

Completing your Application

some hints and tips



We hope this list will help you to check that you have the documents needed to make a complete application. Many questions on the application have *Yes* or *No* tick box answers. Where the answer is *Yes*, you may need to provide relevant evidence with your application. (This list is not exhaustive. We may still need to ask you for other documents as part of the assessment process).

For information on when you can next send in an application, please check the latest handout on the Co-Ownership applications draw.

To start with, you will need -

Application form	You can get this posted out from our office or print it off our website. It must be signed by each applicant. The application booklet contains landlords forms, employers forms and an equal opportunities form. Landlords forms and employers forms may be sent in separately. The equal opportunities form must accompany the application.
£250 fee	Standard fee amount, no matter how many applicants.

Then –

For <u>each</u> applicant, where relevant, the following documents should accompany the application form and fee	
Proof of identity and address	Two ID documents required, one with your name and photograph and one with your address. These can be certified copies if you prefer not to send in originals. Your proof of address must be dated within the last 3 months (eg, utilities bill).
Equal opportunities form	You can, if you wish, select the <i>Not Stated</i> option on this form.
Bank statements	For your current account, covering the 3 months period before you apply.

Credit reports	<p>Your credit report must be entirely clear of late or missed payments on all accounts for a minimum of 12 consecutive months immediately preceding the date of application, with no unsettled balances on older, inactive accounts.</p> <p>Credit reports are obtainable from various companies. Your report must be the latest edition available at the time you apply (records are updated every month).</p> <p>Your credit report must cover at least the past 3 years, have no hidden information and contain:</p> <ul style="list-style-type: none"> • personal information • financial associates information • electoral register information • credit agreements/account information • other credit checks information • court information • notices of dispute/correction.
Proof of income	<p>INCOME FROM EMPLOYMENT</p> <ul style="list-style-type: none"> • Payslips covering the 6 months period before you apply • Latest P60 • Employers form (does not have to be sent in with your application form) <p>INCOME IF SELF EMPLOYED</p> <ul style="list-style-type: none"> • Accounts for the previous 2 complete financial years, plus current year's projection. <p>OTHER SOURCES OF INCOME include</p> <ul style="list-style-type: none"> • Tax credits • Benefits • Pensions • Maintenance • Savings <p>Where these apply to you, you will need to include appropriate documentary evidence.</p>
Borrowings	<p>Your household must owe no more than £5,000 in total at the time you apply (not including student loans).</p> <p>Evidence will required for all borrowings: amount, purpose, repayments, balance outstanding.</p>
Property brochure or leaflet	<p>This is the information leaflet from the selling agent (not needed if your property is a private sale).</p>

You can always add in any other information you feel is relevant at this stage – and mark on the Evidence Checklist page under “Other” what you are enclosing.