

# Shared ownership application form

## PLEASE CONTACT US IF YOU NEED HELP TO COMPLETE THIS FORM

The information you give on this form will help us to assess if you qualify for a shared ownership property.

Shared ownership is a form of low cost home ownership that combines renting with buying. It is aimed at people who wish to own their home but are presently unable to buy outright. The purchaser owns a share of the home (either 25%, 50% or 75%) and then rents the remaining part from a housing association. The purchaser is also responsible for the full costs of contents insurance, legal fees, maintenance and repairs.

**Once the form is completed, please return to [sharedownership@dunedincanmore.org.uk](mailto:sharedownership@dunedincanmore.org.uk) or send to 8 New Mart Road, Edinburgh, EH14 1RL**

---

## Assessment

When allocating shared ownership properties, preference will be given to:

- First time buyers
- Those living in private rented housing
- Those living with family, friends or relatives
- Those lacking security of tenure in their current home
- Applicants registered on council or housing association/co-op waiting lists
- Current servicing and ex service personnel and their families.

Applicants applying for shared ownership will be considered if they meet one or more of the following criteria:

- Applicants should normally have a regular income
- Applicants who don't have a regular income, but have access to other funds, will be considered
- Applicants should meet our income criteria, earning a minimum of £21,000 per annum, and the maximum is £40,000 per annum.

## What happens next?

Once we receive your completed form, we will assess and check all the information you have provided. You will be contacted if you are being considered.

**Section 1**  
**Application details**

PLEASE USE BLOCK CAPITALS

**THIS FORM IS PRIVATE AND CONFIDENTIAL**

Address of the property you are applying for:

Postcode

**First applicant**

Title  Mr  Mrs  Miss  Ms Gender  Male  Female

Surname

First name(s)

Date of birth (dd/mm/yy)

Current address

Postcode

Telephone number

Mobile number

Email address

**Joint applicant**

Title  Mr  Mrs  Miss  Ms Gender  Male  Female

Surname

First name(s)

Date of birth (dd/mm/yy)

Current address

Postcode

Telephone number

Mobile number

Email address

**Are any of the people who are going to be living in the property on the Sex Offender Register?**

Yes  No

If yes, please give us the full name of the person(s) who have to be registered

**Section 1 (continued)**

PLEASE USE BLOCK CAPITALS

**Application details**

Are you a current home owner?

 Yes  No

If yes, please tell us the current status of your property

 On the market  Under offer**Are you currently registered on a housing list?** (please tick the appropriate box) Local council Housing association / Co-operative Edinburgh Common Housing List (Edindex)\*  Not on a waiting list

\*What is your Edindex number?

**Where do you currently stay?** (please tick the appropriate box) Current council / housing association tenant Staying with family / friends Owner / occupier Current shared ownership / shared equity Property that comes with your job Private rentIf you rent your home,  
please give us your  
landlord's name and  
address:

Postcode

Have you rented from Dunedin Canmore previously?

 Yes  NoAre you a member of the armed forces or a veteran who has left  
the forces in the last year or widow / widower / other partner of  
service personnel killed in action in the last year? Yes  No

**Section 1 (continued)**

PLEASE USE BLOCK CAPITALS

**Application details**

Has anyone ever taken action against you or anyone on your application for anti-social behaviour? (This would include written warnings, court action, previous evictions and Anti-Social Behaviour Orders).

 Yes  No

If yes, please give the full name or person(s) against whom action was taken:

Do you own a pet?

 Yes  No

If yes, please give details

**Please provide the details of all other persons you wish to share your home with:**

First name(s) and surname	Date of birth (dd/mm/yy)	Gender	Relationship to tenant
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	

How many bedrooms do you need?

Why are you seeking accommodation?

**Section 2**

PLEASE USE BLOCK CAPITALS

**Employment and financial details**

<b>First applicant</b>			
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Retired			
Employer			
Job title			
Employer's address			
Telephone number			
Gross annual salary	£	Net monthly income	£
Any other income	£	Capital savings	£
Total monthly outgoings such as rent, council tax, loans store / credit cards / maintenance payments			£

<b>Second applicant</b>			
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Retired			
Employer			
Job title			
Employer's address			
Telephone number			
Gross annual salary	£	Net monthly income	£
Any other income	£	Capital savings	£
Total monthly outgoings such as rent, council tax, loans store / credit cards / maintenance payments			£

**Section 2 (continued)**  
**Employment and financial details**

PLEASE USE BLOCK CAPITALS

I agree to provide three recent payslips and current bank statements to support my application.

<b>Applicant</b>	
Signature	
Date (dd/mm/yy)	

<b>Joint applicant</b>	
Signature	
Date (dd/mm/yy)	

**PLEASE PROVIDE THE ABOVE EVIDENCE WITH YOUR APPLICATION**

**Bank references**

We reserve the right to take up bank references or other relevant references for any applicant being considered for shared ownership property. We may also carry out a credit check.

**Section 3**  
**Declaration**

PLEASE USE BLOCK CAPITALS

I/we give consent for Dunedin Canmore to store sensitive personal information in accordance with provisions of the Data Protection Act 1988.

I/we understand that my/our details including my/our employer and bank details may be passed to debt collection agents and/or sheriff officers if I/we have not paid rent or other outstanding debts/ charges and/or left without paying or making arrangements to pay outstanding arrears.

I/we understand that I/we have a right to see information stored about me/us and that I/we can choose to have some of all of this information removed.

I/we understand that if my/our application is unsuccessful all of my/our details will be returned to you or destroyed in a secure environment and will not be held in paper form or electronically.

<b>Applicant</b>	
Signature	
Date (dd/mm/yy)	

<b>Joint applicant</b>	
Signature	
Date (dd/mm/yy)	

<b>Additional information</b>
Please use this space to tell us other information about your application

### Section 3 (continued)

#### Declaration

I/we declare that the information supplied by me/us in this application is correct.

I/we understand that supplying false or misleading information or deliberately withholding relevant information may result in the cancellation of my/our application.

Applicant	
Signature	
Date (dd/mm/yy)	

Joint applicant	
Signature	
Date (dd/mm/yy)	

I/we hereby give permission for the organisation to approach my/our current employer and my/our bank for confirmation of income details.

Applicant	
Signature	
Date (dd/mm/yy)	

Joint applicant	
Signature	
Date (dd/mm/yy)	

The organisation may approach your present or former landlord(s) to enquire if your tenancy has been satisfactory conducted. Your permission is requested so that information about your tenancy may be disclosed to the organisation to comply with the Data Protection Act.

Applicant	
Signature	
Date (dd/mm/yy)	

Joint applicant	
Signature	
Date (dd/mm/yy)	

#### Relationship to staff or committee members

Special permission is needed for us to offer housing to employees, committee members or their close relatives.

Are you or anyone on your application employed by or related to a member of Dunedin Canmore's staff or committee member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is their name and how are you related?	

**All information provided in connection with this application will be treated as confidential in accordance with our Confidentiality Policy. We also comply with the requirements of the Data Protection Act 1988.**

**We will accept nominations from all applicants. regardless of age, gender, race, colour, ethnic or national origin, religion, marital status, family circumstances, political or sexual orientation, medical condition or disability. We will comply with the requirements of the Race Relations Act 1976, the Sex Discrimination Act 1975 and the Disability Discriminations Act 1995.**

Under the Equality Act 2010, we must not discriminate against anybody because of their religion and belief when we provide services. To make sure we offer the same services and opportunities to all customers, no matter what their ethnic or racial background, faith or religion, we have included the following questions as part of our equal opportunities monitoring form. You do not have to fill in this form. If you do we will keep your information confidential and use it to create statistics only. It will not affect your application. Any personal details you provide will only be used to maintain your application and will not be used for any other purpose.

**1. Please tick one of the ethnic groups shown to tell us your ethnic background**

<b>White</b>	
<input type="checkbox"/> Scottish <input type="checkbox"/> English <input type="checkbox"/> Irish <input type="checkbox"/> Northern Irish <input type="checkbox"/> Welsh <input type="checkbox"/> British <input type="checkbox"/> Polish <input type="checkbox"/> Other white background <input type="checkbox"/> Any mixed background	
<b>Black, black Scottish or black British</b>	
<input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Black Scottish/British <input type="checkbox"/> Other black background	
<b>Asian, Asian Scottish or Asian British</b>	
<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Other Asian background	
<b>Other ethnic group</b>	
<input type="checkbox"/> Arab <input type="checkbox"/> Gypsy or Traveller	
<b>Multiple ethnic groups (do you consider yourself to be multi-racial):</b>	
<input type="checkbox"/> More than one ethnic group <input type="checkbox"/> I do not know	
Does anyone in your household have a different ethnic background?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details:

**2. What is your nationality? Please specify:**

--

**3. Please tick one of the boxes below to tell us your religion or belief.**

<input type="checkbox"/> I am not religious <input type="checkbox"/> Church of Scotland <input type="checkbox"/> Roman Catholic	
Other Christian faith (please complete)	
<input type="checkbox"/> Buddhist <input type="checkbox"/> Muslim <input type="checkbox"/> Hindu <input type="checkbox"/> Pagan <input type="checkbox"/> Jewish <input type="checkbox"/> Sikh	
Another religion (please complete)	

**4. If you are an Asylum Seeker, been granted Refugee status or you are a migrant worker, please tell us by ticking the correct box below: (this information is for monitoring purposes only and will not prejudice your application for housing)**

<input type="checkbox"/> Asylum Seeker <input type="checkbox"/> Refugee <input type="checkbox"/> Migrant worker
---



5. Domestic circumstances

**How would you describe your household composition?**

Single person    Couple    Single parent    Couple with children

6. Disability

We and our partner organisations wish to monitor applications from disabled persons. Under the terms of The Equalities Act 2010, disability is defined as: **a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on the individual’s ability to carry out normal day-to-day activities.**

**Do you or anyone in your household consider themselves to have a disability?**

Name	What is the nature of your disability?	Do you claim benefits for your disability?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

---

## Would you like more information?



---

Scotland's largest social landlord with more than 39,000 homes to let in Glasgow.

Call us on **0800 479 7979**.

You can email us at **lettings@wheatleyhomes-glasgow.com** or you can visit online at **www.wheatleyhomes-glasgow.com**

You can visit us at any of our local offices. To find the one nearest you, visit **www.wheatleyhomes-glasgow.com/contact-us/find-my-local-office**

## Loretto Housing

---

Providing more than 1,000 affordable homes in the central belt.

Call us on **0800 952 9292**.

You can email us at **lettings@lorettoha.co.uk** or you can visit online at **www.lorettoha.co.uk**

**Our address is**  
2nd floor, Lipton House  
170 Crown Street  
Glasgow G5 9DX



---

Providing 5200 homes in Edinburgh, the Lothians and Fife.

Call us on **0800 561 0088**.

You can email us at **sharedownership@dunedincanmore.org.uk** or you can visit online at **www.dunedincanmore.org.uk**

**Our address is**  
8 New Mart Road  
Edinburgh EH14 1RL

## WEST Lothian

---

A leading East of Scotland social landlord with homes for rent in communities in West Lothian.

Call us on **01506 416438**.

You can email us at **lettings@wlhp.org** or you can visit online at **www.wlhp.org**

**Our address is**  
62 North Bridge Street  
Bathgate EH48 4PP