** Shared Ownership Application Form**

Please complete all relevant sections of this application form, any false information will invalidate the application. We take all reasonable steps to ensure that your data is treated securely and you can review our privacy notice at [www.livvhomes.com/privacy-notice](http://www.livvhomes.com/privacy-notice).

Email your completed form and supporting documents to [info@livvhomes.com](mailto:info@livvhomes.com).

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| **First Applicant** | | | | | | | | |
| Title: |  | Full Name: | |  | | | | |
| Date of birth: | |  | | | | Gender: | |  |
| National insurance number: | |  | | | | Marital status: | |  |
| Full address: | |  | | | | | | |
| Local authority: | |  | | | | | | |
| Mobile: |  | | | | Telephone: | |  | |
| Email: |  | | | | | | | |
| How did you find us? | | |  | | | | | |

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| **Second Applicant** | | | | | | | | | | | |
| Title: |  | Full Name: | |  | | | | | | | |
| Date of birth: | |  | | | | | | Gender: | | |  |
| National insurance number: | |  | | | | | | Marital status: | | |  |
| Full address: | |  | | | | | | | | | |
| Local authority: | |  | | | | | | | | | |
| Mobile: |  | | | | | | Telephone: | | |  | |
| Email: |  | | | | | | | | | | |
| What is your relationship to the first applicant: | | | | | |  | | | | | |
| **Current address** | | | | | | | | | | | |
| How long have you lived at your current address? | | | First applicant: | | | | | | Second applicant: | | |
|  | | | | | |  | | |
| If it is less than three years please provide your previous addresses: | | |  | | | | | |  | | |
| Current position: | | | * First time buyer * Second time buyer (no property owned or to sell) * House to sell * Private rent * Social rent: Please specify which housing association: | | | | | | | | |
| **You do not qualify for Shared Ownership if you own another property.** | | | | | | | | | | | |
| Which development are you interested in? | | | | |  | | | | | | |

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| **Living arrangements – your new home** | | | | | | | | | |
| Who will be living with you in your new home? | | | | | | | | | |
| Full name: | Date of birth: | | | Gender: | Relationship to applicant: | Currently employed or in full time education? | | | Please confirm annual salary and any bonuses: |
|  |  | | |  |  |  | | |  |
| Please confirm the reason for purchase. E.G. Buying first home, relationship breakdown. | | | |  | | | | | |
| **Occupation / Financial Information** | | | | | | | | | |
| Please provide your employment information:   * Job title * Employer * Employers contact details | | | First applicant: | | | | Second applicant: | | |
|  | | | |  | | |
| Are you full time or part time? | | |  | | | |  | | |
| Contract type: (Temporary/permanent etc) | | |  | | | |  | | |
| Annual gross salary: | | | **£** | | | | **£** | | |
| Monthly net salary (amount after tax): | | | **£** | | | | **£** | | |
| Bonuses: | | | **£** | | | | **£** | | |
| Shift allowance: | | | **£** | | | | **£** | | |
| Additional income: | | | **£** | | | | **£** | | |
| Monthly income from pensions: | | | **£** | | | | **£** | | |
| Monthly benefits (EG. Working tax credits, housing benefits, child benefit etc): | | | **£** | | | | **£** | | |
| How long have you been with your current employer? | | |  | | | |  | | |
| If less than a year please provide your previous employers details: | | |  | | | |  | | |
| **What is your general monthly spend and expected monthly spend?** | | | | | | | | | | |
| Please ensure that your outgoings match with your bank statements – and you predict the future expenses for your new home. | | | | | | | | | | |
|  | | First applicant: | | | | | | Second applicant: | | |
| Household expenditure (Groceries, cleaning products, insurances etc): | | **£** | | | | | | **£** | | |
| Utilities:  (Gas, electric water, broadband, mobile phones etc): | | **£** | | | | | | **£** | | |
| Council tax: | | **£** | | | | | | **£** | | |
| Car loan (monthly cost): | | **£** | | | | | | **£** | | |
| Car insurance: | | **£** | | | | | | **£** | | |
| Car expenses (include petrol, road tax etc) | | **£** | | | | | | **£** | | |
| Travel expenses: | | **£** | | | | | | **£** | | |
| Loans & credit card payments:  (Please list individually and confirm outstanding amounts and terms. For example car loans etc): | | **Full loan amount £** Monthly payments: £  Remaining balance: Years: Company:  **Full loan amount £** Monthly payments: £  Remaining balance: Years:  Company:  **Full loan amount £** Monthly payments: £  Remaining balance: Years: Company: | | | | | | **Full loan amount £**  Monthly payments:  Remaining balance: Years:  Company:  **Full loan amount £** Monthly payments: £  Remaining balance: Years:  Company:  **Full loan amount £** Monthly payments: £  Remaining balance: Years: Company: | | |
| Childcare: | | **£** | | | | | | **£** | | |
| Total: | | **£** | | | | | | **£** | | |
| Other:  Please specify and include any additional incomings/outgoings and description, from 3rd parties. This includes family members. | |  | | | | | | | | |
| **Please provide three months’ worth of payslips, and all bank statements for all accounts and make sure that they match your outgoings.**  **Without this information your application is incomplete.** | | | | | | | | | | |

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| **Equal opportunities** | | | | | | | |
| All applicants will be treated equally, our policies are available upon request.  **Ethnic origin monitoring:** What do you consider your ethnic origin to be? This information will only be used to monitor the performance of the landlord when selling homes.  **I would describe my ethnic origin as:** | | | | | | | |
| **White** | * British | * Irish | | * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Mixed** | * White & Black Carribbean * White & Asian | | | * White & Black African * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Asian or Asian British** | * Indian | * Pakistani | | * Bangladeshi | | | * Other:\_\_\_\_\_\_\_\_\_ |
| **Black or Black British** | * Carribbean | | * African | | * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Chinese** | * Chinese | |  | |  | | |
| **Other** | * Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | * Prefer not to say | |

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| **Declaration** |
| I/we understand that this form does not form part of a contract, commit me/us to the purchase of a property, or guarantee the offer of a Shared Ownership home.  All information given on this form is a true statement. I/we understand that any property purchased may be repossessed if I/we fail to keep up repayments or if that property has been obtained by deliberately providing false information.  The personal data you have provided will be stored and processed in accordance with GDPR, for full details please refer to Livv Homes’ privacy notice at [www.livvhomes.com/privacy-notice](http://www.livvhomes.com/privacy-notice).  The following information is classified as special category data under GDPR: religion, race, and ethnic origin. This sensitive information will be used to provide anonymised data returns to the central government. This is something that Registered Providers of Social Housing are required to do and is a regulatory requirement. Please confirm you consent to your information being used in this way.  If do not sign the declaration or consent for us to process your personal information this may affect your application. If your circumstances change, please let us know. In the future if you wish to check the information you have given on this form, please contact our office. You have a right to see the information you have given in your application. |

Please confirm that you meet the following criteria:

* Your household earns less than £80,000 a year in combined income
* This will be your only residence
* You do not own or have a mortgage on another property
* I have read the declaration
* I have read the terms and conditions

By signing this form you are confirming that all answers on this application for are true, any false information may affect your application for Shared Ownership:

**First Applicant:**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Second Applicant:**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_