

Appendix 1a:

NEW FOREST DISTRICT COUNCIL FIRST COME FIRST SERVED SHARED OWNERSHIP SALES POLICY

1. Eligibility

- 1.1 To qualify for the Council's Shared Ownership Scheme, applicants must meet the National eligibility criteria set out in this policy and the Shared Ownership Policy.
- 1.2 In exceptional situations, where the general eligibility cannot be met, the Council will review the applicant's situation and where appropriate prepare a business case for referral to Home England. Each case will be considered on its individual circumstances.
- 1.3 Where applicants apply jointly, both applicants for shared ownership must meet the general eligibility. Where site specific eligibility criteria apply, it is acceptable for one of the applicants to meet the requirements.

2 Prioritisation of applications

- 2.1 The Council will consider applications for shared ownership in a consistent, transparent manner in accordance with this Policy, its Shared Ownership Policy and Homes England regulation and guidance.
- 2.2 Council Shared ownership homes will be sold on a first come first serve basis, to eligible applicants whose application is received first (in time and date order) and is in a position to proceed with the purchase following the mandatory independent financial assessment, as set out in paragraph 2.3 of the main Policy
- 2.3 Applicants from military personnel as defined in the table in section 2, will be prioritised over other applicants for government funded shared ownership schemes.
- 2.4 Shared ownership sales where a local connection requirement applies will be prioritised to applicants on a first come first serve basis (in time and date order) who can demonstrate a local connection in accordance with any conditional requirements set out by the Council.

- 2.5 The Council will complete an initial assessment to verify and confirm that an application meets the general eligibility criteria and where applicable scheme specific eligibility criteria. Applicants may be asked to provide further documentation to verify they meet the criteria.
- 2.6 Once the initial assessment is complete, where the application meets eligibility criteria, applicants will be contacted to arrange for the mandatory financial assessment to be completed. If an application does not meet the eligibility criteria the Council will contact the applicant/s clearly setting out the reasons the application will not proceed e.g. the applicant does not have a local connection.

3 Authorisation of sales

- 3.1 Applications that fall within the standard eligibility parameters will be agreed and authorised by the Officer responsible for marketing and sales. Any exceptions e.g. recommendations from the Independent Mortgage Advisors to a mortgage of more than 30% of net income and known financial commitments will be referred to the Service Manager for approval.