



# Shared ownership

## Important information for applicants

**Please read this carefully. This information will help you understand how the shared ownership scheme works and what is involved in the application process. It will also explain what documents you need to provide and who to contact with any questions.**

### About this information

We want to make sure that everyone applying for shared ownership receives clear and consistent information. This document contains important information you should be aware of before starting your affordability assessment.

**This information applies to all shared ownership homes, including:**

- Shared ownership (standard)
- Home Ownership for People with Long-term Disabilities (HOLD)
- Older Persons Shared Ownership (OPSO)

### Your key information document (KID)

Please read the attached KID carefully as it contains essential details about the home you are interested in.

### Our application and assessment process

**Below is a summary of the steps involved in applying for shared ownership:**

- After viewing the property, submit your application to the Resales Team at Home Group. Email us at [Resales@homegroup.org.uk](mailto:Resales@homegroup.org.uk)
- Your eligibility for shared ownership will be assessed.
- If eligible, your details will be passed onto a panel mortgage advisor for an affordability assessment.
- Once your affordability assessment is complete, we will review the outcome.
- A decision will be made about whether you are able to proceed, and the share level you can purchase.

**Please note:**

- We operate a two-stage assessment process. Full documentation collection will be requested at stage two of the assessment process.
- If you are referred for a mortgage affordability assessment, this is not mortgage advice and does not guarantee you can get a mortgage.

## Minimum documents required

You will need to provide some documents to support your application. The exact documents may vary depending on your circumstances, but as a minimum you will usually provide:

- Proof of ID (passport or driving licence)
- Proof of address (utility bill or bank statement)
- Recent pay slips (usually last 3 months)
- Recent bank statements (usually last 3 months)
- Evidence of any savings and deposit funds
- Evidence of any existing financial commitments (e.g. loans, credit cards)

If you are self-employed or have other sources of income, further documents may be required. If you are unsure what to provide, your panel advisor will guide you.

## Important policies

The following policies will apply to your application:

- **First come first serve policy**
- **Minimum surplus income policy**

You can find full details of our policies on our [website](#).

## If you do not meet the requirements

- If you are not eligible for shared ownership, or you are unable to meet the requirements of the affordability assessment or our policies, your application may not be accepted.
- If you wish to purchase a different share than the share determined as affordable by your assessment, you must provide a clear and justifiable reason. We may either offer a different share or decline your application.

## Who does what in the application process

Application stage	Responsible party	Contact for queries
Applicant eligibility and prioritisation	Shared ownership provider	<b><a href="mailto:Resales@homegroup.org.uk">Resales@homegroup.org.uk</a></b> 0191 731 1445 option 3, then option 2
Financial affordability assessment	Mortgage broker/advisor (acting on behalf of provider)	<b><a href="mailto:chirpy@tmpmortgages.co.uk">chirpy@tmpmortgages.co.uk</a></b> 0800 4880 814
Application decision and share level	Shared ownership provider	<b><a href="mailto:Resales@homegroup.org.uk">Resales@homegroup.org.uk</a></b> 0191 731 1445 option 3, then option 2
Application of provider policies	Shared ownership provider	<b><a href="mailto:Resales@homegroup.org.uk">Resales@homegroup.org.uk</a></b> 0191 731 1445 option 3, then option 2
Mortgage advice (if requested)	Mortgage broker/advisor regulated by Financial Conduct Authority	<b><a href="mailto:chirpy@tmpmortgages.co.uk">chirpy@tmpmortgages.co.uk</a></b> 0800 4880 814
Complaints about application or decision	Shared ownership provider	<b><a href="mailto:Resales@homegroup.org.uk">Resales@homegroup.org.uk</a></b> 0191 731 1445 option 3, then option 2
Complaints about mortgage advice	Mortgage broker's own complaints procedure	<b><a href="mailto:chirpy@tmpmortgages.co.uk">chirpy@tmpmortgages.co.uk</a></b> 0800 4880 814

## Accessibility

If you require this information in a different format (for example, large print, braille, or another language), please let us know and we will do our best to assist.

This document is provided in accordance with Homes England guidance and will be updated periodically to ensure it remains current.