**New Supply Shared Equity (NSSE) Application form**

Please read the guidance notes for applicants before completing the application form.

###### **Part one – About the application**

1. Please tell us the address of the property you are interested in, or the name of the development, if known:

|  |
| --- |
| Property address/ name of development: |

2. How many people are applying to the New Supply Shared Equity scheme (applicants are all those who wish to be named as the owner of the property)? \_\_\_

3. Please give details of all applicants:

|  |  |
| --- | --- |
| **First applicant:** | **Second applicant:** |
| Name: | Name: |
| Current Address: | Current Address: |
| Postcode (in full): | Postcode (in full): |
| Telephone number:  Home  Work  Mobile | Telephone number:  Home  Work  Mobile |
| Email address: | Email address: |
| Date of birth: | Date of birth: |
| Relationship to other applicant: | Relationship to other applicant: |

**(If there are more than two applicants please use the space at the end of the form to tell us about the other people applying.)**

###### 

###### **Part two – Enclosures**

Please tick

(if provided)

1. Written evidence of your current accommodation status. \_\_\_\_\_\_

2. In the case of current home owners, evidence supporting your

need to move. \_\_\_\_\_\_

1. Written evidence of a mortgage quote (i.e. at least one Decision in Principle) \_\_\_\_\_\_

###### **Part three – About you**

**First applicant**

1. Are you a first-time buyer? Yes / No

2. Are you currently employed or in receipt of an employment offer in the area where the property is located?

Yes / No

If yes, please tell us about your employment.

|  |
| --- |
| Employer’s address:    Type of employment: |

3. Are you currently self-employed? Yes / No

If yes, please tell us about the kind of business you operate.

|  |
| --- |
| Company address:  Type of company:  Occupation: |

4. Do you have any local connection in the area in which you wish to live, for example, family or relatives?

Yes / No

If yes, please give us more information.

|  |
| --- |
|  |

5. How long have you lived in this area (if relevant)?

|  |
| --- |
|  |

6. If you wish to move into the area where the property is located please tell us why this is.

|  |
| --- |
|  |

7. Is this application in respect of your intended primary and only residence?

Yes / No

8. Have you left the Armed Forces in the past two years?

Yes / No

9. Are you a United Kingdom national?

Yes / No

If no, please provide written evidence that you have a right to permanent residency in the United Kingdom.

10. Are you in receipt of any other grant payments from our grant provider or   
 any other agency?

Yes / No

If yes, please state:

|  |
| --- |
|  |

**Second applicant**

11. Are you a first-time buyer? Yes / No

12. Are you currently employed or in receipt of an employment offer in the area where the property is located?

Yes / No

If yes, please tell us about your employment.

|  |
| --- |
| Employer’s address:    Type of employment: |

13. Are you currently self-employed? Yes / No

If yes, please tell us about the kind of business you operate.

|  |
| --- |
| Company address:  Type of company:  Occupation: |

14. Do you have any local connection in the area in which you wish to live, for example, family or relatives?

Yes / No

If yes, please give us more information.

|  |
| --- |
|  |

15. How long have you lived in this area (if relevant)?

|  |
| --- |
|  |

16. If you wish to move into the area where the property is located please tell us why this is.

|  |
| --- |
|  |

17. Is this application in respect of your intended primary and only residence?

Yes / No

18. Have you left the Armed Forces in the past two years?

Yes / No

19. Are you a United Kingdom national?

Yes / No

If no, please provide written evidence that you have a right to permanent residency in the United Kingdom.

20. Are you in receipt of any other grant payments from our grant provider or any other agency?

Yes / No

If yes, please state:

|  |
| --- |
|  |

**(If there are more than two applicants please use the space at the end of the form to tell us about the other people applying.)**

###### **Part four – Details of those who will be living with you**

1. Please tell us about the other people who will live in the property:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname** | **First name(s)** | **Date of birth** | **Relationship to applicant(s)** | **Occupation**  **(if applicable)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

###### **Part five – Current accommodation**

Do all applicants currently live in the same accommodation? Yes / No

If Yes, only complete Questions 1 to 7 in this section. If no, the second applicant must complete Questions 8 to 14.

You must provide written evidence of the accommodation status of **all** applicants regardless of whether they currently live in the same accommodation or live separately.

**First applicant**

1. How would you describe your current living arrangements?

Please tick

|  |  |
| --- | --- |
| Home owner |  |
| Local authority tenant |  |
| Registered Social Landlord (normally a housing association or housing co-operative) tenant |  |
| Private rented tenant (unfurnished accommodation) |  |
| Private rented tenant (furnished accommodation) |  |
| Lodger |  |
| Living with parents/relatives |  |
| Tied accommodation (Armed Forces) |  |
| Tied accommodation (non Armed Forces) |  |
| Other (please state): |  |

2. If you are a tenant, lodger or living in tied accommodation please give the name and address of your landlord:

|  |
| --- |
| Name:  Address: |

3. Are you on a local authority or Registered Social Landlord waiting list? If so, which?

|  |  |
| --- | --- |
| **Name of local authority/ Registered Social Landlord** | **How long have you been on the waiting list?** |
|  |  |
|  |  |
|  |  |
|  |  |

4. Please describe the type of accommodation that you live in:

Please tick

|  |  |
| --- | --- |
| House |  |
| Flat |  |
| Caravan |  |
| Hostel |  |
| Shared accommodation |  |
| Other (please state): |  |

5. How long have you lived in this accommodation?

|  |
| --- |
|  |

6. How many rooms are there in your present accommodation (excluding the kitchen, bathroom and any hall areas)?

|  |
| --- |
|  |

7. Please explain why you want to move from the house you currently live in:

|  |
| --- |
|  |

Please include Enclosure One – Evidence of accommodation status.

Please include Enclosure Two – Written support stating why you have to move from the house you own.

**Second applicant**

8. How would you describe your current living arrangements?

Please tick

|  |  |
| --- | --- |
| Home owner |  |
| Local authority tenant |  |
| Registered Social Landlord (normally a housing association or housing co-operative) tenant |  |
| Private rented tenant (unfurnished accommodation) |  |
| Private rented tenant (furnished accommodation) |  |
| Lodger |  |
| Living with parents/relatives |  |
| Tied accommodation (Armed Forces) |  |
| Tied accommodation (non Armed Forces) |  |
| Other (please state): |  |

9. If you are a tenant, lodger or living in tied accommodation please give the name and address of your landlord:

|  |
| --- |
| Name:  Address: |

10. Are you on a local authority or Registered Social Landlord waiting list? If so, which?

|  |  |
| --- | --- |
| **Name of local authority/ Registered Social Landlord** | **How long have you been on the waiting list?** |
|  |  |
|  |  |
|  |  |
|  |  |

11. Please describe the type of accommodation that you live in:

Please tick

|  |  |
| --- | --- |
| House |  |
| Flat |  |
| Caravan |  |
| Hostel |  |
| Shared accommodation |  |
| Other (please state): |  |

12. How long have you lived in this accommodation?

|  |
| --- |
|  |

13. How many rooms are there in your present accommodation (excluding the kitchen, bathroom and any hall areas)?

|  |
| --- |
|  |

14. Please explain why you want to move from the house you currently live in:

|  |
| --- |
|  |

Please include Enclosure One – Evidence of accommodation status.

Please include Enclosure Two – Written support stating why you have to move from the house you own.

###### **Part six – People with particular housing needs**

1. Do you or any member of your household have a disability or learning difficulty we should take into account?

Yes / No

If no, please go to Part seven.

2. Does this affect the type/ size/ design of property that you can live in?

Yes / No

If yes, please give us more information, for example, need full wheelchair access internally; need all electric power:

|  |
| --- |
|  |

3. Does this affect the location where you are able to purchase a house?

Yes / No

If yes, please give us more information, for example, need to be close to family/carer(s); need to be close to facilities – transport, schools:

|  |
| --- |
|  |

4. If you currently own your home, do you have written support from a professional (such as a doctor or occupational therapist) stating that your current property is not suitable for your needs? Yes / No

1. Who is providing this written support?

|  |
| --- |
|  |

###### **Part seven – Income assessment**

1. Gross earnings (per annum):

|  |  |
| --- | --- |
| First applicant | £ |
| Second applicant | £ |
| Other applicants | £ |
| Total earnings | £ |

2. Please specify any other income per annum:

|  |  |
| --- | --- |
| Sickness benefit | £ |
| Unemployment benefit | £ |
| Bank interest | £ |
| Superannuation or pension from previous employment | £ |
| Working families tax credit | £ |
| Widow’s pension | £ |
| Shareholder’s profits | £ |
| Other (please specify): | £  £  £ |

3. Please specify total personal contributions held:

|  |  |
| --- | --- |
| First applicant | £ |
| Second applicant | £ |
| Other applicants | £ |
| Total savings | £ |

4. Do any members of the household currently own their home?

Yes / No

If yes, how much equity do they expect to release from the sale of the property (that is the difference between the expected sale price and any loans secured over the property)?

|  |
| --- |
| £ |

5. Have any members of the household previously owned a home?

Yes / No

If yes, what profit did they make from the sale of this property?

|  |
| --- |
| £ |

6. Which lenders have you contacted regarding a mortgage for a New Supply Shared Equity property (if applicable)?

Please note that you are normally required to provide quotes from three different lenders. Where this is not possible, there should be clear justification of the reasons (see Question 8). The quotes must be from a qualifying lender such as a bank, building society or insurance company. Other lenders may be acceptable but you will need to check first with us whether the lender can provide a mortgage for the New Supply Shared Equity scheme. You may wish to consult an independent financial advisor if you have not done so already.

You should be able to obtain quotes that do not involve a credit search. Searches can leave ‘footprints’ on your credit history which may affect your ability to obtain credit. You should therefore confirm with the lender whether a quote will include any form of credit search. If a quote does require a credit search the lender should explain to you any potential consequences. The lender should also obtain your consent before carrying out the search.

|  |
| --- |
| **Lender 1** Name:  Address: |

|  |
| --- |
| **Lender 2** Name:  Address: |

|  |
| --- |
| **Lender 3** Name:  Address: |

7. What is the maximum value of the mortgage that you have been told you are entitled to?

|  |
| --- |
| £ |

8. Do you have written confirmation of the mortgage that you are entitled to from three different qualifying lenders?

Yes / No /NA

If no, please tell us why you have not been able to obtain three separate quotes.

|  |
| --- |
|  |

Please include Enclosure Three – Written evidence of the mortgage quotes which you have received from lenders (if applicable).

###### 

###### **Part eight – Solicitors who will be acting for you**

1. Which firm of solicitors have you contacted to act for you in the purchase of a property?

|  |
| --- |
| Name:  Address:  Solicitor responsible: |

Please note that if you have not already appointed a solicitor you should do so as soon as possible. You should make sure that they pass on their details to us as soon as they are appointed (see ‘Notes for applicants’).

**Part nine – Use of information**

For purchasers: You can access a copy of the Scottish Government’s Shared Equity Scheme Privacy Notice at <https://beta.gov.scot/publications/shared-equity-schemes-privacy-notice/>

This privacy notice illustrates how your personal information will be used by the Scottish Government in relation to the operation of its shared equity schemes and explains your rights under the General Data Protection Regulation (EU) 2016/679 and how to exercise these rights.

**Part ten – Signing the application form**

For joint applications both signatures are required.

I/ We confirm that I/ we would like to be considered for the New Supply Shared Equity scheme and that I/ we have fully considered the requirements of the scheme.

I/ We acknowledge and explicitly give my/ our consent to the Scottish Government and the registered social landlord processing my/ our personal data, including any Sensitive Personal Data as defined in the Data Protection Act 1998 in accordance with Part nine.

I/ We confirm that the information provided in this application form is to the best of my/ our knowledge and belief correct and accurate in all respects.

I/ We understand that the registered social landlord and the Scottish Government reserve the right to withdraw from any agreement with me/ us in the event that the information provided proves to have been false or misleading and that it is a criminal offence to knowingly or recklessly make a false declaration or withhold information reasonably required in connection with the application.

Signatory 1: Print name (including Mr/Mrs/Ms/Miss):

Signature 1:

Date:

Signatory 2: Print name (including Mr/Mrs/Ms/Miss):

Signature 2:

Date:

All applicants must sign this form **twice** – once here and once in the next section. The signature in the next section allows us to request information from the lender that has offered you a mortgage.

We may contact you after we have received the application form to ask you to sign letters giving us permission to contact other organisations mentioned in this form.

**Part eleven – Allowing us to request and share information**

I/ We hereby authorise (enter below the name and address of the lenders who you have spoken to about obtaining a mortgage, if applicable).

|  |
| --- |
| **Lender 1**  Name:  Address: |

|  |
| --- |
| **Lender 2**  Name:  Address: |

|  |
| --- |
| **Lender 3**  Name:  Address: |

to release any information about my/ our current financial situation which you might need in connection with my/ our application to purchase a home under the New Supply Shared Equity scheme.

Signatory 1: Print name (including Mr/Mrs/Ms/Miss):

Address:

Signature 1:

Date:

Signatory 2: Print name (including Mr/Mrs/Ms/Miss):

Address:

Signature 2:

Date:

###### 

###### **Application form for the New Supply Shared Equity scheme**

###### **Notes for applicants**

Please complete the application form using **BLOCK CAPITALS**.

**Part one** – **About the application**

Please tell us about the property you would like to buy.

Please also complete all your personal details and include a telephone number which would be useful if we need to clarify any details.

**Part two** – **Enclosures**

These are additional documents which must be provided where necessary in order to consider your application.

Enclosure one – Evidence of your accommodation status is required. For example, if you are a tenant, a copy of your tenancy agreement should be provided. You must provide written evidence of the accommodation status of **all** applicants regardless of whether they currently live in the same accommodation or live separately.

Enclosure two – If you currently own your home but need to move, you must provide evidence of why this is the case. For example, if you have particular housing needs arising from an impairment or disability and need to move you must provide written evidence from a professional (such as a doctor or occupational therapist) stating why your current home is unsuitable.

Enclosure three – You are normally required to provide at least one Decision in Principle from a mortgage provider. The quotes must be from a qualifying lender such as a bank, building society or insurance company. Other lenders may be acceptable but you will need to check first with us whether the lender can provide a mortgage for the New Supply Shared Equity scheme.

You should be able to obtain quotes that do not involve a credit search. Searches can leave ‘footprints’ on your credit history which may affect your ability to obtain credit. You should therefore confirm with the lender whether a quote will include any form of credit search. If a quote does require a credit search the lender should explain to you any potential consequences. The lender should also obtain your consent before carrying out the search.

**Part three** – **About you**

This part tells us whether you are a first-time buyer and gives us information about your current employment status.

You should provide details if you have any local connections in the area and, if you already live in the area, please say how long you have lived there. If you have not lived in the area before, you should tell us why you wish to move there.

This part of the form also asks you to confirm whether your application is in respect of your primary and only residence. It also asks you to confirm whether you have left the Armed Forces in the last two years, and whether you are a United Kingdom national. You should also let us know whether you are in receipt of any other grant payments.

This section should be completed for all applicants.

**Part four** – **Details of those who will be living with you**

This is to help us assess your house size requirements. Please give details of all those who will be living with you.

**Part five** – **Current accommodation**

Please give us details of your current accommodation. If **all** applicants currently live in the same accommodation you only need to complete Questions 1 to 7 in this section. If the applicants currently live in separate accommodation you must tell us about the living arrangements for each person.

Please note that you must provide written evidence of the accommodation status of **all** applicants regardless of whether they currently live in the same accommodation or live separately.

Please give us the details of your landlord, if applicable, and any housing waiting lists that you are currently on.

Please tell us about the type of accommodation that you currently live in. House/ apartment size should be based on the number of rooms in your accommodation excluding the kitchen, bathroom and any hall areas.

Please explain why you want to move from your current accommodation into a New Supply Shared Equity property.

Please provide Enclosure one – Evidence of accommodation status.

If applicable, please also provide Enclosure two – Evidence of why you have to move from the house that you own.

**Part six** – **People with particular housing needs**

We use the term ‘people with particular housing needs’ to describe people who have a need for a more expensive, larger or more specialised house. This need could arise as a result of a member of the household having a disability or impairment.

This section relates to information about any particular housing need that you or a member of your household has. Please give as much detail as possible about any special housing requirements that you have in relation to house type, size, design and location.

If you currently own your home but require a property which is more expensive as a result of your particular housing needs we will need to know the specific reasons for this. We need written support from a professional (such as a doctor or occupational therapist) stating why your current house is no longer suitable for your needs (Enclosure two).

**Part seven** – **Income assessment**

We need as much information as possible relating to your financial situation. We cannot assess your application unless you fully complete this section.

You will have to state all sources of finance. Your funds will be considered to be the total of:

* gross earnings, per single person or couple, as appropriate;
* any other income, comprising sickness benefit, unemployment benefit, bank interest, superannuation or pension from previous employment, working families tax credit, widow’s pension and shareholder’s profits; and
* personal contributions.

Personal contributions may comprise savings, gifts or any other financial contributions you can make. The definition of personal savings that we use includes: cash; Premium Bonds; stocks and shares; unit trusts; bank or building society accounts and fixed-term investments; the surrender value of any endowment policies; property; redundancy payments; and pension lump sum payments.

We will include personal contributions held by all prospective applicants.

You may retain £5,000 of any personal contributions held. Above this amount, 90 per cent of the balance will be treated as a contribution towards the purchase of a property.

If you already own a home you may still apply. However, any capital gain on your last owned property will be included as a personal contribution. You must tell us about the profit, or anticipated profit, from the sale of the property. The information must be validated by a solicitor if the application proceeds to the next stage.

You must purchase the maximum level of equity you can afford, taking into account other financial commitments and the associated costs of home ownership.

Please include Enclosure Three – Evidence of the maximum mortgage that you are able to raise.

###### **Part eight – Appointing a solicitor**

You should appoint a solicitor to act on your behalf to complete the work involved in buying a home as soon as possible if you have not already done so. You should ask them to notify us directly so that we can put them in contact with our own solicitors who will, if your application is successful, forward a formal offer to them as your agents.

Your mortgage provider or independent financial advisor may be able to recommend certain legal firms having regard to matters such as cost, experience and quality of service.

**YOU SHOULD ALSO ENSURE THAT YOUR SOLICITOR ADVISES YOU ON THE IMPLICATIONS OF THE SCHEME AND THE TERMS OF ALL DOCUMENTATION AND THAT YOU ARE SATISFIED WITH THE SAME BEFORE AGREEING TO ENTER INTO ANY LEGAL COMMITMENTS.**

The shared equity arrangements will include the granting of a mortgage (or ‘standard security’ as it is known in Scotland) to secure the rights of the Scottish Government. **YOU SHOULD CHECK THAT THIS MORTGAGE WILL MEET YOUR NEEDS IF YOU WANT TO MOVE OR SELL YOUR HOME, OR IF YOU WANT YOUR FAMILY TO INHERIT IT.**

**Part nine** – **Use of information**

This part sets out how information provided by you may be used and shared with others and advises you of your rights to obtain a copy of the information held and to request correction.

**Part ten** – **Signing the application form**

Please ensure that all applicants sign the application form. Each applicant must sign the form twice – here and in the next section.

**Part eleven** – **Allowing us to request and share information**

The signatures in this section allow us to request information from the lenders that have given you mortgage quotes.