 Palmers Road, London, E2 0TA