



Shared ownership application form



If you are interested in one of our shared ownership properties please read our shared ownership guidelines before completing this form, these guidelines contain useful information on how shared ownership applications are assessed and the eligibility criteria.

Please complete this application form fully and provide supporting documentation where required. This will ensure that we can process your application as quickly as possible. If any part of your form is incomplete, we will return it to you.

Once we have assessed your application, we will let you know whether you are eligible for the shared ownership scheme.

If you have any problems completing the form, please contact the Home Ownership Team on 01724 279900.

Right to Buy/Right to Acquire

Please **do not** complete this form if you are applying to buy the property you live in under the Right to Buy or Right to Acquire scheme. You can contact the Home Ownership Team on 01724 279900 and we will send you the correct application pack to be completed for these schemes, alternatively you can access the forms online at www.ongo.co.uk.

If you need any help completing this form, you can contact us as follows:

- Phone us on 01724 279900
- Email us at homeownership@ongo.co.uk

Please return the completed form to:

The Home Ownership Team
Ongo Homes
Ongo House,
High Street,
Scunthorpe,
North Lincolnshire,
DN15 6AT

Or: homeownership@ongo.co.uk

Section 1 – About you

1. Property you are applying for

2. Title

Applicant 1 Mr Mrs Miss Ms Other

Applicant 2 Mr Mrs Miss Ms Other

3. First Name

Applicant 1

Applicant 2

4. Last Name

Applicant 1

Applicant 2

5. Previous last name (if applicable)

Applicant 1

Applicant 2

6. Address and postcode

Applicant 1

Applicant 2

Postcode

Postcode

7. Date of birth (dd/mm/yyyy)

Applicant 1 / /

Applicant 2 / /

8. National Insurance number

Applicant 1

Applicant 2

9. Employment status / job title

Applicant 1

Applicant 2

10. When did you start working for your employer? If less than 12 months ago - please provide details of previous employers on separate sheet.

Applicant 1

Applicant 2

11. Contact details

	Applicant 1	Applicant 2
Home phone no.	<input type="text"/>	<input type="text"/>
Work phone no.	<input type="text"/>	<input type="text"/>
Mobile phone no.	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>

12. Which local authority area do you live in?

Applicant 1

Applicant 2

13. Which local authority area do you work in?

Applicant 1

Applicant 2

14. Are you permanently employed? If no, please state contract type.

Applicant 1

Applicant 2

15. Are you a key worker?

Applicant 1 Yes No Don't know

Applicant 2 Yes No Don't know

16. Are you a British/EU Citizen or do you have a permanent right to reside in the UK?

Applicant 1

Applicant 2

17. If no, what type of visa do you hold?

Applicant 1

Applicant 2

18. Address history – please list addresses for last three years

	Applicant 1	Applicant 2
A		
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
	<input type="text"/>	<input type="text"/>
Moved in	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Moved out	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Rented <input type="checkbox"/> Owned <input type="checkbox"/>	Rented <input type="checkbox"/> Owned <input type="checkbox"/>

	Applicant 1	Applicant 2
B		
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
	<input type="text"/>	<input type="text"/>
Moved in	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Moved out	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Rented <input type="checkbox"/> Owned <input type="checkbox"/>	Rented <input type="checkbox"/> Owned <input type="checkbox"/>

	Applicant 1	Applicant 2
C		
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
	<input type="text"/>	<input type="text"/>
Moved in	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Moved out	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Rented <input type="checkbox"/> Owned <input type="checkbox"/>	Rented <input type="checkbox"/> Owned <input type="checkbox"/>

Current landlord	<input type="text"/>	<input type="text"/>
Landlords address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
	<input type="text"/>	<input type="text"/>

19. What is your current living status?

Applicant 1 Applicant 2

- A first time buyer Applicant 1 Applicant 2
- An Ongo Homes tenant Applicant 1 Applicant 2
- Renting privately/living with family or friend Applicant 1 Applicant 2
- Local authority tenant Applicant 1 Applicant 2
- Renting from your employer Applicant 1 Applicant 2
- Current or previous homeowner Applicant 1 Applicant 2
- If you are a current home owner are you a leaseholder? Applicant 1 Applicant 2
- Temporary accommodation provided by a local authority or housing association Applicant 1 Applicant 2

If provided by a local authority or housing association, please give organisation details:

Applicant 1

Applicant 2

Other – please give details:

Applicant 1

Applicant 2

20. Are you or any joint applicant currently on a housing association or local authority waiting list?

Applicant 1 Yes No

Applicant 2 Yes No

If yes , please provide the following details

	Applicant 1	Applicant 2
Housing association or local authority	<input type="text"/>	<input type="text"/>

Banding	<input type="text"/>	<input type="text"/>
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Reference number	<input type="text"/>	<input type="text"/>
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21. How many bedrooms does your current property have?

Applicant 1 1 2 3 4 Other

Applicant 2 1 2 3 4 Other

22. What type of property is your current home?

Applicant 1 Applicant 2

- Studio/bedsit Applicant 1 Applicant 2
- Flat Applicant 1 Applicant 2
- House Applicant 1 Applicant 2
- Bungalow Applicant 1 Applicant 2

23. What type of property are you looking for?

	Applicant 1	Applicant 2
Studio/bedsit	<input type="checkbox"/>	<input type="checkbox"/>
Flat	<input type="checkbox"/>	<input type="checkbox"/>
House	<input type="checkbox"/>	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	<input type="checkbox"/>

24. What is the minimum amount of bedrooms you need?

Applicant 1	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	Other	<input type="text"/>
Applicant 2	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	Other	<input type="text"/>

25. Do you or anyone in your household have any specific housing needs?

Applicant 1 Yes No

Applicant 2 Yes No

If yes, please specify what your needs are.

Applicant 1

Applicant 2

26. Are you or anyone living in your household expecting a baby?

Applicant 1 Yes No Due date

Applicant 2 Yes No Due date

27. Are you or any joint applicant a member of the British Armed Forces or ex regular personnel or a former member of the armed forces honourably discharged in the last two years?

Applicant 1 Yes No

Applicant 2 Yes No

If yes, please provide details and evidence of service dates.

Applicant 1

Applicant 2

28. What dependants will be living with you?

<input type="checkbox"/> None	Applicant 1	Applicant 2
Name	<input type="text"/>	<input type="text"/>
Relationship to you	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>

	Applicant 1	Applicant 2
Name	<input type="text"/>	<input type="text"/>
Relationship to you	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>

	Applicant 1	Applicant 2
Name	<input type="text"/>	<input type="text"/>
Relationship to you	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>

29. How would you describe the composition of your household?

	Applicant 1	Applicant 2
Single	<input type="checkbox"/>	<input type="checkbox"/>
Single with children	<input type="checkbox"/>	<input type="checkbox"/>
Couple	<input type="checkbox"/>	<input type="checkbox"/>
Couple with children	<input type="checkbox"/>	<input type="checkbox"/>
Sharing	<input type="checkbox"/>	<input type="checkbox"/>

Section 2 – Your financial information

1. Total amount of savings held in your name

Applicant 1 £

Applicant 2 £

2. Gross income each year (before tax but not including bonuses or paid overtime), If you are self employed, give your net annual profit (after deductions)

Applicant 1 £

Applicant 2 £

3. Annual overtime/commission

Applicant 1 £

Applicant 2 £

4. Annual bonus

Applicant 1 £

Applicant 2 £

5. Child maintenance paid to you by a previous partner

Applicant 1 £ Weekly Monthly Annually

Applicant 2 £ Weekly Monthly Annually

6. Any other income

Applicant 1 £ Weekly Monthly Annually

Applicant 2 £ Weekly Monthly Annually

7. Monthly loan payments

Applicant 1 £

Applicant 2 £

8. Total outstanding balances on any credit cards

Applicant 1 £

Applicant 2 £

9. Disability living allowance

Applicant 1 £ Weekly Monthly Annually

Applicant 2 £ Weekly Monthly Annually

Any benefits paid to you, such as housing benefit, income support etc

10. Housing benefit

Applicant 1 £ Weekly Monthly Annually

Applicant 2 £ Weekly Monthly Annually

11. Income support

Applicant 1 £ Weekly Monthly Annually

Applicant 2 £ Weekly Monthly Annually

12. Pension

Applicant 1 £ Weekly Monthly Annually

Applicant 2 £ Weekly Monthly Annually

13. Employment and support allowance

Applicant 1 £ Weekly Monthly Annually

Applicant 2 £ Weekly Monthly Annually

14. Working tax credits

Applicant 1 £ Weekly Monthly Annually

Applicant 2 £ Weekly Monthly Annually

15. Guaranteed maintenance

Applicant 1 £ Weekly Monthly Annually

Applicant 2 £ Weekly Monthly Annually

16. Have you ever failed to make repayments on a loan/credit card?

Applicant 1 Yes No

Applicant 2 Yes No

17. Are you entered into an IVA (individual voluntary credit agreement)?

Applicant 1 Yes No

Applicant 2 Yes No

18. Have you ever had a CCJ (County Court Judgement)?

Applicant 1 Yes No

Applicant 2 Yes No

19. Have you ever been made bankrupt?

If yes, has this been discharged?

Applicant 1 Yes No

Applicant 1 Yes No

Applicant 2 Yes No

Applicant 2 Yes No

20. Have you ever had a home repossessed?

Applicant 1 Yes No

Applicant 2 Yes No

21. Do you have access to at least £1,500 to cover the cost of moving and legal fees?

(Stamp duty if applicable, is not included in this amount)

Applicant 1 Yes No

Applicant 2 Yes No

Section 3 – Additional information

1. Please provide details of any other residents excluding dependants who will be living with you

(please provide further details on an additional sheet of paper if you cannot fit all details below)

	Applicant 1	Applicant 2
Name	<input type="text"/>	<input type="text"/>
Relationship to you	<input type="text"/>	<input type="text"/>
Employment status	<input type="text"/>	<input type="text"/>
Will they be contributing to mortgage or rent payments?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual salary	<input type="text"/>	<input type="text"/>

2. Are you an Ongo employee or are you connected in any way to Ongo staff member or Board Member or that of any other Housing Association?

Applicant 1 Yes No

Applicant 2 Yes No

If yes, please provide further details:

Applicant 1

Applicant 2

Section 4 – Equal opportunities

This section of the form is not mandatory. However, the information you give will be used to promote equality and for monitoring purposes. By completing this form you are giving your consent for this information to be processed but it will not be made available to any third parties.

	Applicant 1	Applicant 2
Ethnic origin	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Gender	<input type="text"/>	<input type="text"/>
Sexual orientation	<input type="text"/>	<input type="text"/>

Does any household member consider themselves to have a disability?

Applicant 1	<input type="text"/>
Applicant 2	<input type="text"/>

Does any household member use a wheelchair?

Applicant 1	<input type="text"/>
Applicant 2	<input type="text"/>

Section 5 – Property ownership information

Fill in this section if you currently own a property

Is this the property in which you live?

Applicant 1 Yes No

Applicant 2 Yes No

If not, what is the address of the property you own?

	Applicant 1	Applicant 2
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/> Postcode	<input type="text"/> Postcode

If you do not live in the property, why not?

Applicant 1

Applicant 2

When did you buy the property?

	Applicant 1	Applicant 2
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Fill this part in if you are in the process of having your name removed from a mortgage.

What is the address of the property?

	Applicant 1	Applicant 2
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/> Postcode	<input type="text"/> Postcode

When will your name be removed?

	Applicant 1	Applicant 2
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

How much will you receive?

Applicant 1 £

Applicant 2 £

Section 6 – Questions and feedback

We are always trying to improve our services, so we are keen to find out your opinions. To help us do this, please take a few minutes to fill in this section.

Where did you hear about our service?

Applicant 1

- Ongo Homes website
 Colleagues/friends
 Local press
 Leaflet

Other

Applicant 2

- Ongo Homes website
 Colleagues/friends
 Local press
 Leaflet

Other

How did you contact us?

Applicant 1

- In person
 By phone
 By letter
 By email

Applicant 2

- In person
 By phone
 By letter
 By email

How strongly do you agree or disagree with the following statements?

The application form was easy to understand.

Applicant 1 Strongly agree Agree Disagree Strongly disagree

Applicant 2 Strongly agree Agree Disagree Strongly disagree

All guidance notes about the scheme were clear and concise.

Applicant 1 Strongly agree Agree Disagree Strongly disagree

Applicant 2 Strongly agree Agree Disagree Strongly disagree

I was treated fairly and sensitively by the Home Ownership Team.

Applicant 1 Strongly agree Agree Disagree Strongly disagree

Applicant 2 Strongly agree Agree Disagree Strongly disagree

How do you rate the following?

Speed of service

Applicant 1 Very good Good Satisfactory Poor Very poor

Applicant 2 Very good Good Satisfactory Poor Very poor

Helpfulness of staff

Applicant 1 Very good Good Satisfactory Poor Very poor

Applicant 2 Very good Good Satisfactory Poor Very poor

Politeness of staff

Applicant 1 Very good Good Satisfactory Poor Very poor
Applicant 2 Very good Good Satisfactory Poor Very poor

Knowledge of staff

Applicant 1 Very good Good Satisfactory Poor Very poor
Applicant 2 Very good Good Satisfactory Poor Very poor

Overall service

Applicant 1 Very good Good Satisfactory Poor Very poor
Applicant 2 Very good Good Satisfactory Poor Very poor

If you have any other comments or suggestions on the service we provided, please give them in the box below.

Applicant 1

Applicant 2

Supporting documents

Please also provide the following documents:

Tick if you have included the documents required.

Applicant 1

- Proof of current residency (driving licence, tenancy agreement etc)
- Copy of an up to date credit report
- Proof of ID – everyone applying must provide proof of their identity, such as a copy of the photograph identity page of a passport or a photo driving licence.
- The last 3 months wage slips for both applicants.
- If you are in receipt of child benefit or child working tax credits please provide evidence/
most recent pension statement.
- Evidence of savings sufficient to cover the costs of a house purchase.

Applicant 2

- Proof of current residency (driving licence, tenancy agreement etc)
- Copy of an up to date credit report
- Proof of ID – everyone applying must provide proof of their identity, such as a copy of the photograph identity page of a passport or a photo driving licence.
- The last 3 months wage slips for both applicants.
- If you are in receipt of child benefit or child working tax credits please provide evidence/
most recent pension statement.
- Evidence of savings sufficient to cover the costs of a house purchase.

Have you used any extra sheets or sent any other pieces of information?

	Sheet no.	Evidence
Applicant 1	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Applicant 2	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Section 7 – Signatures

Declaration

Prevention of fraud

Please provide consent to the following by ticking the relevant box:

- I/we declare that the information I/we have given in this application is to the best of my/our knowledge, true and accurate and I/we authorise Ongo Homes to make any enquiries necessary to verify the information given e.g. landlord reference requests. I/we will notify Ongo Homes immediately of any change of circumstance.
- I/we understand that if any of the information given on this form is incorrect and has been knowingly falsely made or if I/we withhold information requested, Ongo Homes might have grounds to recover possession of any property offered.
- I/we understand that neither the issue nor the acceptance of this form implies that a property will be made available to me/us.
- I/we have no objection to this information being shared and verified with our nominated affordability assessors, relevant local authority and for anti-fraud purposes. Information may also be shared for statistical surveys, which means we may pass this information in confidence to the Department of Communities and Local Government (DCLG) and agencies working on our and their behalf.
- I/we consent to Ongo Homes and/or its agents undertaking a search of any files held on me by Credit Reference Agencies. I/we declare the details of all assets and capital confirming all facts stated in this regard are correct at the time of application and acknowledge legal action may follow if false statements are made.
- It is understood that if I am/we are a council, housing association or other public sector tenant, I/we will have to give up my/our rented home on the day my/our new home becomes mine/ours if I/we buy or rent a home through the shared ownership scheme.

	Applicant 1	Applicant 2
Signature	<input type="text"/>	<input type="text"/>
Print name	<input type="text"/>	<input type="text"/>
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Data Protection Statement

Any personal information you provide to us on this form will be treated in accordance with current UK data protection law and our data protection policies, procedures and privacy notices in place from time to time. For full details of how we will use your personal information and comply with current UK data protection law please see our privacy notice. A copy of our privacy notice is available at www.ongo.co.uk or on request.

If you are enclosing supporting documentation, please only send photocopies as originals cannot be returned.

If you would like this publication in your language:

Jeśli chcesz tę ulotkę w języku polskim, zadzwoń na 01724 279900 (Polish)

Jei norėtumėte šio lapelio, savo kalbą, susisiekite su mumis 01724 279900 (Lithuanian)

Ja vēlaties šo instrukciju savā valodā, lūdzu, zvaniet mums uz 01724 279900 (Latvian)

Se você gostaria deste folheto na sua língua, por favor ligue para 01724 279900 (Portugese)

আপনি আপনার ভাষায় এই লিফলেট চান, অনুগ্রহ করে আমাদের সাথে 01724 279900 উপর কল (Bengali)

如果您想本小册子在你的语言，请致电 01724 279900 (Chinese)

إذا كان هناك شخص ما على الفور هذا المنشور في اللغة، دعوة 01724 279900 (Arabic)

Registered address

Ongo Homes Limited
Ongo House
High Street
Scunthorpe
North Lincolnshire
DN15 6AT

Telephone: 01724 279900

Text: 07500 077829

www.ongo.co.uk

