

Partial Ownership Information



Application form completion notes

Please complete the form using CAPITAL LETTERS and INK. The form must be completed fully and accurately and all supporting documentation must be supplied with the application.

Your application will be considered in line with the Partial Ownership Policy. If your application is successful, your name will be added to the waiting list. All outcomes will be advised in writing.

These notes will help you fill in the application form.

1 Personal information

You must provide all personal information for both applicants. Please fill out each section accurately. Failure to do so may affect how we process your application form and delay you joining the waiting list.

Applicant 1 is the person who will be the primary tenant and will be the main contact.

Applicant 2 is another adult who will be equally responsible for the property. Usually applicant 2 is the spouse or partner of applicant 1. They will share equal responsibility for the rent, and we will contact them when we can't get in touch with applicant 1.

Residential status is your employment permit, previously called your right to work document.

Your address - you must provide details of your current home.

Your landlord - you must provide your landlord's contact details. We will need to contact them to confirm you are living at your address and that there have been no breaches of tenancy or arrears.

Rent currently paid - We need to know how much rent you're charged, and details of any arrears or repayment agreements that you have. Generally we will not be able to accept an application from you if you are in arrears, if you have previously left owing money in connection with a tenancy (say for rent or repairs) or if you have broken the tenancy conditions. If this applies to you, but you believe there are circumstances that we should be aware of, you must let us know.

Ownership of property - If you currently own property, or if you've ever owned property, you need to tell us here and include the details of any sale which has taken place. Please see the Partial Ownership Policy for details on how property ownership may affect your eligibility.

2 About your household

Your household is everyone that will be living with you. It includes everyone who will be part of your household within 12 months of being housed, whether they currently live with you or not. 'Household' usually means the tenants and their children who live with them (full time or part of the time).

3 Health

If you have specific housing needs because of the health of someone in the household, then we need to know. You will need to arrange for a letter to support this from a health professional.

4 Pets

You need to provide details of all animals you wish to be housed with you. We have restrictions on keeping any pet other than:

- Small caged birds (not pigeons).
- Small caged animals, not requiring an import licence.
- Fish in a small aquarium.

5 Financial information

This section covers income (from employment, pensions, benefits, interest, maintenance payments or any other income), savings and investments of which you will have to provide proof of. The limits on Income and Savings are set out in the Partial Ownership Policy.

We'll make a decision on your gross income. That means the figure at the top of your payslip, before anything is taken off. You also have to include your payslips covering the last three months. If you're paid weekly, that means you should send us 12 payslips. If you are self-employed, it is your finalised tax returns for the last two years.

If you claim a pension, include the details of the amount of money that goes into your bank account. We'll work with you to make sure that we're taking account of the amount of tax you pay. You'll be asked to prove your pension entitlement.

Savings and investments

We need to know about any savings and investments. That means anything already in your current bank account, in any other accounts you have, and any savings like Premium Bonds, stocks, or shares. You have to send us proof of anything you own. Declare any interest that you get from your savings. You need to include bank statements from all household accounts for the last three months.

You will need to have a minimum amount of savings to go on our waiting lists. Please refer to the Partial Ownership Policy for current figures. This covers mortgage and legal fees. However we advise all applicants to save as much as possible as this amount may not be cover all your expenses.

6 Relationship to staff

We need to know if you are related to anyone working in the GHA or a States' Deputy on the Committee for Employment and Social Security. This will not affect your application.

7 Additional information

Complete this section with any information not covered elsewhere that you would like us to take into consideration when assessing your eligibility for Social Housing.

8 Declaration

The declaration needs to be read carefully and signed by every Applicant.

9 Checklist

Please make sure that you send in all the documentation required. If you do not provide all your supporting documentation, it will result in your application being delayed.