Eligibility Criteria for Shared Ownership Properties

To be considered for a shared ownership property you must:

- Have a gross household income of no more than £80,000 or/and
- Be unable to purchase a suitable property for your housing needs on the open market.

One of the following must also be true:

- You are a first-time buyer
- You used to own a home but cannot afford to buy one now
- You are forming a new household - for example, after a relationship breakdown
- You are an existing shared owner, and you want to move
- You own a home and want to move but cannot afford to buy a new home for your needs

First priority group: Initial priority will be given to:

- Those on the BCP Council Housing Register.
- Existing social housing tenants within the BCP Council area.

Applicants within this group will be considered on a first-come, first-served basis, provided that they meet the relevant eligibility and affordability criteria.

The basis for using a first come first served approach is based upon:

- Whoever is first to pass their financial assessment with a mortgage advisor on our panel and are eligible for shared ownership by submitting our shared ownership form.
- This is done to ensure potential customers are not inconvenienced unnecessarily with potential abortive costs.
- For the avoidance of doubt if multiple applicants arrive at the same time, they will be prioritised by date received, then by time if required.

Second priority group: If demand from the first priority groups is insufficient after the initial marketing period of 4 weeks, then priority will be given to:

- Anyone else with a local connection to the BCP Council area.
- Serving military personnel and former members of the British Armed Forces discharged in the last two years.

Third priority group: If demand is still insufficient after a further marketing period of 4 weeks, then priority will be given to any other applicant who:

- Has a gross income of no more than £80,000 or/and
- Be unable to purchase a suitable property on the open market.

Applications from the second and third priority groups will also be dealt with on a first-come, first served basis.

Applicants who are subject to immigration control may apply for a shared ownership home where they are lawfully able to access the product and can demonstrate that they meet the eligibility and affordability criteria. Each application will be considered on its individual facts, including lender requirements, affordability and the applicant's ability to complete and sustain the purchase.

The council will seek the required documentation as set out in appendix A as part of any sale process.

Local connection

Those applicants who are on our housing register or who are an existing social housing tenant or shared owner within the BCP Council area do not need to demonstrate that they have a local connection.

Serving military personnel and former members of the British Armed Forces discharged in the last two years will not be required to meet the local connection criteria, in accordance with national guidance.

For all other applicants the following local connection rules apply:

- Currently resident in the BCP Council area and have done so continuously for the last 2 years (any breaks in residency will be considered on a case-by-case basis) or;
- Are employed in the BCP Council area and have been so for the last 12 months on a permanent contract, working more than 16 hours per week. Employment means the actual physical place of work rather than, for example, the location of the employer's head office.
- For self-employed applicants, the registered address for tax purposes must be in the BCP Council area and have been so for at least the last 12 months continuously, prior to the date of the application.
- If an applicant is on a zero hours contract, an assessment will be made to ensure that they have been working for an average of 16 hours per week over the past 12 months.

Assessment

The council will arrange for an assessment of individual applicants to be undertaken to:

1. Ensure that they meet all eligibility criteria
2. Assess what share they can afford
3. Ensure that their purchase is affordable and sustainable.
4. Not own another property. If one is owned, then this must be sold subject to contract before the purchase of a shared ownership home can complete.

Appendix A: Required documentation

Proof of Identification All Applicants – one from Group 1 or two from Group 2	
Group 1	Group 2
A UK passport	A full UK birth or adoption certificate
A passport or national identity card EEA or Swiss national	A current full or provisional photo card UK driving licence.
A registration certificate EEA or Swiss National	A letter from HM Prison Service
A biometric 'residence permit'	A letter from UK government department or Local Authority
A passport or other 'travel document' of a non-UK resident	A letter from National Offender Management Service
A current immigration status document issued by the Home Office.	HM forces evidence
A certificate of registration or naturalisation as a British citizen.	A letter from a UK police force
	Employer letter
	Letter from UK Higher or Further Education Institution
	Benefits paperwork
	Disclosure and Barring Service Certificate
	Current English National Concessionary Travel (Bus Pass)
Priority 1 Group	
Housing Register Applicants	Confirmation from BCP Council of current housing application.
Existing social housing tenants within BCP Council	BCP Council tenants – confirmation from BCP Homes.
	Other social housing tenants – confirmation letter from landlord.
Priority 2 Group	
Anyone else with a local connection	Letter from employer confirming location and time in role, hours worked and permanent contract. OR Tax returns showing registered address for tax purposes for the last 12 months. OR Proof of residency over a two-year period set out in two of the documents listed below: • Utility Bills e.g. Gas, Electricity, Water • Award letter from the Department of Work and Pensions/Job Centre Plus/Pension Service • Letters from official bodies e.g. Council Tax, Housing Benefit, Schools, NHS, Solicitors, Social Services etc.

	• Mortgage Statement • Council Tax Statement • Bank statements
Serving military personnel and former members of the British Armed Forces discharged in the last two years.	Official ID card (MOD Form 90) issued to all serving armed forces personnel. Certificate of discharge Veterans ID card