

Application Form



Please fill in this form in **BLOCK CAPITALS** using black ink, then send it to the address at the back of the form. We are unable to consider your application unless all sections are fully completed. All persons aged over 18 must fill in their details as the 'second applicant' even if they do not earn an income, unless they are the applicant's child/children.

1 | Product

Listed below are the products available at the time of printing this form

Please indicate which one(s) you are interested in by ticking the relevant box(es).

Shared Ownership

Shared Ownership for the elderly

Other product (please give details below)

Help to Buy Equity Loan

Are you interested in a particular development or property? Please let us have the details:

2 | About you

Your Details

Title (Mr/Mrs/Ms/Other)

Surname

First name

Middle name

Date of birth (DD/MM/YY)

Address

(if you have lived elsewhere in the last three years, please list all your previous addresses on a separate sheet)

Postcode

What date did you move into your current property?

Home telephone number

Mobile telephone number

Work telephone number

email address

Your National Insurance number

Your History

Have you ever had your home repossessed?

Yes No

Yes No

Have you ever been declared bankrupt?

(If yes, please provide further details/evidence on a separate sheet)

Yes No

Yes No

Do you have any adverse credit to include County Court Judgments (CCJs) and defaults or missed payments that may affect you obtaining a mortgage?

(If yes, please provide details on a separate sheet)

Yes No

Yes No

	1st applicant	2nd applicant
Title (Mr/Mrs/Ms/Other)		
Surname		
First name		
Middle name		
Date of birth (DD/MM/YY)		
Address (if you have lived elsewhere in the last three years, please list all your previous addresses on a separate sheet)		
Postcode		
What date did you move into your current property?		
Home telephone number		
Mobile telephone number		
Work telephone number		
email address		
Your National Insurance number		
Have you ever had your home repossessed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been declared bankrupt? (If yes, please provide further details/evidence on a separate sheet)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any adverse credit to include County Court Judgments (CCJs) and defaults or missed payments that may affect you obtaining a mortgage? (If yes, please provide details on a separate sheet)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



Your Employer

 Company name

 Company address

 Occupation/Job title/Grade

Are you permanently employed?

(if no, please advise when your contract is due to end)

 Yes

 No

 Yes

 No

 Line Manager's name

 Line Manager's telephone number

 Line Manager's email address

 When did you start working for this employer?

Have you been employed with this employer for 12 months or more?

(If no, provide details of previous employers on a separate sheet)

 Yes

 No

 Yes

 No

Your Household

 Which local authority area do you live in?

 If working, which local authority area do you work in?

 Which local authority area(s) do you want to live in?

 Number of people who will be living in your household?

Please include the full name, relationship status and state whether in full time education or working etc.

 Name

 Relationship

 Gender

 Date of birth

 Education/working

 Annual salary

How would you describe the composition of your household

 Single

 Couple

 Couple with children

 Single with children

 Sharing

 Single

 Couple

 Couple with children

 Single with children

 Sharing

Are you or anyone in your household expecting a baby?

 Yes

 No

 Yes

 No

 If yes, please state who and due date:

Do you have any pets?

 Yes

 No

 Yes

 No

 If yes, please specify type and number:

N.B. If your application is successful, a completed Permissions Form will be required



3 | About your housing

Your Current Housing

Do you or anyone living in your household currently own a property in the UK or abroad?

Yes No

Yes No

If yes, please provide details

If yes, it is a Shared Ownership property?

Yes No

Yes No

If yes, what percentage share do you currently own?

What stage is the sale process at?

Offer accepted

Yes No

Yes No

Solicitors instructed

Yes No

Yes No

Contracts exchanged

Yes No

Yes No

Completed

Yes No

Yes No

What date are you expecting to complete on the sale of the property?

Date:

Date:

What is the approximate current full value of the property?

£

£

Please provide the amount of equity you have/will receive?

£

£

Are you...

A first time buyer?

Yes No

Yes No

A current home owner?

Yes No

Yes No

A council tenant/housing association tenant?

Yes No

Yes No

Living with friends or family?

Yes No

Yes No

Renting privately? Amount of monthly rent paid? £ _____

Yes No

Yes No

On a council waiting list?

Yes No

Yes No

Other, please state

Have you been in rent arrears in the last 12 months?

Yes No

Yes No

If you are on a council list, please specify the council housing list reference number

If you are a council housing association or a private tenant, please give the name, address and telephone number of your landlord and, if applicable, the name of your housing officer

Are you registered with a Help to Buy Agent?

Yes No

Yes No

If yes please specify which one

Please state the reference number provided by the Help to Buy Agent

How many bedrooms does your current home have?

1 2 3 4

1 2 3 4

Other

Other

What type of property is your current home?

Studio Apartment
 House Bungalow

Studio Apartment
 House Bungalow

Your Housing Needs

What is the minimum number of bedrooms you need?

1 2 3 4

Other

1 2 3 4

Other

What type of property are you looking for?

Studio Apartment

House Bungalow

Studio Apartment

House Bungalow

Do you or anyone in your household have any specific housing needs?

Yes No

Yes No

If yes, please specify. For example: Require a ground floor apartment due to restricted mobility

Please provide us with any other information you think is relevant to your application

Please continue on a separate sheet if necessary

4 | About your savings

Do you have access to at least £1,500 to cover the cost of moving and legal fees?

Stamp duty (if applicable) is not included in this amount

Yes No

Yes No

What are your total savings?

£

£

5 | About your income

What is your total annual income before deductions?

Exclude overtime and bonuses but include pensions. Please provide three months proof of earnings or 13 weeks if paid weekly

£

£

How much overtime, bonuses and commission do you normally earn in a year?

£

£

Are you in receipt of any benefits?

If yes, please specify the type of benefits and how much you receive per month

Yes No

Yes No

Child Tax Credit / Working Tax Credit

£

£

Child Benefit

£

£

State Pension / Minimum Income Guarantee / Pension Credit

£

£

Private Pension

£

£

Widows Pension / Bereavement

£

£

Income Support

£

£

Attendance Allowance

£

£

Disability Living Allowance

£

£

Disabled Persons Tax Credit

£

£

Industrial Injuries Benefit

£

£

Incapacity Benefit

£

£

Child Support / Maintenance

£

£

Other benefits

£

£

Total Monthly Income

£

£

6 | On-going financial commitments

Please provide all supporting documentation i.e. monthly statements of any outstanding financial commitments

Do you have any outstanding loans?

Yes No

Yes No

Remaining term of loan

Please provide details of final payments dates

£

£

Date:

Date:

What is the monthly payment amount?

£

£

Do you have any outstanding credit cards?

Yes No

Yes No

If so, how much is the outstanding balance?

£

£

And what is the monthly payment amount?

£

£

What are the repayments for? (For example car loan)

Do you have any other regular monthly commitments?

For example child maintenance

Yes No

Yes No

If yes, please specify how much you pay per month and the reason:

£

£

For:

For:

7 | Equal Opportunities

How would you describe your ethnic origin and nationality? Each applicant – please tick one box per section.

Tick one of the below

British European

1st applicant 2nd applicant

Asian

Caribbean

African

South East Asian

Irish

Gypsy/Romany/Irish Traveller

Other or combination of above

Tick one of the below

White

Black

Other

Mixed

Tick one of the below

UK Resident

UK National returning from overseas

Tick one of the below

Czech Republic

Estonia

Hungary

Latvia

Lithuania

Poland

Slovakia

Slovenia

Bulgaria

Romania

(EEA)* Country

Any other country

Would rather not state

*EEA countries are Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, Netherlands, Portugal, Spain, Sweden, Iceland, Liechtenstein, Norway and Switzerland.

It is against the law and our equal opportunities policy to discriminate against anyone because of their sex, colour, race, religion, disability or sexual preference. In order to ensure that we do not discriminate, we need to keep records. If you do not answer this question it will not affect your application in any way.

8 | Customer checklist

To enable your application to be processed, please ensure that the following supporting documentation is completed and supplied with your application. Please be aware that we are unable to assess your application without the full evidence/supporting documentation being provided.

- Fully completed signed and dated application form
- Photographic ID i.e. Copy of Passport/Photo Driving Licence
- Copy of Visa/Residence Permit (if applicable)
- Proof of address i.e. utility bill/bank statement (within three months of date)
- Copy of mortgage Agreement In Principle (AIP)
- Copy of all savings/mortgage deposit
- Proof of all income, including bonuses/guaranteed overtime and any other income i.e. pension/benefits (three months' evidence required or 13 weeks if paid weekly)
- Proof of any ongoing loans/credit commitments
- Evidence of Bankruptcy/discharge (if applicable)
- Evidence of CCJ/discharges (if applicable)
- If a current homeowner, evidence of sale from estate agent, solicitor and mortgage redemption/draft completion statement is required

9 | Declaration

Are you related to a current or former committee member, Board member or officer of Longhurst Group?

If yes, please specify the name of the person, their position and relationship to you

1st applicant

Yes No

2nd applicant

Yes No

Data Protection and Direct Marketing Statement

Longhurst Group will use the information you have provided for the purpose of assessing your eligibility to purchase a home, for managing our sales records, as well as any account you may have with us in the future.

All information will be treated in the strictest confidence. We reserve the right to take up a reference from an employer or landlord to help us assess your eligibility. We also reserve the right to use a credit reference agency to confirm your credit rating.

Under the Data Protection Act 1998 we may also share information about you where we are permitted or required by law to do so. This includes, but is not limited to the purpose of preventing and detecting crime, as well as fraud.

We will also share your details with utility companies for the purpose of ensuring correct billing and recovery of debt. We will also share anonymised data with relevant government agencies including the Homes and Communities Agency for statistical and monitoring purposes.

From time to time Longhurst Group may contact you about buying a further share of your home, or buying your home outright, as well as to market other home ownership options, services and products.

Please tick here if you do not wish to be contacted for these purposes.

We may also share relevant information with third parties, such as mortgage advisers and marketing companies, to help us to promote and secure the take up of home ownership options, services and products.

Please tick the box below to confirm your consent for us to share relevant information for these purposes.

Any information about you will be processed in line with the Data Protection Act 1998. For more information on how we may use and share your personal information, please read our full Privacy Notice, published on our website. (For the purpose of the information provided, reference to Longhurst Group will also include its member companies.)

It is a criminal offence to knowingly or recklessly make a false declaration or withhold information reasonably required in connection with your application.

Please delete as appropriate:

I / we have read and understood the information above, and confirm that I / we have provided accurate and up to date information to support my / our application for home ownership.

I / we understand that if I / we have knowingly or recklessly given false or inaccurate information to support this application, that this may result in legal action being taken to end my / our leasehold tenancy agreement with Longhurst Group.

I / we understand that if I / we are council, housing association, or any other public social tenant(s), that I / we will be required to give up my / our rented home on the day of completion if I / we buy or rent a home as a result of this application.

I / we authorise my / our landlord to supply a rent reference to Longhurst Group in support of this application.

I / we authorise my / our employer(s) to disclose any relevant information regarding my / our earnings or employment status to Longhurst Group in support of this application.

Signed 1st applicant:

Date:

Signed 2nd applicant:

Date:

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

Longhurst Group Ltd
5 The Triangle
Nottingham
NG2 1AE
Tel: 0345 601 9095