

Shared Ownership Applicant Procedure

Guidance and process for buying
a re-sale home

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Our Shared Ownership Applicant Procedure for the re-sale of our existing homes, helps ensure the process of buying a shared ownership home is fair, due to the demand and the guidelines set by Homes England. Our procedure is split into two sections, as follows.

1. Initial interest of the property

- Estate agents will market re-sale properties and deal with any enquiries, prioritising potential purchasers and the arrangement of viewings and carrying out necessary affordability checks.
- The estate agent will contact Flagship Homes to confirm the details of a prospective purchaser.
- Flagship Homes will require a copy of your photo ID, proof of address and National Insurance number to carry out anti-money laundering checks.

2. Assessment and offer

- Flagship Homes will review the documentation provided by the estate agent. The applicant or joint applicants whose documentation, eligibility and affordability meet the criteria will be contacted accordingly to begin the application process.
- Where applicable priority will be given to Ministry of Defence personnel as per the Capital Funding Guide provision.
- The successful applicant(s) are qualified by a mortgage/financial advisor from our panel, who is a specialist in shared ownership. A full financial affordability assessment is undertaken using the Homes England budget planner and documentation is supplied to Flagship Homes for review. (You're not obliged to use the advisor to proceed with your full mortgage application).
- The sales advisor will review the documents and if the application is successful the prospective purchaser(s) are informed.



How to contact us

Flagship Homes Sales Team

31 King Street, Norwich, Norfolk NR1 1PD

Telephone: 01603 255444

Email: sales@flagship-homes.co.uk

Web: flagship-homes.co.uk

Our sales team is available to assist you

Monday - Thursday: 9.00am - 5.00pm

Fridays: 9:00am - 4:30pm

Flagship Homes is part of the Flagship Group

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