



Shared ownership
application *Resales*



PA Housing

Please complete this form and return to the Leasehold Sales Team. If you are returning this form by post, please see the back of this form for address details.

Development Name:

Section 1: General details

Applicant 1

Title (Mr/Mrs/Ms/Miss)

First name

Last name

Sex Marital status

Previous name (if applicable)

Date of birth

National Insurance no.

Relationship to other applicant (if applicable)
.....

Address

.....

..... Postcode

Home tel no.

Mobile tel no.

Email address

Preferred method of contact

What borough do you live in?

What borough do you work in?

No. of children

Applicant 2

Title (Mr/Mrs/Ms/Miss)

First name

Last name

Sex Marital status

Previous name (if applicable)

Date of birth

National Insurance no.

Relationship to other applicant (if applicable)
.....

Address

.....

..... Postcode

Home tel no.

Mobile tel no.

Email address

Preferred method of contact

What borough do you live in?

What borough do you work in?

No. of children

Section 2: Do these statements apply to you?

Do you have access to savings and are you able to raise at least £4,000 to cover the cost of buying?

Have you ever failed to keep up repayments on a loan or any form of credit agreement?

Applicant 1

Yes No

Yes No

Applicant 2

Yes No

Yes No

Do you have an unsatisfied County Court Judgement?

Yes No

Yes No

Are you entered into an IVA?
(Individual Voluntary Agreement)

Yes No

Yes No

Have you been behind on your rent payments over the last 12 months?

Yes No

Yes No

Have you been declared bankrupt in the last 6 months?

Yes No

Yes No

If yes, when?

Section 3: UK Armed Forces

Has anyone in the household ever served in the UK Armed Forces as a regular or a reserve?
(Excluding National Services)

Yes Yes - reserve No Refused

If they've ever served as a regular, have they left within 5 years?

Yes No Refused

Has anyone in the household been seriously injured or ill as a direct result of their time and activities serving as a regular or a reserve?

Yes No Refused

Is the purchaser (or one of the purchasers) a member of the UK regular armed forces or have they left the services in the last 12 months

Yes No

Section 4: Employment details

Applicant 1

Job title

Employer's name

Employer's address

Postcode

Are you permanently employed? Yes No

Are you employed on a fixed-term contract? Yes No

If yes, please note down contract start and end date below:

How long have you worked in your current role?

Applicant 2

Job title

Employer's name

Employer's address

Postcode

Are you permanently employed? Yes No

Are you employed on a fixed-term contract? Yes No

If yes, please note down contract start and end date below:

How long have you worked in your current role?

Section 5: Finance

Your income

Applicant 1

Applicant 2

What is your total annual salary before deductions?

This should include London weighting (if applicable), excluding overtime & bonuses

£

£

If applicable, state how much you earn in overtime, bonuses & commissions annually

£

£

If applicable, state a monthly figure for any other income you may have to include tax credit, benefits or maintenance payments

£

£

Total savings

£

£

How much are you able to contribute towards a deposit?

£

£

Do you have any loans or hire purchases? If yes, please state the outstanding amount

£

£

How much are the monthly repayments?

£

£

What is the loan for?

What date is the final payment?

/ /

/ /

If applicable, what is the total balance on your credit cards?

£

£

How much do you pay a month in rent, mortgage or board?

£

£

Section 6: Residency

Applicant 1

Applicant 2

Are you a British or European Union/European Economic Area Citizen?

Yes No

Yes No

Do you have indefinite leave to remain in the UK?

Yes No

Yes No

When does your leave to remain in the UK end?

/ /

/ /

Section 7: About your current home

Applicant 1

What is your current home?

Flat Floor no. _____ Does it have a lift? _____
 Bungalow House Maisonette
 Other

How many bedrooms does your current home have?

.....

Applicant 2

What is your current home?

Flat Floor no. _____ Does it have a lift? _____
 Bungalow House Maisonette
 Other

How many bedrooms does your current home have?

.....

Section 8: Type of accommodation

Applicant 1

Council tenant Housing association tenant

What is the name of housing association you are renting through?

.....

If you are not a council tenant but are on a council waiting list: Which council list(s) are you on?

.....

.....

What is your council list reference number (if applicable)

.....

Are you in temporary accommodation provided by your local authority? Yes No

Or, are you:

Renting privately Current homeowner
 Renting from your employer Previous homeowner
 Living with family or friends

Applicant 1

Council tenant Housing association tenant

What is the name of housing association you are renting through?

.....

If you are not a council tenant but are on a council waiting list: Which council list(s) are you on?

.....

.....

What is your council list reference number (if applicable)

.....

Are you in temporary accommodation provided by your local authority? Yes No

Or, are you:

Renting privately Current homeowner
 Renting from your employer Previous homeowner
 Living with family or friends

Section 9: Who else will be living with you?

Partner Friend Children Family member Other Please state:

Section 10: Declaration of interest

Is either applicant related to a current or former committee/board member or housing association employee?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please state their name and indicate your relationship to this person:

<input type="checkbox"/> Spouse	<input type="checkbox"/> Partner	<input type="checkbox"/> Sibling	<input type="checkbox"/> Friend	<input type="checkbox"/> Parent	<input type="checkbox"/> Other
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Section 11: Equality questions

What is your ethnic group?

(Please tick one box per applicant that best describes your ethnic group or background)

It is against the law (Equality Act 2010) and the terms of this single equity scheme to discriminate against anyone because of their disability, maternity or paternity, race, religion or belief, sex (i.e gender), or sexual orientation. In order to ensure that we do not directly or indirectly discriminate against any group or individual we do need to keep records.

If you do not answer these questions it will not affect your application in any way. Sensitive personal data such as ethnic background, age and physical or mental disabilities are required under the Equal Opportunities Monitoring statute. Under section 29(3) of the Data Protection Act 1998 the information may be disclosed for purposes of crime prevention and detection.

White

<input type="checkbox"/>	<input type="checkbox"/>	English/Welsh/Scottish/Northern Irish British	<input type="checkbox"/>	<input type="checkbox"/>	Gypsy/Irish traveller
<input type="checkbox"/>	<input type="checkbox"/>	Refuse to elaborate	<input type="checkbox"/>	<input type="checkbox"/>	Irish
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Other

Mixed/Multiple ethnic groups

<input type="checkbox"/>	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	<input type="checkbox"/>	White & Black Caribbean
<input type="checkbox"/>	<input type="checkbox"/>	Refuse to elaborate	<input type="checkbox"/>	<input type="checkbox"/>	Other			

Asian/Asian British

<input type="checkbox"/>	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>	Indian	<input type="checkbox"/>	<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	<input type="checkbox"/>	Refuse to elaborate	<input type="checkbox"/>	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	<input type="checkbox"/>	Other

Black African/Caribbean / Black British

<input type="checkbox"/>	<input type="checkbox"/>	African	<input type="checkbox"/>	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Black British
<input type="checkbox"/>	<input type="checkbox"/>	Refuse to elaborate	<input type="checkbox"/>	<input type="checkbox"/>	Other			

Other ethnic group

<input type="checkbox"/>	<input type="checkbox"/>	Arab	<input type="checkbox"/>	<input type="checkbox"/>	Refuse to elaborate	<input type="checkbox"/>	<input type="checkbox"/>	Other
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Applicant 1

Applicant 2

Do you consider yourself or any member of your household to be disabled?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Are you, or a member of your household registered disabled?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Are you, or a member of your household a wheelchair user?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Section 12: Declaration – Please read the information on this page carefully before signing

Notes

PA Housing collect, store and process your personal data in accordance with the Data Protection Act 1998. Sensitive personal data collection such as racial or ethnic origin, offences (including alleged offences) and physical and mental disabilities are required under the Equal Opportunities Monitoring statute.

Credit checking

We may contact reference agencies to authenticate and verify your identity and credit status; these agencies will also keep a record of any such request. The scope and the extent of the gathering of information from third parties depends on what type of service you are requesting from us. By signing this, you consent to your personal data being gathered in this way.

Sharing your data

We may share this information with other organisations that handle public funds; this is for verification of details, and to prevent and detect fraud and / or crime.

The information may be used for surveys. We may disclose information to government departments, research organisations or agencies working on our, and on their own behalf, who may contact you.

PA Housing will take up any references relating to your application from your landlord and/or employer.

All information we collect on you may be shared with the above parties in relation to this application, and only shared with other parties where there is a legal obligation to provide it or we have your consent to use the information for other purposes.

Please ensure that you sign and date this form before returning it.




Applicant 1

Signed

Date:

Alternatively save this pdf file and send it to resales@pahousing.co.uk

How to electronically sign here:

1. Click  Fill & Sign from the panel on the right of your screen.
2. Click  Sign from the centre of the panel at the top of your screen.
3. Select **Add Signature** .
4. Select 'Draw', then sign your name and click 'Apply'.
5. Place your signature next to the 'Signed' field.

Declaration


I / We understand:




- > It is a criminal offence to knowingly or recklessly make a false declaration or withhold information in connection with this application.
- > If it is found that false information has been given to obtain housing either knowingly or recklessly, appropriate legal action may be taken by the registered provider or local authority and / or seek possession of any leasehold tenancy granted.
- > As a council, housing association or other public sector tenant, I / we will be required to give up my rented home on the day of completion if I buy or rent through any low cost home ownership product.
- > If I / we own or have an interest in a property now or previously, I / we will be required to sell before exchange of contracts or taking up a lease.
- > I / we authorise PA Housing to pass information to HomeBuy Agents, partner housing providers, credit reference agencies and to estate agents who may be able to assist in locating properties for applicants.
- > If any of the information provided changes I will inform PA Housing.
- > I / we authorise PA Housing and associated housing providers to send me/us promotional material for new homes and events.
- > I / we have included an up to date rent statement and / or reference.

Applicant 2

Signed

Date:

 **PA Housing**
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Surrey, KT12 1DZ

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