

application form



homeshub

This form has been designed so that anyone looking for an affordable home in Merseyside and Cheshire will only need to fill in one application form to gain access to a variety of products.

Before you return this form please make sure you have:

- ☐ **Fully completed and signed this form and also enclosed**
- ☐ **Proof of identification** [copy of passport, driving licence etc]
- ☐ **Proof of residence** [copy of utility bill or council tax bill no more than 3 months old]
- ☐ **Evidence of income** [copy of your last 3 months pay slips]
- ☐ **Evidence of savings** [copy of your most recent statement]

If any of this information is missing it may delay your application.

Please return your completed form with all enclosures to:

HomesHub is a member of **Plus Dane Group**

For applications on Merseyside properties please return to;

HomesHub
Baltimore Buildings
13 - 15 Rodney Street
Liverpool
L1 9EF

t 0845 603 4559

w homeshub.co.uk

For applications on Cheshire properties please return to;

HomesHub
Shepherds Mill
Worrall Street
Congleton
CW12 1DT

t 01260 288 206 0845 603 4559

w homeshub.co.uk

Which product are you applying for? (You can tick more than one)

- ☐ **New build HomeBuy/Shared Ownership** Helps people to buy a share of a newly built property and pay rent on the remainder
- ☐ **Kickstart/HomeBuy Direct** Help to buy a newly built property with an equity loan up to 30%, available on a number of housing developments
- ☐ **Rent to HomeBuy** If you can't afford to buy a share of a new build HomeBuy home you could rent the property for a fixed length of time until you have a deposit
- ☐ **Intermediate Rent** Rent a newly built property at below market rent
- ☐ **Resales** New build HomeBuy properties that are being sold on by current owner

If you are applying for a particular scheme or property please state which one:

For Office Use Only

Date complete application received

Maximum Mortgage £

Household Income

Eligibility Group

Approved ☐

Rejected ☐

Incomplete ☐

Signed

Date

About You

Please note that we will use the address of the first applicant for all letters we send to you.

First Applicant

If making a joint application, if either one of you is a council or housing association tenant that person should complete their details as First Applicant.

Male ☐ Female ☐

Title [Ms/Mr/Mrs/Other]

First Name

Last Name

Date of Birth / /

National Insurance Number

Address

Postcode

How long have you lived there?

Second Applicant

What is your relationship to the first applicant?

Spouse ☐ Partner ☐ Friend ☐

If other please state:

Male ☐ Female ☐

Title [Ms/Mr/Mrs/Other]

First Name

Last Name

Date of Birth / /

National Insurance Number

Address

Postcode

How long have you lived there?

*If you have lived elsewhere in the last 3 years please list your previous addresses in additional information on page 7

Telephone [Day]

Telephone [Evening]

Mobile

Email

Telephone [Day]

Telephone [Evening]

Mobile

Email

Which area[s] would you like to live in?

Merseyside

North Liverpool [Anfield/Breckfield, Everton, Kirkdale] ☐

South Liverpool [Dingle/Granby/Toxteth, Picton/Wavertree, Kensington, Speke/Garston] ☐

Elsewhere in Liverpool ☐

North Sefton [Southport, Formby, Crosby] ☐

South Sefton [Bootle, Seaforth, Litherland] ☐

St Helens ☐

Knowsley ☐

North Wirral ☐

South Wirral ☐

Cheshire

Warrington ☐

Halton ☐

Cheshire West and Chester

Ellesmere Port and Neston ☐ Northwich ☐

Chester ☐ Winsford Middlewich ☐

Frodsham ☐ Malpas ☐

Cheshire East

Crewe and Nantwich ☐ Macclesfield ☐

Congleton ☐ Knutsford ☐

Sandbach ☐ Wilmslow ☐

Current Home

First Applicant

How many bedrooms does your current home have?

1 ☐ 2 ☐ 3 ☐
4 ☐ 5 ☐

What type of accommodation do you live in?

Flat ☐ Maisonette ☐ House ☐
Bungalow ☐ If other please state

What type of property would you like to buy?

How many bedrooms will you need?

1 ☐ 2 ☐ 3 ☐ 4 ☐

What type of property do you want to buy?

House ☐ Apartment ☐ Other ☐

Second Applicant

Only complete if different from first applicant

How many bedrooms does your current home have?

1 ☐ 2 ☐ 3 ☐
4 ☐ 5 ☐

What type of accommodation do you live in?

Flat ☐ Maisonette ☐ House ☐
Bungalow ☐ If other please state

What type of property would you like to buy?

How many bedrooms will you need?

1 ☐ 2 ☐ 3 ☐ 4 ☐

What type of property do you want to buy?

House ☐ Apartment ☐ Other ☐

Your Current Housing Situation

First Applicant

If you answer yes to any of the questions below please provide further details in additional information on page 7.

Are you 55+ and an owner occupier living in unsuitable accommodation

Yes ☐ No ☐

A first time buyer with a local connection to the area you are applying for

Yes ☐ No ☐

Are you living within a clearance area and need to move due to regeneration proposals

Yes ☐ No ☐

Are you currently one of the below:

Council tenant Yes ☐ No ☐

Housing Association tenant Yes ☐ No ☐

Renting privately Yes ☐ No ☐

Living with family/friends Yes ☐ No ☐

Had a relationship breakdown Yes ☐ No ☐

None of the above statements apply to you but you feel your housing circumstances support your application please provide details in additional information

Yes ☐ No ☐

Second Applicant

If you answer yes to any of the questions below please provide further details in additional information on page 7.

Are you 55+ and an owner occupier living in unsuitable accommodation

Yes ☐ No ☐

A first time buyer with a local connection to the area you are applying for

Yes ☐ No ☐

Are you living within a clearance area and need to move due to regeneration proposals

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Are you currently one of the below:

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Housing Association tenant Yes ☐ No ☐

Renting privately Yes ☐ No ☐

Living with family/friends Yes ☐ No ☐

Had a relationship breakdown Yes ☐ No ☐

None of the above statements apply to you but you feel your housing circumstances support your application please provide details in additional information

Yes ☐ No ☐

First Applicant

If you are you on a Council / Housing Association waiting list, or you are applying under Choice Based Lettings. Please say where and provide your reference number:

Name of Local Authority/RSL

Reference Number

Please give the name, address and telephone number of your Landlord

Address

Postcode

Second Applicant

If you are you on a Council / Housing Association waiting list, or you are applying under Choice Based Lettings. Please say where and provide your reference number:

Name of Local Authority/RSL

Reference Number

Please give the name, address and telephone number of your Landlord

Address

Postcode

Who else will be living with you?

Please include full name and relationship status. If they are 18 or over please indicate whether the person will be on the mortgage and contributing to mortgage payments.

Name	Relationship	Occupation	Income	Gender	Age	Contributing to Mortgage/Rent
						Yes ☐ No ☐
						Yes ☐ No ☐
						Yes ☐ No ☐
						Yes ☐ No ☐

Do you own a pet? Yes ☐ No ☐

Current Status

First Applicant

Are you a British or EU/EAA citizen?

Yes ☐ No ☐

If not, is your passport stamped with "Indefinite leave to remain"?

Yes ☐ No ☐

If no, when does your leave to remain end?

Second Applicant

Are you a British or EU/EAA citizen?

Yes ☐ No ☐

If not, is your passport stamped with "Indefinite leave to remain"?

Yes ☐ No ☐

If no, when does your leave to remain end?

Employment Details

First Applicant

Job Title/Occupation/Grade

Employer's Name

Employer's Address

Postcode

Are you a key worker?

Yes ☐

No ☐

[Before answering this question
please see the key worker
eligibility enclosed]

If you are a key worker this should be the address where we
can obtain an employers reference

If you are based in a different location to that stated above,
please state where you work

Address

Postcode

Employer's Telephone

Are you permanently employed?

Yes ☐

No ☐

Are you self employed?

Yes ☐

No ☐

[if yes you will have to provide 3 years accounts as proof
of income]

Are you on a fixed term contract?

Yes ☐

No ☐

Contract start date [dd/mm/yyyy]

/ /

Contract end date [dd/mm/yyyy]

/ /

How long have you worked in your current role?

years

months

If you are retired and in receipt of a pension
or benefits please give full details below or
in additional information.

Second Applicant

Job Title/Occupation/Grade

Employer's Name

Employer's Address

Postcode

Are you a key worker?

Yes ☐

No ☐

[Before answering this question
please see the key worker
eligibility enclosed]

If you are a key worker this should be the address where we
can obtain an employers reference

If you are based in a different location to that stated above,
please state where you work

Address

Postcode

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Yes ☐

No ☐

Are you self employed?

Yes ☐

No ☐

[if yes you will have to provide 3 years accounts as proof
of income]

Are you on a fixed term contract?

Yes ☐

No ☐

Contract start date [dd/mm/yyyy]

/ /

Contract end date [dd/mm/yyyy]

/ /

How long have you worked in your current role?

years

months

If you are retired and in receipt of a pension
or benefits please give full details below or
in additional information.

Income/Savings

First Applicant

Total annual income before deductions
[Gross – excluding overtime and bonuses]

If you have any other source of income, or money that can be used toward your house purchase please provide details and supporting documentation [e.g. guaranteed overtime, bonus]

Total Savings

Do you have any outstanding loans or other regular payments

Yes ☐ No ☐

[for example CSA payments, car or student loans?]

If yes, specify total outstanding amount

£

If yes, how much are the monthly repayments and what date is the final payment?

£

Date / /

If the payments are over £200 a month what is the loan for?

Second Applicant

Total annual income before deductions
[Gross – excluding overtime and bonuses]

If you have any other source of income, or money that can be used toward your house purchase please provide details and supporting documentation [e.g. guaranteed overtime, bonus]

Total Savings

Do you have any outstanding loans or other regular payments

Yes ☐ No ☐

[for example CSA payments, car or student loans?]

If yes, specify total outstanding amount

£

If yes, how much are the monthly repayments and what date is the final payment?

£

Date / /

If the payments are over £200 a month what is the loan for?

Do these statements apply to you?

First Applicant
(please tick)

Second Applicant
(please tick)

If you cannot tick all the boxes please include in additional information on page 7 a summary of the circumstances involved.

I have access to/can raise at least £2,500 to cover the cost of buying a home

☐
☐

I have never failed to keep up payments on any loan or form of credit agreement

☐
☐

I have never had a County Court Judgement registered against me or had any defaults in the past 18 months [if yes please state whether you have had a Certificate of Satisfaction]

☐
☐

I have never entered into an Individual Voluntary Credit Agreement (IVA) [If you have/had an IVA when did you enter into the agreement and when will it be/was it cleared, please give details in additional information]

☐
☐

I have never been bankrupt

☐
☐

I have never been declined credit on the basis of an adverse credit reference report

☐
☐

I have not been in breach of my current tenancy agreement or behind with my rent payments in the last 12 months

☐
☐

I am not currently receiving housing benefit*

☐
☐

I am not currently receiving disability allowance*

☐
☐

*If you are in receipt of Housing or Disability benefits this does not exclude you from accessing affordable home ownership.
[If you cannot tick all the boxes please include in additional information on opposite page a summary of the circumstances involved]

Where did you hear about HomeBuy?

- | | | | |
|---|--|---|---------------------------------------|
| ☐ Estate Agent | ☐ Magazine/Newspaper | ☐ Another Housing Association | ☐ Local Authority |
| ☐ Site Signboard | ☐ Open Day/Event | ☐ Word of mouth | ☐ Flyer/Leaflet |
| ☐ Internet – HomesHub | ☐ Right Move | ☐ Direct-Gov | ☐ Other website |

Please give details e.g. which magazine or website:

Additional Information

Please use this section to provide any information that may help to support your application.
[If necessary enclose a separate sheet]

Special permission is needed for us to offer a home to anybody who is related to an employee or Board Member of **Plus Dane Group** or subsidiaries. If this applies to you please provide details.

Important Information: Please read

HomesHub/**Plus Dane Group** will only process the given personal data of all applicants for the purpose of processing your application for housing and will hold information in accordance with the Data Protection Act 1998.

We may also share this information for the same purposes with other organisations that handle public funds. The information may be used for statistical surveys, which means we may pass this information in confidence to government agencies, who may contact you.

All information you give us on this form [and information resulting from contact with your Landlord and/or employer] may be shared with the same only in relation to this application.

All information will be treated in the strictest confidence. We, other Homebuy Agents and Registered Providers [RP's] reserve the right to take up any references relating to applicants as we consider it necessary and may also search the files of any credit reference agency which we will keep a record of any such request.

We must protect the public funds we handle and so may use the information you have provided on this form to prevent and detect fraud. Under Section 29 [3] of the Data Protection Act 1998 the information may be disclosed for the purposes of crime prevention and detection. 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.

Declaration

It is a criminal offence to knowingly make a false declaration or withhold information reasonably required in connection with your application. I/we have read the above and confirm that I/we have provided accurate and up-to-date information relating to my/our application. I/we understand that if it is found that false information has been given to obtain housing knowingly, appropriate legal action may be taken and that false information has been given to obtain housing knowingly, appropriate legal action may be taken and the RSL of local authority may seek possession of any leasehold tenancy granted.

I/we understand that a council, housing association or other public sector tenant, I/we will be required to give up rented home on the day of completion if I buy a home through any of the HomeBuy schemes.

I/we authorise HomesHub/Plus Dane Group to pass information to sub-regional local authorities, partner RSL's, credit reference agencies and to estate agents who may be able to assist in locating properties for applicant.

Signed First Applicant

Print Name

Date

Signed Second Applicant

Print Name

Date

Equal Opportunities

We believe it is important that everyone in need has an equal opportunity to live in the homes we provide. It is against the law to discriminate against anyone because of their sex, colour, race or disability. We need to keep records to make sure that we do not break the law by mistake. If you do not wish to answer the questions it will not harm your application.

Please tick the box next to the words which best describe you.

	First Applicant (please tick)	Second Applicant (please tick)		First Applicant (please tick)	Second Applicant (please tick)
White			Mixed		
British	☐	☐	White & Black Caribbean	☐	☐
Irish	☐	☐	White & Black African	☐	☐
Other	☐	☐	White & Asian	☐	☐
Black/Black British			Other	☐	☐
Caribbean	☐	☐	Asian/Asian British		
African	☐	☐	Indian	☐	☐
Other	☐	☐	Pakistani	☐	☐
Chinese	☐	☐	Bangladeshi	☐	☐
Other Ethnic Group	☐	☐	Other	☐	☐
			Question refused	☐	☐

Religion	First Applicant (please tick)	Second Applicant (please tick)	First Applicant If other religion please specify:	Second Applicant If other religion please specify:
No Religion	☐	☐		
Christian	☐	☐		
Muslim	☐	☐		
Hindu	☐	☐		
Buddhist	☐	☐		
Jewish	☐	☐		
Sikh	☐	☐		
Other	☐	☐		
Question refused	☐	☐		

Sexual Orientation	First Applicant (please tick)	Second Applicant (please tick)
Bisexual	☐	☐
Gay	☐	☐
Heterosexual	☐	☐
Lesbian	☐	☐
Question refused	☐	☐

Current Home/Future Home

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

Yes ☐ No ☐

Are you or is a member of your household registered disabled?

Yes ☐ No ☐

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

Yes ☐ No ☐

Please give brief details of disability if this person will be living with you in your new home

Translations Service Available on Request

الترجمة متوفرة عند الطلب.

অনুরোধ করলে ভাষান্তরিত করার (ট্রান্সলেশন) ব্যবস্থা করা হবে।

我們可以為你提供中文譯本。

Traductions fournies sur demande.

وہرگزیرانی زمانہوانی دابین دہکرنیت لہداواکردنیدا .

ਬੇਨਤੀ ਕਰਨ ਤੇ ਤਰਜਮੇ ਦੀ ਸੇਵਾ ਉਪਲਬਧ ਹੈ।

Переведенные версии предоставляются по запросу.

Marka la soo codsado ayaa turjumaadda la heli doonaa.

Se le puede facilitar una traducción si Ud. lo solicita.

درخواست کرنے پر ترجمہ حاصل ہے۔

વિનંતી કરવાથી તરજૂમો મળી રહેશે.

Tłumaczenie jest dostępne na życzenie.



Other languages, Braille, audio format and large print available on request