

The logo for Greatwell Living features a stylized house icon on the left, composed of an orange top half and a yellow bottom half. To the right of the icon, the word "Greatwell" is written in a bold, dark blue sans-serif font, and the word "Living" is written below it in a bold, green sans-serif font.

Greatwell Living



Application Form

About You

| | |
|------------------------|--|
| Name | |
| Current Address | |
| Postcode | |
| Age | |
| Phone Number | |
| Date of Birth | |
| National Insurance No. | |
| Mobile | |
| Email | |

The people included in your application (including anyone who will be living with you)

| Name | Gender | Date of Birth | Relationship to lead Applicant |
|------|--------|---------------|--------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Completing this application

This application is for both our Shared Ownership and Rentplus (rent to buy) schemes.

If you wish to apply for **Shared Ownership** only, please complete all orange and green sections.

If you wish to apply for **Rent to Buy or Rentplus**, please complete all orange and blue sections.

If you are unsure which scheme you may qualify for, please complete all sections.

In order to proceed to the next stage please provide all relevant documentation as listed below, with your signed application. Please note originals will need to be seen for money laundering regulations.

- 3 months' payslips
- Proof of ID (Driving Licence or Passport)
- Proof of savings (or a letter confirming a gifted deposit for Shared Ownership if applicable)
- Proof of benefits (including Working/Child Tax Credits and Pensions)

During the application process we may require additional documentation and will request this when and where necessary.

Shared Ownership Only:

You must also register on the Help to Buy website; www.helptobuymidlands.co.uk and select Greatwell Homes on the application.

Please note a non refundable £500 Reservation Fee will be required to secure all shared ownership new build properties.

We recommend that solicitors are not instructed and that your full mortgage application is not submitted until full approval is confirmed.

Rent to Buy/Rentplus Only:

You must also register on the Help to Buy website; www.helptobuymidlands.co.uk and select Greatwell Homes on the application.

Applicants who are registered with the local Choice Based Lettings who meet the criteria will be considered first for Rent to Buy/Rentplus applications. Direct applications will also be considered.

You can only include a partner who is registered with your application on choice based lettings

Rent to Buy/Rentplus Application

| | |
|-------------------------------------------------------------------------------------------------------------------------|-----------|
| Are you registered with Choice Based Lettings? | Yes/No |
| Which Town/County are you registered with? | _____ |
| Your Choice Based Lettings Application Number | |
| What Band is your application (see your Choice Based Lettings application for details) | A B C D E |
| Do you anticipate changing your employment in the future? | Yes/No |
| If yes please provide details, as requested for present employer above, on a separate sheet, and attach it to this form | |

Shared Ownership Application

| | |
|---------------------------------------------------------------|--|
| Address of property to be purchase (if known) | |
| Percentage share to be purchased % | |
| Purchase price £ | |
| Name/address of lender providing your mortgage (if known) | |
| Amount to be borrowed (if known) £ | |
| Monthly instalment (if known) £ | |
| Do you own any other property? If so please state address(s): | |

| | |
|--------------------------------------------|--|
| Name & address of you solicitor (if known) | |
| Name & address of your Bank | |

NB Rent to Buy/Rentplus applications: If you are not working or studying for a qualification your application will not be accepted.

Your Employment Status

| | You | Your Partner |
|-------------------------------------------------------------------------------------|---------------------|---------------------|
| Occupation | | |
| Present employer | | |
| Time With employer | | |
| Are you working? | Yes/No | Yes/No |
| Are you on maternity leave? | Yes/No | Yes/No |
| How many hours per week do you work? | | |
| Permanent or Temporary? | Permanent/Temporary | Permanent/Temporary |
| Are you due a promotion or salary increase in the next 5 years? Please give details | | |
| Are you self employed? | Yes/No | Yes/No |
| Are you in training or studying? | Yes/No | Yes/No |
| What are you studying? | | |

NB: You will need to provide evidence of your income e.g wage slips, benefit letters of other evidence.

| Your Income (You should calculate your income on a monthly basis. To convert weekly income to monthly income just multiply your weekly amount by 4.33) | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------|
| | You | Your Partner |
| Salary/Wages | £ | £ |
| Child Benefit | £ | £ |
| Tax Credits | £ | £ |
| Job Seekers Allowance | £ | £ |
| Employment and Support Allowance | £ | £ |
| Universal Credit | £ | £ |
| Child Maintenance | £ | £ |
| Disability Working Allowance | £ | £ |
| Disability Living Allowance | £ | £ |
| Sickness Benefit | £ | £ |
| Incapacity Benefit | £ | £ |
| Attendance Allowance | £ | £ |
| Carers Allowance | £ | £ |
| Other Benefits | £ | £ |
| Income from saving or shares | £ | £ |
| Other Income | £ | £ |
| Total Income | £ | £ |

Your Outgoings

(You should calculate your outgoings on a monthly basis. To convert weekly outgoings to monthly outgoings, just multiply your weekly amount by 4.33)

| | Outgoings |
|-------------------------|------------------|
| Rent or Mortgage | £ |
| Food | £ |
| Electricity | £ |
| Gas or Oil | £ |
| Water Rates | £ |
| Council Tax | £ |
| Household Insurance | £ |
| Internet and Broadband | £ |
| Phone | £ |
| Mobile Phone | £ |
| TV Licence | £ |
| Cable or Satellite TV | £ |
| Child Care/Nursery Fees | £ |
| Child Maintenance | £ |
| School Meals | £ |

Continued on the next page....

Your Outgoings (Continued)

NB: We will need to see evidence of your outgoings, such as bank statements. We also use Shelter's assessment of minimum outgoings to help us assess whether your outgoings are realistic

| | |
|--------------------------------------------|---|
| Car Fuel | £ |
| Car Insurance | £ |
| Car Tax | £ |
| Car Maintenance | £ |
| Bus and Train Fares | £ |
| Cigarettes | £ |
| Entertainment | £ |
| Alcohol | £ |
| Savings | £ |
| Pension | £ |
| Other Expenditure e.g pets, subscriptions. | £ |
| Total Monthly Outgoings | £ |

NB: For Rent to Buy/Rentplus we will request a full Experian Credit Check on all successful applications. If you have not mentioned a debt that is on your credit check your application may be cancelled. You can obtain a full credit check from Experian.co.uk

| Your Debts (You should include bank loans, payday loans, credit cards, hire purchase, catalogues and any other outstanding loans you have) | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------|
| Who is the debt with? | Amount Outstanding | Monthly Payment |
| | | £ |
| | | £ |
| | | £ |
| | | £ |
| | | £ |
| Total Monthly Debt Payments | £ | |
| Your Monthly Disposable Income | | |
| | | Monthly Amount |
| Monthly Income (Page 3) | | £ |
| Less Monthly Outgoings (Page 4 & 5) | | £ |
| Less Monthly Debt Payments (Page 5) | | £ |
| = Total Disposable Income | | £ |

Your Credit History

| Question | Yes or No | When |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|
| Have you or your partner ever had a County Court Judgement against you? | Yes / No | |
| <p>a. Have you or your partner ever been bankrupt, insolvent or entered into any arrangements to pay overdue debts?</p> <p>b. Has any judgement ever been recorded against you?</p> <p>c. If the answer to any part of this question is yes, please give particulars:</p> | Yes / No | |
| Have you or your partner ever taken out an IVA (Individual Voluntary Agreement)? | Yes / No | |
| Have you or your partner ever taken out a DRO (Debt Relief Order) | Yes / No | |
| Have you ever taken out a Payday loan? | Yes / No | |
| <p>A Rent Guarantor may be required to support your application. Please provide full details of a person who would be willing to act as your Rent Guarantor.</p> <p>A Rent Guarantor will be asked to sign a legally binding document stating they agree to pay your rent in the event of non-payment.</p> <p>Name & address of Guarantor:</p> | Yes / No | |
| Please state here or in the notes section any other information concerning you financial position that may be relevant to your application | | |

Your Credit History

If you are applying for Rent to Buy/Rentplus Do you think your credit history would stop you getting a mortgage in the future?

YES / NO

What could you do to improve your credit history?

Are you Ready to Own your Own Home?

In this section you will be asked questions about what is important to you. When you answer these questions please use this scale:-

Not important at all = **1**

About as important as other things I want to achieve right now = **5**

The most important thing in your life right now = **10**

You will also be asked about how confident you feel about doing things. Please use this scale:-

I don't think I will be able to do it = **1**

I have a 50/50 chance of doing it = **5**

I will definitely do it = **10**

On a scale of 1 to 10, how confident are you that you will be able to buy your own home?

Given the details provided on this application form, when do you think you would be ready to buy your home

NB: We use this section to try to understand how ready you are and what you might need to do to buy your own home

**Which of these would you have to do in order to buy your own home?
(Score each question out of 10)**

| Activity | How Important is it to you? | How Confident Are You? |
|-----------------------------------------------------|------------------------------------|-------------------------------|
| Get a qualification | | |
| Get a better job or promotion | | |
| Pay off your debts | | |
| Save a deposit | | |
| How much do you think you will need as a deposit? | £ | |
| How much have you saved already? | £ | |
| How do you think you will be able to get a deposit? | | |

Local Connection to the Development

Our developments may be subject to a Section 106 agreement with the local authority. This means that priority is given to applicants who can demonstrate a local connection. The local connection criteria are given below. Please indicate which local connection you have. Evidence of your local connection will be required for your application to proceed.

All applications that meet criteria (a) will be considered before any applications that meet criteria (b) and so on.

| Criteria | Yes/No |
|-------------------------------------------------------------------------------------------------------|--------|
| a) Have lived in the local area for at least 3 of the last 5 years | |
| b) Have a permanent job in the local area for more than 16 hours per week (for at least 3 months) | |
| c) Have parents, siblings or dependent children who have lived in the local area for the last 5 years | |
| d) Have been living in the local area for 6 of the last 12 months | |

NB: If you can't demonstrate a connection to the local area, it is unlikely your application will be accepted. Proof of local connection will be required.

Declaration

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

By submitting this application you agree to the following:-

- That you have read this declaration and have provided accurate information relating to your application.
- You understand that if it is found that you have given false information to obtain housing either knowingly or recklessly, appropriate legal action may be taken to regain possession of any housing offered to you.
- You authorise Greatwell Homes to pass information to or from Rentplus UK, other housing partners, credit reference agencies, Local Choice Based Lettings, your landlords and/or mortgage lenders.
- You authorise Greatwell Homes to take up references from your current and previous landlords, any current or previous mortgage lenders and any credit reference agency.

Greatwell Living Service Level Privacy Notice

Date: 14th August 2018

How we Handle Your Personal Information when you Apply for one of our Homeownership Products

On the 25th May 2018 the Data Protection law changed and the General Data Protection Regulation, known as GDPR, came into effect. GDPR imposes additional obligations on organisations and gives you extra rights around how your personal information is used.

We want you to know that Greatwell Homes respects your personal information that we collect when you make an application and that we take the security of your information very seriously.

Our main customer Privacy Notice tells you more about the data we hold on you, what we do with that data and who we share your data with and you can view it at <http://www.Greatwellhomes.org.uk/about-us/legal/>

The table below explains in more detail how the Greatwell Living Team use your personal information and why they need it:

| Service | Greatwell Living |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Why we collect information about you | We collect your information in order to establish your eligibility and affordability for the product selected. |
| How we will use the information we collect about you | We will use your information to carry out the required eligibility and affordability checks in order to allocate you a property |
| Why we are allowed to use your information | Legal obligation or public task under various UK laws including but not limited to: <ul style="list-style-type: none"> ■ The Localism Act 2011 ■ The Equality Act 2010 Consent – consultations |
| Who we can share your information with | With your permission we may share your information with an independent financial advisor. For RTB schemes we will provide a RIC Surveyor with information to carry out a valuation. On agreement of purchase we will pass your details to our solicitors. |
| What happens if I fail to provide information? | We will be unable to process your application |
| Will computers make any decisions about you using the information you provide | Not applicable |
| Will my information be sent to other countries? | Not applicable |

For more information regarding the above please email data.protection@greatwellhomes.org.uk

First Applicant

Signed.....

Date.....

Second Applicant

Signed.....

Date.....

What Happens Next with My Rent to Buy/Rentplus Application

You need to send us a copy of this signed application by email or post to the Greatwell Living Team with the documents as listed on page 3.

Once you have met the criteria we look at the applicants who have the highest priority on Choice Based Lettings first, although we will accept direct application by people with an appropriate local connection. If we assess your application in the first instance we will look at the following: -

- a) Have you registered with Choice Based Lettings?
- b) Are you working or studying for a qualification?

If you are not working or studying for a qualification your application will be rejected.

For Rent to Buy you must have completed and been approved for the Help to Buy Scheme. www.helptobuymidlands.co.uk

We will request a full Experian Report and will ask to visit you at home to verify the information in your application. We will need to see your bank account, benefit letters, wage slips, details of your debts, details of any savings etc. We will also take up references from your current or previous landlord and any support workers.

We are looking for applicants who can demonstrate that they could purchase a home within the next 5 years for Rent to Buy and between 5-20 years, so we will look closely at your finances, your willingness to save for a deposit and how likely it is that you could be ready to buy within a reasonable period. We may reject your application where we think that: -

- a) Your income is insufficient to be able to afford the rent
- b) You have debts or other circumstances which indicate that you are not ready to start saving towards a deposit
- c) You have a history of rent or mortgage arrears
- d) You fall under one of the Grounds for Refusing Housing under Greatwell Homes policy.

Return to: -

living@greatwellhomes.org.uk

Greatwell Living Team
Greatwell Homes,
5th Floor
12 Sheep Street,
Wellingborough,
Northamptonshire,
NN8 1BL

Tel: 01933 234450

www.greatwellliving.org.uk

What Happens Next with My Shared Ownership Application

You need to send us a copy of this signed application by email or post to the Greatwell Living Team with the documents as listed on page 3.

We will require your eligibility confirmation from Help to Buy,
www.helptobuymidlands.co.uk.

On receipt of your application we will call you to discuss your requirements and availability.

We will need to refer you for free independent financial advice who will carry out a financial assessment and complete the Homes & Community Agency calculator. The calculator and assessment will inform you of the percentage share you can afford.

Once this is all agreed and you have your agreement in principle (AIP) and a letter confirming your eligibility we will then take a deposit.

Return to:-

living@greatwellhomes.org.uk

Greatwell Living Team,
Greatwell Homes,
5th Floor
Sheep Street,
Wellingborough,
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NN8 1BL

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