



clydebank housing association

SHARED OWNERSHIP APPLICATION FORM

Name

Address

.....Postcode.....

Telephone (Home)(Work)

Age

Occupation

Employer

Address

Are you a first time buyer YES/NO

Are you an Owner/Occupier (if yes, please see overleaf) YES/NO

Are you a tenant of Clydebank Housing Association YES/NO

Are you a tenant of another Housing Association YES/NO

If yes, name

Are you a tenant of West Dunbartonshire Council YES/NO

Are you a tenant of a private landlord YES/NO

Are you living with relatives or friends YES/NO

Number of bedrooms required

Signature Date

- Please remember to tell us if you move house and wish your details to be amended.

POLICY REQUIREMENTS

The Association recognises that shared ownership schemes are designed primarily to help people onto the property ladder by providing accommodation to individuals principally on low incomes and who could not otherwise afford to purchase a property outright, e.g. first time buyers

With this in mind, the Association will only permit shared ownership applications whereby the property would be the applicant's principal and only home. Under no circumstances will the Association permit an applicant to purchase a shared ownership property with a view to sub-let to a third party. Nor will we grant permission to sub-let subsequent to purchase other than in exceptional circumstances and this would only be permitted for a limited/specified time period.

The Association must be satisfied that any shared ownership property purchase will be the applicant's principal and only home before consent is granted. If an applicant already owns their own property, the Association will not consent to their purchase of a shared ownership property until their own property is sold.

All potential sharing owners, either identified through the Association or by the outgoing sharing owner, must complete and return our application form prior to any offer being made to an outgoing sharing owner (see attached).

EQUAL OPPORTUNITES

Our commitment to equal opportunities and fairness will apply irrespective of factors such as race, sex, disability, age, gender reassignment, marriage & civil partnership, pregnancy & maternity, religion or belief and sexual orientation.

An Equality Impact Assessment was carried out in conjunction with the preparation of this policy. It is deemed that this policy will not unduly affect any person(s) with the above mentioned characteristics.

October 2016