

Office Use	
HS-SH16	Initial..... ✓
Name	
Reference	

Shared ownership (and Extra Care shared ownership) application

Please read the guidance notes at the back of this form BEFORE you complete this application.

Slough Shared Ownership waiting list is a list of people who are eligible for low cost home ownership opportunities in the borough of Slough. To join the waiting list you must be living or working in the borough, be a first-time buyer or an owner occupier considered to have a housing need. For shared ownership on the Extra Care schemes applicants must be aged 55 and over and have care/support needs.

Once your application has been processed, you will receive written notification of your eligibility status. We cannot consider your registration unless all sections of this application are fully completed.

We will **NOT** accept applications without the following supporting documents - photocopies only. The council accepts no liability for original documents.

- Evidence of Immigration status
- Proof of identity - a birth certificate or passport for everyone who is moving with you
- Proof that you have lived in Slough for six months or worked in Slough for one year in a permanent full time post. Proofs can be a tenancy agreement, a current bank statement, utility bill and contract of employment

- Proof of your current income and employer. The last three months payslips, a current P60 and/or bank statements, company accounts or returns to HMRC or benefit award letter(s)
- Proof of your savings and/or equity

The Housing Act 1996 Section 171 makes it an offence for anyone seeking assistance from a housing authority under Part 6 of the 1996 Act to:

- Knowingly or recklessly give false information, or
- Knowingly withhold information which the housing authority has reasonably required the applicant to give.

Do you live in the borough of Slough?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you work in the borough of Slough?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you interested in purchasing a shared ownership property? Please state if you are interested in a particular development or property.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you interested in purchasing a shared ownership property in an Extra Care scheme (The Pines and Northampton Place)? (For applicants aged 55 and above only)	Yes <input type="checkbox"/> No <input type="checkbox"/>



Section 1 - Nationality/immigration status

Are you or anyone included in this application:

		Name of person/s
An asylum seeker (asylum seekers are not eligible to join)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
A person who has valid leave to enter or remain but this is conditional or sponsored	Yes <input type="checkbox"/> No <input type="checkbox"/>	
A person given leave to enter the United Kingdom for education or employment reasons	Yes <input type="checkbox"/> No <input type="checkbox"/>	
A person required to leave the UK by the Government	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Someone who is not habitually resident in the UK	Yes <input type="checkbox"/> No <input type="checkbox"/>	
An illegal immigrant or have overstayed	Yes <input type="checkbox"/> No <input type="checkbox"/>	
A person who has arrived in or returned to the UK within the past 5 years	Yes <input type="checkbox"/> No <input type="checkbox"/>	
You require Border and Immigration Agency/Home Office permission to remain?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Are you or anyone included in this application an EEA national?

Yes No

If yes provide details below

Name of person	Country

If you answer yes to any of the above questions you will be required to provide evidence of your immigration status and eligibility for an allocation of housing. You must provide, where applicable, for all those included on this application:

- Leave to remain or refugee documents
- Passports
- EU Identity card
- Proof of work
- Sponsorship documentation
- Residency permit

Section 2 - Equality monitoring

Slough Borough Council is concerned that it gives all applicants and tenants equal treatment to enable us to check that everyone is treated fairly. This information is strictly confidential.

What is your ethnic group?

	First applicant	Second applicant		First applicant	Second applicant
African	<input type="checkbox"/>	<input type="checkbox"/>	Mixed White & Asian	<input type="checkbox"/>	<input type="checkbox"/>
Afro-Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Mixed White & Black African	<input type="checkbox"/>	<input type="checkbox"/>
African Black Ghanaian	<input type="checkbox"/>	<input type="checkbox"/>	Mixed White & Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
African Black Nigerian	<input type="checkbox"/>	<input type="checkbox"/>	Any Other Mixed	<input type="checkbox"/>	<input type="checkbox"/>
African Somali	<input type="checkbox"/>	<input type="checkbox"/>	White British	<input type="checkbox"/>	<input type="checkbox"/>
African Zimbabwean	<input type="checkbox"/>	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	<input type="checkbox"/>
Black - Other	<input type="checkbox"/>	<input type="checkbox"/>	White Other	<input type="checkbox"/>	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>	White English	<input type="checkbox"/>	<input type="checkbox"/>
Indian	<input type="checkbox"/>	<input type="checkbox"/>	White Scottish	<input type="checkbox"/>	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	<input type="checkbox"/>	White Welsh	<input type="checkbox"/>	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	<input type="checkbox"/>	White Irish Traveller	<input type="checkbox"/>	<input type="checkbox"/>
Kashmiri	<input type="checkbox"/>	<input type="checkbox"/>	White Croatian	<input type="checkbox"/>	<input type="checkbox"/>
Asian Afghanistan	<input type="checkbox"/>	<input type="checkbox"/>	White Polish	<input type="checkbox"/>	<input type="checkbox"/>
Asian Iraqi	<input type="checkbox"/>	<input type="checkbox"/>	White Portuguese	<input type="checkbox"/>	<input type="checkbox"/>
Asian Kurdish	<input type="checkbox"/>	<input type="checkbox"/>	White Romanian	<input type="checkbox"/>	<input type="checkbox"/>
Asian Other (please state) <input type="text"/>			Refused	<input type="checkbox"/>	<input type="checkbox"/>
Cantonese	<input type="checkbox"/>	<input type="checkbox"/>			
Chinese	<input type="checkbox"/>	<input type="checkbox"/>			

What is your religion?

	First applicant	Second applicant		First applicant	Second applicant
Christian	<input type="checkbox"/>	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	<input type="checkbox"/>	None	<input type="checkbox"/>	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	<input type="checkbox"/>	Refused	<input type="checkbox"/>	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	<input type="checkbox"/>			

What is your sexuality?

	First applicant	Second applicant		First applicant	Second applicant
Bisexual	<input type="checkbox"/>	<input type="checkbox"/>	Transgender	<input type="checkbox"/>	<input type="checkbox"/>
Gay	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>	<input type="checkbox"/>	Refused	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian	<input type="checkbox"/>	<input type="checkbox"/>			

Are you or a member of your household registered disabled?

Yes No

Details

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

Yes No

Section 3 - Personal details

	First applicant	Second applicant
Title (Mr/Mrs/Miss/Ms)		
First name(s)		
Surname		
Date of birth		
National Insurance number		
Relationship to applicant 1		
Address (including postcode)	Postcode	Postcode
Home telephone		
Mobile telephone		
Work telephone		
Email address		
Local authority area you live in		
Local authority area you work in		
How long have you lived at your current address?		
If less than 6 months, please provide previous address (including postcode)	Postcode	Postcode

Others in household

Please provide details of others (including children, expected children) requiring accommodation with you.

	First name	Surname	Sex	Date of birth	Relationship to first applicant
1.					
2.					
3.					
4.					
5.					
6.					

Section 4 - Present accommodation

Tick one box that best describes the home you and/or your partner lives in now (✓)

	First applicant	Second applicant
Local authority tenant	<input type="checkbox"/>	<input type="checkbox"/>
Housing Association tenant	<input type="checkbox"/>	<input type="checkbox"/>
Living in HM Forces accommodation	<input type="checkbox"/>	<input type="checkbox"/>
Living with friends/relatives	<input type="checkbox"/>	<input type="checkbox"/>
Renting privately	<input type="checkbox"/>	<input type="checkbox"/>
In accommodation tied to your job	<input type="checkbox"/>	<input type="checkbox"/>
Owner Occupier	<input type="checkbox"/>	<input type="checkbox"/>
In temporary accommodation provided by the council	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
How many bedrooms does your current home have?
Is it a flat, house or bungalow?
Do you share a kitchen or toilet with other households?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Tenancy

If you are a housing association tenant, please provide details of your landlord below.

	First applicant	Second applicant
Landlord's name		
Landlord's address		
	Postcode	Postcode
Contact name		
Contact telephone		

Section 5 - Assets and finances

Please provide the information below, and mark n/a where not applicable.

	First applicant	Second applicant
Employment status (self employed/ permanently employed/fixed-term contract/retired/if other, please state)		
Job title		
Employer's name		
Place of work (Full address and postcode)	Postcode	Postcode
Employer's address and telephone number (If different from your work address)	Postcode	Postcode
Length of employment here	__ years __ months	__ years __ months
Total gross annual income before deductions (excluding overtime and bonuses)	£	£
Gross monthly overtime or bonuses	£	£
Other monthly income	£	£
Total amount of savings (please specify if any of your savings are gifted)	£	£
If you work for Ministry of Defence, are you MoD serving personnel?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

What benefits do you and your partner receive each week?

Benefit type	First applicant (Amount) £ per week	Second applicant (Amount) £ per week
Job Seekers Allowance		
Income Support		
Disability Living Allowance		
Incapacity Benefit		
Child Tax Credits		
Child Benefit		
Working Tax Credits		
Pension		
Pension Credit		
Universal Credit		
Employment and Support Allowance		
Housing Benefit		
Personal Independence Payment		
Other(s) please		

Do these statements apply to you? (Please tick (✓) where applicable)

	First applicant	Second applicant
Do you have access to or the ability to raise at least £3,500 to cover the cost of buying?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever failed to keep up payments on any loan or credit agreement?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you or any member of your household been in rent/mortgage arrears over the last year?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had a County Court Judgement registered against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been subject to a repossession order or been declared bankrupt?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6 - Current and previous homeowners and mortgages

	First applicant	Second applicant
Have you ever owned or partly-owned a property in the UK or abroad?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give the date the property was/is to be sold	DD/MM/YYYY	DD/MM/YYYY
What is the address of the property?		
	Postcode	Postcode
Did you buy under a council Right to Buy scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did you buy under the shared ownership scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what percentage equity do you own?	%	%
If the property is to be sold, how much do you expect to have left AFTER it is sold and you have paid off your mortgage, legal fees, estate agent fees etc?	£	£
Do you or your partner currently have a claim or interest in any property in the UK or elsewhere? If yes give full details including address	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Postcode	Postcode

Section 7a - Declaration

All information on this form is personal data and therefore subject to the Data Protection Act 2018. It will be held in confidence and may be shared between other council departments, housing organisations or organisations acting on behalf of Slough Borough Council or Government Agencies, which may assist in providing you with a service, (or as required by law). We may also share your information with people that you tell us that we can (i.e. another family member).

Please list below, any person you have given permission to make enquiries on your behalf.

Name	Relationship to you	Address	Telephone number	Organisation

Please indicate if this form was completed through an interpreter.

Name of interpreter	Contact address	Telephone number

I declare that I have conveyed information regarding this application as correctly as possible.

Signature of interpreter

Date

Are you or your partner connected to Slough Borough Council or any Housing Association in the Slough borough as:

- an employee or relative of an employee
- a borough councillor/relative of a councillor/board member

Yes No

Yes No

If yes, please give details

Declaration

- I/we authorise Slough Borough Council to make any enquiries concerning this application.
- I/we declare that the information I/we have given is true and complete. I/we undertake to notify the council of any change in my/our circumstances that may affect this application.
- I/we understand my/our application or tenancy will be cancelled if I/we have deliberately withheld or falsified information.
- Section 171 of the Housing Act 1996 makes it an offence for anyone to knowingly give false information or to withhold information and may lead to prosecution. This may affect your future housing entitlement.
- This authority is under duty to protect the public funds it administers and to this end may use the information you have provided on this form within the authority for prevention and detection of fraud. It may also share this information with others bodies administering public funds solely for these proposes.

Who completed this form? You Your Partner Someone else

If this form was not completed by you, the applicant/s, the person completing the form must complete section 7b.

Signed

You

Date

Your partner

Date

Section 7b - Declaration

If this form has been completed by someone other than you, the applicant/s, this part must be completed.
Please tell us why you are filling in this form for the persons making the application.

After you have read the declaration below, you must sign and date it.

- I declare that I have confirmed with the applicants that the answers I have written on this form are true and complete.
- I understand that if I have knowingly written information on this application form that is not true or incomplete Slough Borough Council may take action against me. This may include legal action.

Name of the person who filled this form	
Address of the person who filled this form	
Relationship to the applicant	
Date	
Signature of the person who filled this form	

Section 8 - Supporting information

To support your application please describe your reasons for applying and provide any other details about conditions and/or problems at your present address i.e. potential homelessness, notice to quit or harassment.

False or fraudulent claims:

The council checks every application submitted for shared ownership schemes at the point of application, during the time you are waiting and before an offer of housing is made. If we detect fraud we will always prosecute.

If you need help completing this form you can use the guidance notes or telephone MyCouncil on 01753 475111.

Post this form with copies of any documents to:

Attn: Lou McKay,
Slough Borough Council
Housing Services
Observatory House
25 Windsor Road
Slough
SL1 2EL

If you would like assistance with the translation of the information in this document, please ask an English speaking person to request this by calling 01753 475111.

यदि आप इस दस्तावेज में दी गई जानकारी के अनुवाद किए जाने की सहायता चाहते हैं तो कृपया किसी अंग्रेजी भाषी व्यक्ति से यह अनुरोध करने के लिए 01753 475111 पर बात करके कहें.

ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਦਾ ਅਨੁਵਾਦ ਕਰਨ ਲਈ ਸਹਾਇਤਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਵਿਅਕਤੀ ਨੂੰ 01753 475111 ਉੱਤੇ ਕਾਲ ਕਰਕੇ ਇਸ ਬਾਰੇ ਬੇਨਤੀ ਕਰਨ ਲਈ ਕਹੋ।

Aby uzyskać pomoc odnośnie tłumaczenia instrukcji zawartych w niniejszym dokumencie, należy zwrócić się do osoby mówiącej po angielsku, aby zadzwoniła w tej sprawie pod numer 01753 475111.

Haddii aad doonayso caawinaad ah in lagu turjibaano warbixinta dukumeentigaan ku qoran, fadlan weydiiso in qof ku hadla Inriis uu ku Waco 01753 475111 si uu kugu codsado.

اگر آپ کو اس دستاویز میں دی گئی معلومات کے ترجمے کے سلسلے میں مدد چاہئے تو، براہ کرم ایک انگریزی بولنے والے شخص سے 01753 475111 پر کال کر کے اس کی درخواست کرنے کے لئے کہیں۔

This document can be made available on audio tape, braille or in large print, and is also available on the website where it can easily be viewed in larger print.

Guidance notes and eligibility criteria

Slough Borough Council's shared ownership waiting list is a list of people who may be eligible for low cost home-ownership opportunities in Slough.

- Applicants who are interested in shared ownership **ONLY** should complete this form.
- Applicants who wish to be considered for social housing for rent in Slough should complete the Housing Application form which can be found at: www.slough.gov.uk/housing/applying-for-a-home.aspx
- Existing home-owners who meet the criteria for **Extra Care housing** to buy (aged 55 and over) must complete this form.
- Applicants must complete the shared ownership application form fully and provide **photocopies** of the proofs requested.
- Applications will be assessed on household size and housing need as follows:
 - single person = one bedroom property
 - couple = one bedroom property
 - couple or single parent with one child = two bedroom property
 - couple or single parent with two or more children = three bedroom property
- Applicants' details will be shared with other housing providers with low cost home-ownership opportunities in Slough only and all information will be treated in the strictest confidence.
- The council should be notified of any change in your circumstances that may affect your application for shared ownership schemes.
- Applications must be renewed every 2 years.

Who can apply?

We want to make sure that Slough residents in housing need are prioritised for shared ownership schemes and in order to qualify you should:

- Live or work in the borough (applicants living in the borough for less than 6 months will be considered but must have permanent employment in the borough for at least 12 months).
- Have gross annual income of at least £20,000 but no more than £80,000 and at least £3,500 in savings to cover fees. A deposit will also be required.
- Be a British, EU or EEA citizen or have indefinite leave to remain in the UK (you are able to stay without restrictions and have recourse to public funds).
- Not already own a home or should be in the process of selling your current home which should be sold before the purchase of a shared ownership property.
- Not be able to buy a property on the open market which is suitable for your needs.

Priority will be given to:

- Ministry of Defence personnel.
- Social tenants - council and housing association tenants in Slough.
- Applicants living in the borough.
- Applicants working in the borough.
- Applicants without a live or work connection will not be considered eligible to join the waiting list.

Further information on Low Cost Home-Ownership options can be found on our website at:

www.slough.gov.uk/housing/low-cost-home-ownership.aspx

Extra Care Schemes

Extra Care housing is for older residents, to help them to continue to live in self-contained accommodation and allow them to maintain their independence, dignity and personal choice.

There are two schemes in Slough - The Pines in Wexham and Northampton Place in Baylis and Stoke. There are 17 shared ownership properties at The Pines and 10 at Northampton Place.

Eligible applicants have to buy a 75% shared of the property with Hanover Housing retaining the other 25% of the property. No rent or interest is payable on the 25% retained by Hanover Housing.

Further information can be found at: www.slough.gov.uk/housing/extra-care-housing.aspx

