

House Sales

incorporating Equity Sharing

Application Form

**Every section of this form must be completed.
Where any question is not
relevant to your application
tick 'No' or 'None' in the box provided.**

Failure to complete the application could result in delay

Completed forms should be returned to:

**Land and Property
Northern Ireland Housing Executive**

**If you have difficulties in completing this form
please contact the above office for assistance.**

**For Internal Use
Ref No:**

**Housing
Executive**

www.nihe.gov.uk

Part A: Tenancy Details

Address

Contact Details:

Tel No: (Home)

Tel No: (Work)

Mobile No:

E Mail:

Date your tenancy commenced:

Please provide details for each Tenant/Joint Tenant:

	First Name	Surname	Date of Birth	National Insurance No:
Tenant 1:				
Tenant 2:				
Tenant 3:				
Tenant 4:				

Have any of the above been previously known by a different name (including maiden name)?
Please tick the appropriate box. If Yes please provide details of the previously held name

Tenant 1:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Details: <input type="text"/>
Tenant 2:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Details: <input type="text"/>
Tenant 3:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Details: <input type="text"/>
Tenant 4:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Details: <input type="text"/>

Have you made improvements to the dwelling at your own expense? Yes No

If Yes, please provide details of the improvements (including structural improvements)

Does the dwelling have a stairlift or a through floor lift installed? Yes No

Part B: Previous Tenancy Periods

Failure to complete this section could result in a loss of discount.

Have you ever previously been a tenant of the Housing Executive, a Housing Association or a public authority in the UK prior to your current tenancy?

(Please refer to the list within the House Sales incorporating Equity Sharing booklet)

Yes No

Address	Town	From	To	Landlord

Please note, proof of tenancy is required for non-Housing Executive tenancies (see advice notes).

Part C: Additional Purchasers

Provide details of any additional people who wish to purchase the dwelling with you.

Purchasers who are not joint tenants must be resident with you for at least 12 months at the date of this application.

Proof of residency is required (See advice notes). If there are no joint purchasers write **NONE**

First Name	Surname	Date of Birth	National Insurance No:	Relationship to Tenant

Part D: Previous House Sales Purchases

Have you or any of the above joint purchasers previously purchased a Housing Executive, Housing Association or a Public Authority dwelling in the UK?

Yes No

Full Name	Address of Dwelling Purchased	Date Purchased	Discount Received

Part E: Miscellaneous

Are you or any persons applying to purchase your home with you, an employee,

or related to an employee or to a member of the Board of the Housing Executive? Yes No

If Yes, please provide the employees / Board Members name, relationship and staff number.

Name	Relationship	Staff No

PART F: Equity Sharing

Under Equity Sharing tenants can purchase a minimum of 25% of their home. Tenants interested in purchasing equity in their home need not specify the percentage they wish to purchase until the market value of the dwelling has been assessed.

Part G: Housing Benefit - Housing Finance

This section is used to help counteract Housing Benefit fraud and for statistical information gathering.

Are you in receipt of Housing Benefit? Yes No

Are you in receipt of Income Support/Job Seekers Allowance? Yes No

Provide details of how this House Sale/Equity Purchase is being funded by ticking the most appropriate box.

Building Society Loan Cash

Bank Loan Other

Private Loan If other, please specify

Part H: Declaration - Please read this declaration carefully.

This declaration must be signed by all tenants listed in Part A and all additional purchasers listed in PART C.

I/we understand that providing false information or withholding information may lead to prosecution.

I am interested in purchasing all/part of the equity in the above dwelling which I occupy as a secure tenant.

I confirm the dwelling is used as my only or principal home, and is not used for any business or commercial purpose.

Signature:	<input type="text"/>	Tenant	Date:	<input type="text"/>
Signature:	<input type="text"/>	Joint Tenant or Purchaser	Date:	<input type="text"/>
Signature:	<input type="text"/>	Joint Tenant or Purchaser	Date:	<input type="text"/>
Signature:	<input type="text"/>	Joint Tenant or Purchaser	Date:	<input type="text"/>

Checklist

- * Have you answered all the questions in the application?
- * If you have held a tenancy under a different name have you enclosed the necessary evidence?
- * Have you provided proof if you held a previous tenancy?
- * Have all joint purchasers detailed in Part C provided proof of residency?
- * Have you and all joint purchasers signed and dated this application?
- * Have you declared whether you are in receipt of Housing Benefit?

Failure to complete any part of this form, (with the exception of Parts F and G) may result in a delay in processing your application or the loss of eligible discount.

Advice Notes

The application form must be fully and accurately completed. Incomplete applications will be returned to the applicant. Application forms will not be considered valid until it is fully completed and any required supporting documentation is received by the Housing Executive.

Part A

All details must be completed. Provision of your home, work and mobile telephone numbers and e mail address can be used by the Independent Valuer to contact you to arrange the necessary valuation inspection of your home and help prevent delay in processing the application.

Part B

If you indicate your eligibility to purchase is based upon your time as a tenant in a non Housing Executive tenancy, you **must** provide proof of this tenancy. Failure to provide proof may impact on your entitlement to buy or result in a loss of discount. If any of the previous tenancy period(s) were held in a different name the following documentary evidence is required:

- A Birth Certificate (where the tenancy was held in your maiden name)
- A Marriage Certificate (where the tenancy was held in a previous married name).
- Deed Poll (where your name has been changed by deed poll).

Part C

Joint Applicants:

If you want to buy your home (or an equity share of it) with others, a maximum of 4 purchasers is permitted.

If you receive Housing Benefit, the other applicant(s) must be declared on your Housing Benefit claim, otherwise they will not be considered on your application.

If you do not receive Housing Benefit, then any other applicant who is not a joint tenant will be asked to provide proof of their residence for the 12 months before we received the application.

Two items of proof are required:

- Residency of the 12 months prior to application
- Current occupancy

The following examples are acceptable items of proof

- Benefit notification
- Wage / Salary Slips
- Bank / Building Society Statements
- Utility Bills

If a joint purchaser is your legal spouse you should send a copy of your marriage certificate.

National Insurance Numbers must be provided for all joint purchasers.

Part D

Please complete this section as failure to do so may affect the discount you may be entitled to.

Part E

Please complete if applicable.

Part G

This section is used to collate statistical data and helps to combat fraud.

Part H

All applicants must sign and date this section. The application form will be returned as incomplete if this section is not correctly completed.

If you are entitled to buy or lease your home the Housing Executive will provide the valuation and an *indication of the housing costs if you proceed with the application. At this stage you can advise the Housing Executive of the amount of equity you wish to purchase.

* The costs quoted will be based upon a typical High Street Mortgage Provider on a 25 year repayment mortgage. Lending institutions may offer different, better or cheaper products. Further information regarding the House Sales Scheme incorporating Equity Sharing is available from the Housing Executive's website www.nihe.gov.uk

Land and Property (Belfast)

32 – 34 Great Victoria Street
Belfast
Belfast BT2 7BA
Tel No: 08448 920 902

Covering Belfast City Council area

Land and Property (North)

Richmond Chambers
The Diamond
Londonderry BT48 6QP
Tel No: 08448 920 902

Covering Antrim, Ballymena, Ballymoney, Carrickfergus,
Cookstown, Coleraine, Derry City, Larne, Limavady, Moyle,
Newtownabbey, Magherafelt, Omagh and Strabane Council areas

Land and Property (South)

Marlborough House
Central Way
Craigavon BT64 1AJ
Tel No: 08448 920 902

Covering Armagh, Banbridge, Castlereagh, Craigavon, Dungannon,
Downpatrick, Fermanagh, Lisburn, Newry, Newtownards and North Down, Council areas

Calls will be charged at 3ppm from a BT landline.
Calls from mobiles and other networks may vary.
The number below can be used if you have a telephone package
which offers free daytime calls or as an alternative number
for mobile users - 02890 240588

**Housing
Executive**

DPS/58/02/09
www.nihe.gov.uk