



Shared Ownership Application Form

Return your completed form to

Shared Ownership Sales Team
Emperor House
2 Emperor Way
Doxford International Business Park
Sunderland
SR3 3XR

For more information

0191 525 5620

sharedownership@gentoo.com

Schemes and developments

Which Shared Ownership schemes are you interested in?

New build Resale

Which home or development are you interested in?

What is the fewest number of bedrooms that you need?

Two Three Four

Do you or anyone who will live with you have any specific housing requirements?

Yes No

If yes, what are their requirements?

For example, a ground floor because they are a wheelchair user

Eligibility

Shared Ownership is for those who have a total household income of £80,000 a year or less. It is for people who can't afford to buy a home on the open market, but who can afford to buy and maintain a Shared Ownership home.

The information you provide helps us to assess your eligibility for Shared Ownership. If you are considered eligible then we and any mortgage lender who will help fund the purchase will complete more detailed checks on your income and spending.

The cost of buying a home could include mortgage, legal, administration and valuation fees. It is important to make sure that you have enough savings cover these as well as your deposit.

Is this a single or joint application?

Single application

Joint application

If it is a joint application, what is the relationship between the first and second applicants?

	First applicant		Second applicant	
Is your gross yearly total household income before tax less than £80,000 a year?	Yes	No	Yes	No
If you are currently renting, are you in rent arrears?	Yes	No	Yes	No
	Not renting		Not renting	
Do you have a history of rent arrears?	Yes	No	Yes	No

If you do have a history of rent arrears, enter brief details of the arrears

Income from employment, pensions and investments

	First applicant	Second applicant
Total gross yearly income from employment before tax and deductions, excluding overtime, bonuses and commissions		
Total yearly overtime, bonuses and commissions		

First applicant

Second applicant

Total gross yearly income from pensions, investments or other sources before tax and deductions, excluding benefits

Income from benefits

For each benefit, enter how much the first applicant and second applicant get a year.

First applicant

Second applicant

Housing Benefit

Universal Credit

Working Tax Credit

Child Tax Credit

Child Benefit

Disability Living Allowance

Personal Independence Payment

Employment and Support Allowance

Any other benefit, enter details including how much you get a year

Payments and loans

Total outstanding credit card balances

Total monthly loan or hire purchase payments

Savings

Total amount of savings

Amount of savings that will be used for the deposit

Other financial information

Enter any other financial information relevant to your application or any supporting information you want to include

About you

	First applicant	Second applicant
Title		
First name		
Middle names		
Last name		
Date of birth		
Gender identity	Female Male Non-binary Prefer not to say	Female Male Non-binary Prefer not to say
National Insurance number (optional)		
Address including postcode		

If you have lived at your address less than 3 years, enter your previous address

First applicant**Second applicant**

Preferred telephone number

Alternative telephone number

Email address

Name of the local council where you live

Name of the council where you work

Are you a British or EU or EEA citizen? Yes No Yes No

(optional)

Are you a serving member of the armed forces? Yes No Yes No

Are you a surviving partner of a member of the armed forces? Yes No Yes No

Are you an ex-regular service personnel, honourably discharged within the last 24 months? Yes No Yes No

Are you an employee of, or related to an employee of Gentoo? Yes No Yes No

Your ethnic group**First applicant****Second applicant**

Prefer not to say

Prefer not to say

White

English, Welsh, Scottish, Northern Irish or British

English, Welsh, Scottish, Northern Irish or British

Irish

Irish

Gypsy or Irish Traveller

Gypsy or Irish Traveller

Any other White background

Any other White background

Mixed or multiple ethnic groups

White and Black Caribbean

White and Black Caribbean

White and Black African

White and Black African

White and Asian

White and Asian

Any other mixed or multiple ethnic background

Any other mixed or multiple ethnic background

First applicant

Asian or Asian British

Bangladeshi
Chinese
Indian
Pakistani
Any other Asian background

Black, African, Caribbean or Black British

African
Caribbean
Any other Black, African or Caribbean background

Arab or any other ethnic group

Arab
Any other ethnic group

If you selected an option that starts with “any other”, how would you describe your background?

Second applicant

Bangladeshi
Chinese
Indian
Pakistani
Any other Asian background

African
Caribbean
Any other Black, African or Caribbean background

Arab
Any other ethnic group

If you selected an option that starts with “any other”, how would you describe your background?

Your nationality

First applicant

United Kingdom
Republic of Ireland
European Economic Area (EEA) country, excluding Ireland
Afghanistan
Ukraine
Prefer not to say
Other, enter details

Second applicant

United Kingdom
Republic of Ireland
European Economic Area (EEA) country, excluding Ireland
Afghanistan
Ukraine
Prefer not to say
Other, enter details

Your working situation

First applicant

Full-time (30 hours or more)
Part-time (less than 30 hours)
Full-time student
In government training into work
Jobseeker
Not seeking work
Unable to work because of long-term sickness or disability
Retired
Child under 16
Prefer not to say
Other, enter details

Second applicant

Full-time (30 hours or more)
Part-time (less than 30 hours)
Full-time student
In government training into work
Jobseeker
Not seeking work
Unable to work because of long-term sickness or disability
Retired
Child under 16
Prefer not to say
Other, enter details

Your current housing situation

Select all that apply

Option	First applicant		Second applicant	
First-time buyer	Yes	No	Yes	No
On the council housing waiting list	Yes	No	Yes	No
Current homeowner	Yes	No	Yes	No
Current shared owner	Yes	No	Yes	No
Council or housing association tenant	Yes	No	Yes	No
Private renter	Yes	No	Yes	No
Name of landlord				
Living with friends or family	Yes	No	Yes	No
Armed forces accommodation	Yes	No	Yes	No

Option

Other, enter details

First applicant

Second applicant

Current homeowners

Question

First applicant

Second applicant

Do you or anyone living in your home currently own a property in the UK or overseas? This means you are listed on the title deeds.

Yes

No

Yes

No

If yes, what is the address?

If yes, are you selling your property?

Yes

No

Yes

No

If you are selling your property, what stage is the sale process at?

No action taken yet

On the market

Offer accepted

Solicitors instructed

Contracts exchanged

No action taken yet

On the market

Offer accepted

Solicitors instructed

Contracts exchanged

When do you expect to complete the sale? If you do not know, enter 'Not known'.

Your household

How would you describe your household?

Single

Single with children

Couple

Couple with children

Sharing

Pregnancy

Is anybody in your household pregnant?

Yes

No

Prefer not to say

Other people living in your home

For relationship to first applicant, enter 'Child', 'Partner', whatever the relationship is, like 'Parent', or 'Prefer not to say'.

For gender identity, enter 'Female', 'Male', 'Non-binary' or 'Prefer not to say'.

For working situation, enter:

- Full-time (30 hours or more)
- Part-time (less than 30 hours)
- Full-time student
- In government training into work
- Jobseeker
- Not seeking work
- Unable to work because of long-term sickness or disability
- Retired
- Child under 16
- Prefer not to say

If the working situation is not listed, enter a description.

Full name	Relationship to first applicant	Date of birth	Gender identity	Working situation
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Reasonable adjustments

Do you need any reasonable adjustments for the application process?

Yes No

If yes, enter details

Disabled access needs

Does anybody in your household have any disabled access needs?

Yes No Unsure

If yes, what are their needs?

Select all that apply

Fully wheelchair-accessible housing

Wheelchair access to essential rooms

Level access housing

Other disabled access needs, enter details

Physical or mental health conditions

Does anybody in your household have a physical or mental health condition or other illness expected to last 12 months or more?

Yes No Prefer not to say

If yes, how does their condition or illness affect them?

Select all that apply

Prefer not to say

Dexterity, for example lifting and carrying objects, or using a keyboard

Learning or understanding or concentrating

Hearing, for example deafness or partial hearing

Memory

Mental health, for example depression or anxiety

Mobility, for example walking short distances or climbing stairs

Socially or behaviourally, for example anything associated with autism spectrum disorder (ASD), including Asperger's, or attention deficit hyperactivity disorder (ADHD)

Stamina or breathing or fatigue

Vision, for example blindness or partial sight

Other, enter details

Communication methods

Do you need information in an alternative format?

Yes No

If yes, select the alternative formats you need

Audio

Large print

Other, enter details

Declaration

Gentoo follows the General Data Protection Regulation and the Data Protection Act 2018. Gentoo will only use and store your personal data for the purpose of processing your application for housing. All information will be treated in the strictest confidence.

We may share information with your landlord and employer, who we may contact as part of your application to get further information.

We must protect the public funds we handle and so may use and disclose your information to detect and prevent fraud and other crimes.

Personal data like ethnic group, physical and mental health conditions is required by the Department for Levelling Up, Housing and Communities.

By signing and sending Gentoo a completed application form, you confirm that:

- you have read and agree to the declaration
- all the information you have provided is correct

First applicant

Second applicant

Signature

Date

Gentoo Group Limited is a charitable community benefit society.
Our registration number is 7302.