

Property Application Form



SECTION 1: BUYING OPTIONS

Property:

Shared Ownership

☐

Help to Buy

☐

Other

☐

SECTION 2: ABOUT YOU

First Applicant

Second Applicant

Title

First Name

Middle Names

Last Name

Previous name (if applicable)

Any other name known by

Gender

Marital Status

Date of Birth

Relationship to first applicant

National Insurance Number

Current full address with postcode

How long at this address

Previous addresses if less than 3 years

If lived at for less than 3 years, please also provide previous addresses with dates, i.e. 01/12 to 05/15

If lived at for less than 3 years, please also provide previous addresses with dates, i.e. 01/12 to 05/15

Home telephone number

Mobile telephone number

Email address

Which Borough/Local Authority do you live in

Which Borough/Local Authority do you work in

SECTION 3: RESIDENCY

First Applicant

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

UK ☐ EU ☐ Neither ☐

If not, do you have Indefinite Leave
to Remain in the UK?

Yes ☐ No ☐

If not, when does your Leave
to Remain in the UK end?

Second Applicant

UK ☐ EU ☐ Neither ☐

Yes ☐ No ☐

SECTION 4: WHAT IS YOUR CURRENT ACCOMMODATION?

First Applicant

Council tenant

Yes ☐ No ☐

Housing Association tenant

Yes ☐ No ☐

Temporary accommodation
provided by your local authority

Yes ☐ No ☐

If yes to any of the above, what is the name,
full address and telephone number of the
council or Housing Association you are
renting through?

Renting privately

Yes ☐ No ☐

A current homeowner

Yes ☐ No ☐

If you are a current homeowner, how much
equity do you have in your current home?

A previous homeowner, when did you sell

Renting from your employer

Yes ☐ No ☐

Living with family and friends

Yes ☐ No ☐

Second Applicant

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

SECTION 5: EMPLOYMENT DETAILS

First Applicant

Job title

Employer's name

Employer's Head Office
full address & postcode

How long have you worked in your current role?

Are you permanently employed?

Yes ☐ No ☐

Are you employed on a contract?

Fixed ☐ Not applicable ☐
Temporary ☐ If you tick this box
please go to section 6

Contract start date

Contract end date

Are you current, ex-serving,
or partner of MoD personnel?

Yes ☐ No ☐

Are you employed by a Local Authority
or Housing Association

Yes ☐ No ☐

Second Applicant

Yes ☐ No ☐

Fixed ☐ Not applicable ☐
Temporary ☐ If you tick this box
please go to section 6

Yes ☐ No ☐

Yes ☐ No ☐

SECTION 6: CREDIT CHECK

First Applicant

Second Applicant

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

Yes ☐ No ☐

Yes ☐ No ☐

Do you have any unsatisfied county court judgements?

Yes ☐ No ☐

Yes ☐ No ☐

Have you entered into an individual voluntary credit agreement?

Yes ☐ No ☐

Yes ☐ No ☐

Have you been behind in paying your rent over the last 12 months?

Yes ☐ No ☐

Yes ☐ No ☐

If yes, are you still in rent arrears?

Yes ☐ No ☐

Yes ☐ No ☐

Have you been declared bankrupt within the last 6 years?

Yes ☐ No ☐

Yes ☐ No ☐

If yes, then please provide the date?

SECTION 7: FINANCE

Income

First Applicant

Second Applicant

What is your total annual salary before deduction (to include London weighting, excluding overtime and bonuses)?

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

If applicable, please state a monthly figure for any other source of income you may have

If applicable, please state a monthly figure for your income from working tax credits

If applicable, please state a monthly figure for your income from disability allowance

If applicable, please state a monthly figure for your guaranteed income from maintenance payments

What are your total savings?

How much are you able to contribute towards a deposit?

Are you self-employed?

Yes ☐ No ☐

Yes ☐ No ☐

If yes, can you provide two years of audited accounts?

Yes ☐ No ☐

Yes ☐ No ☐

Expenditure

Do you have any loans or hire purchases?

Yes ☐ No ☐

Yes ☐ No ☐

If yes, please answer the questions below

How much is 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 monthly in rent, mortgage or board?

SECTION 8: WHO ELSE WILL BE LIVING WITH YOU?

	Person 1	Person 2	Person 3	Person 4
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
What is their relationship to you?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employment status	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Will they be contributing to your mortgage payments?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
What is their annual salary?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 9: EQUALITY QUESTIONS

What if your ethnic group?

First Applicant

Second Applicant

White

White

English/Welsh/Scottish/
Northern Irish/British ☐

Irish ☐

White other ☐

English/Welsh/Scottish/
Northern Irish/British ☐

Irish ☐

White other ☐

Mixed/Multiple Ethnic Groups

Mixed/Multiple Ethnic Groups

White & Asian ☐

White & Black African ☐

White & Black Caribbean ☐

White & Asian ☐

White & Black African ☐

White & Black Caribbean ☐

Asian/Asian British

Asian/Asian British

Pakistani ☐

Indian ☐

Bangladeshi ☐

Chinese ☐

Pakistani ☐

Indian ☐

Bangladeshi ☐

Chinese ☐

First Applicant

Second Applicant

Black/Black British

Black/Black British

African ☐

Caribbean ☐

African ☐

Caribbean ☐

Other Ethnic Group

Other Ethnic Group

Arab ☐

Other ☐

Prefer not to say ☐

Arab ☐

Other ☐

Prefer not to say ☐

What is your religion?

What is your religion?

No religion ☐

Christianity ☐

Buddhism ☐

Hinduism ☐

Judaism ☐

Islam ☐

Other ☐

No religion ☐

Christianity ☐

Buddhism ☐

Hinduism ☐

Judaism ☐

Islam ☐

Other ☐

Disabilities

First Applicant

Second Applicant

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

Yes ☐ No ☐

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

Yes ☐ No ☐

Are you or a member of your household registered disabled?

Yes ☐ No ☐

Are you or a member of your household registered disabled?

Yes ☐ No ☐

First Applicant

Second Applicant

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

Yes ☐ No ☐

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

Yes ☐ No ☐

What is your sexuality?

What is your sexuality?

SECTION 10: HOW DID YOU HEAR ABOUT THE PROPERTY?

Current Housing Association tenant	<input type="checkbox"/>	Leaflet / Flyer	<input type="checkbox"/>
Optivo website	<input type="checkbox"/>	Site signage	<input type="checkbox"/>
Other website/property portal	<input type="checkbox"/>	Local Authority	<input type="checkbox"/>
Email	<input type="checkbox"/>	Exhibition	<input type="checkbox"/>
Press	<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>

Please note: Terms and conditions apply. All of the homes advertised on our website are subject to availability, eligibility and successful credit check.

IMPORTANT INFORMATION: PLEASE READ

Data Processing Notice and Consent

Southern Housing is a data controller for the purposes of the Data Protection Act 2018 and the General Data Protection Regulation ("GDPR"). Southern Housing and/or the sales agents appointed will collect, store and process your personal data in order to carry out our obligations to you arising under this agreement and any subsequent agreement entered into in connection with the purchase of a property sold by Southern Housing, and to provide you with the information, products and services that you request from us. Sensitive personal data such as racial or ethnic origin, offences (including alleged offences) and physical and mental disabilities are required under the Equal Opportunities Monitoring Statute. We will process your personal data in accordance with our Privacy Policy.

Do you have a preferred contact method for marketing communications?

☐ Email ☐ Phone call ☐ SMS message ☐ Post

Should you wish to withdraw your consent at any time, you can do so by emailing resales@southernhousing.org.uk.

Credit checking

Southern Housing and / or the sales agent appointed may contact credit 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 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 used for these purposes and any information collected from credit reference agencies to be stored on your account. gathered.

References

Southern Housing and / or the sales agent appointed will take up any references relating to your application from your landlord and/ or employer.

Sharing your data

We may be required to share some of your personal information with other organisations that handle public funds: this is for verification details, and to prevent and detect fraud and/ or crime. We will limit the information shared to what is necessary for the performance of this duty.

Southern Housing and the sales agent appointed may use the information you give to us to provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you. This may include information from financial advisers, solicitors and surveyors. 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.

By ticking the box below, you consent to Southern Housing and /or the sales agent appointed disclosing your personal information to selected third parties.

☐ Opt in to be contacted by third parties

Declaration

I/we understand that;

- 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 Housing Association, Local Authority or Developer selling the property or their housing association, local authority or developer client of any leasehold tenancy granted.
- As a local authority, 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 Southern Housing selling the property to pass information to Help to Buy agents, partner housing providers, credit reference agencies and to sales agents who may be able to assist in locating properties for applicants.
- If any of the information provided changes I will inform Southern Housing before the sale completes.
- I/we authorise Southern Housing to send me/us promotional material for new homes and events.
- I/we have included an up-to-date rent statement and/or reference.
- I/we have read the above and confirm that I/we have provided accurate and up to date information relating to my/our application for home ownership.

Print

Sign

First Applicant

Second Applicant

Please check you have filled in all sections, otherwise the form will be returned to you.

Southern Housing

Building 800, Guillat Avenue, Kent Science Park, Sittingbourne, Kent ME9 8GU

www.southernhousing.org.uk

