

# **Wandsworth Council**

## Housing Initiatives

# Main Application Form

You should fill in this form if you want to buy a property other than the one you currently live in.

When you return this form, you must include the supporting documents we have asked for on the back page. If you do not, we will reject your application.

If you have questions about this application form or if you need it in a different format (for example, large print) please phone (020) 8871 6161

[housinginitiatives@richmondandwandsworth.gov.uk](mailto:housinginitiatives@richmondandwandsworth.gov.uk)



## Wandsworth Council

### Housing Initiatives Main Application Form

A number of different sales schemes are available. By filling in this form, we will be able to tell you which schemes you are eligible for. You can get details of the schemes from the home ownership team at the address below.

Please note the four points below.

- We will generally need all adults over the age of 18 who will be living at the new property to become joint applicants. This does not include children of the main person applying if they are under 30.
- The main person applying and all joint applicants must sign Section 9 of this form.
- Please give us all of the extra pieces of information we have asked for on the back page. If you do not provide these, we cannot accept your form and we will return it to you.
- Housing associations may contact you by mobile phone or email so please make sure you tell the home ownership team about any change to your contact details.

### To fill in the form

Please fill in the form as fully as possible in CAPITAL LETTERS in black ink. Please use extra sheets of paper if you cannot fit your answers into the space provided. If you use any extra sheets, please put your full name, date of birth and the question number you are answering on the top of each sheet.

### Right to Buy

**Do not** fill this form in if you want to buy the property you live in under the Right to Buy scheme. If you are our tenant and want to apply for Right to Buy, please contact us on (020) 8871 6161 and we will be able to send you a Right to Buy application pack, or you can download the form from our website at [www.wandsworth.gov.uk/homeownership](http://www.wandsworth.gov.uk/homeownership).

### If you need any help filling in the form, please:

- phone us on (020) 8871 6161;
- email us at [housinginitiatives@richmondandwandsworth.gov.uk](mailto:housinginitiatives@richmondandwandsworth.gov.uk); or
- visit our website at [www.wandsworth.gov.uk/homeownership](http://www.wandsworth.gov.uk/homeownership)

### Return the completed form to:

Housing Initiatives Team  
Housing & Regeneration Department  
Wandsworth Council  
Town Hall  
Wandsworth High Street  
LONDON  
SW18 2PU

or [housinginitiatives@richmondandwandsworth.gov.uk](mailto:housinginitiatives@richmondandwandsworth.gov.uk)

# Section 1 – About you

The main person applying must fill in this section.

1 Title Mr  Mrs  Miss  Ms  Other

2 Sex Male  Female

3 First name or names

4 Last name

5 Previous last name (if this applies)

6 Address and postcode

7 Date of birth  /  /

8 National Insurance number

9 Contact details Home phone no.

Work phone no.

Mobile phone no.

Email address

10 Do you live in Wandsworth? Yes  No

11 Do you work in Wandsworth? Yes  No

12 Please give the details of each person who is going to be purchasing with you.

## Joint applicant 1

Full name of the person  Relationship to you  Their date of birth  /  /

Address  Email

Income  Savings  NI number

Contact number  Do you currently own a property?  
Yes  No

### Joint applicant 2

Full name of the person	Relationship to you	Their date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Address	Email	
<input type="text"/>	<input type="text"/>	
Income	Savings	NI number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact number	Do you currently own a property?	
<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Joint applicant 3

Full name of the person	Relationship to you	Their date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Address	Email	
<input type="text"/>	<input type="text"/>	
Income	Savings	NI number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact number	Do you currently own a property?	
<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

### What dependants will be living with you?

Name	Relationship to you	DOB	M/F
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

## Section 2 – About the home you currently live in

### 13 What is your current tenancy status?

- A Wandsworth Council tenant
- Renting privately / living with family or friends
- A housing-association tenant
- Renting from your employer
- A current or previous homeowner (fill in Section 7)
- If you are a current homeowner, are you a housing association leaseholder?

- Temporary accommodation provided by a local authority or housing association

If provided by a local authority or housing association, please give details.

Other – please give details.

## Section 3 – Your previous addresses

14 Were you a public-sector tenant before you moved to your current home? Yes  No

15 Please give details of any other addresses where you have lived in the last three years.

Address of the property	Name of landlord	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

## Section 4 – Your employment details

16 Job title, occupation or grade.

17 Employer's name and address (If you are a teacher, this should be your school name and address.)

18 Are you permanently employed? Yes  No

### Joint applicants employment details

#### Joint applicant 1

19 Job title, occupation or grade.

20 Employer's name and address (If you are a teacher, this should be your school name and address.)

21 Are you permanently employed? Yes  No

#### Joint applicant 2

22 Job title, occupation or grade.

23 Employer's name and address (If you are a teacher, this should be your school name and address.)

24 Are you permanently employed? Yes  No

#### Joint applicant 3

25 Job title, occupation or grade.

26 Employer's name and address (If you are a teacher, this should be your school name and address.)

27 Are you permanently employed? Yes  No

# Section 5 – Your financial information

## Your savings

28 Please confirm the total amount of savings you hold in your name. £

## Your income each year

29 Give your gross income each year (in other words, before tax but not including bonuses or paid overtime). If you are self-employed, give your net annual profit (after deductions). Total each year £

Any benefits paid to you, such as Housing Benefit, Income Support and so on.

Type of income	Amount	How often?	Total each year
Disability Living Allowance	£ <input type="text"/>	Every <input type="text"/>	£ <input type="text"/>
Housing Benefit	£ <input type="text"/>	Every <input type="text"/>	£ <input type="text"/>
Income Support	£ <input type="text"/>	Every <input type="text"/>	£ <input type="text"/>
Pension	£ <input type="text"/>	Every <input type="text"/>	£ <input type="text"/>
Employment and Support Allowance	£ <input type="text"/>	Every <input type="text"/>	£ <input type="text"/>

**Note:** If you receive Housing Benefit or Disability Living Allowance, this does not always mean you cannot get access housing options or affordable housing schemes.

Any income from investments, for example, shares, rents and so on.

Type of income	Amount	How often?	Total each year
<input type="text"/>	£ <input type="text"/>	Every <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	Every <input type="text"/>	£ <input type="text"/>

Any child maintenance paid to you by a previous partner.

Type of income	Amount	How often?	Total each year
<input type="text"/>	£ <input type="text"/>	Every <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	Every <input type="text"/>	£ <input type="text"/>

Please list any other income.

Type of income	Amount	How often?	Total each year
<input type="text"/>	£ <input type="text"/>	Every <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	Every <input type="text"/>	£ <input type="text"/>

## Section 6 – Equal opportunities

It is against the law, and our equal opportunities policy, to discriminate against anyone for any reason. We need to keep records to make sure we do not discriminate against anyone.

If you choose not to answer questions 30 to 33 it will not affect your application in any way. We collect sensitive personal information about you, such as your ethnic origin and any disabilities you might have, under the equal opportunities monitoring laws. Under section 29(3) of the Data Protection Act 1998, we may use the information you give us to prevent and detect crime.

### 30 How would you describe your ethnic origin?

	Yourselves	Joint applicant		Yourselves	Joint applicant
<b>Asian or Asian British</b>			<b>Mixed</b>		
Indian	<input type="checkbox"/>	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>	<input type="checkbox"/>
Other Asian background	<input type="checkbox"/>	<input type="checkbox"/>	Other mixed background	<input type="checkbox"/>	<input type="checkbox"/>
(please write in): <input type="text"/>			(please write in): <input type="text"/>		
<b>Black or Black British</b>			<b>White</b>		
Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	British	<input type="checkbox"/>	<input type="checkbox"/>
African	<input type="checkbox"/>	<input type="checkbox"/>	Irish	<input type="checkbox"/>	<input type="checkbox"/>
Other Black background	<input type="checkbox"/>	<input type="checkbox"/>	Other White background	<input type="checkbox"/>	<input type="checkbox"/>
(please write in): <input type="text"/>			(please write in): <input type="text"/>		
<b>Chinese</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Other ethnic group</b>	<input type="checkbox"/>	<input type="checkbox"/>

31 Do you consider yourself, or any member of your household, to be disabled? Yes  No

If 'Yes', say why.

32 Are you or a member of your household on a disabled person's register? Yes  No

33 Do you or a member of your household use a wheelchair? Yes  No

## Housing associations

34 Are you related to someone who works or has worked for a housing association, as a committee board member or officer? Yes  No

35 If 'Yes', please tell us their name and the name of the housing association.

Name

Housing association

## Section 7 – Property ownership information

**(a) Fill this part in if you currently own a property.**

36 Is this the property in which you live? Yes  No

37 If not, what is the address of the property you own?

38 If you do not live in the property, why not?

39 When did you buy the property?

**(b) Fill this part in if you are in the process of having your name removed from a mortgage.**

40 What is the address of the property?

41 When will your name be removed?

42 How much will you receive?

£



## Section 8

We are always trying to improve our services, so we are keen to find out your opinions. To help us do this, please take a few minutes to fill in this section.

### Which council schemes are you interested in?

- |   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| <input type="checkbox"/> Right to Buy         | <input type="checkbox"/> | <input type="checkbox"/> Shared Ownership Nomination Scheme (SONS)                     | <input type="checkbox"/> |
| <input type="checkbox"/> House Purchase Grant | <input type="checkbox"/> | <input type="checkbox"/> Freehold Purchase (for council leaseholders)                  | <input type="checkbox"/> |
| <input type="checkbox"/> Intermediate Rent    | <input type="checkbox"/> | <input type="checkbox"/> HOLD<br>(Home Ownership for people with Long-term Disability) | <input type="checkbox"/> |

### Where did you hear about our service?

- |  |  |                                |
|--|--|--------------------------------|
| <input type="checkbox"/> Homelife        | <input type="checkbox"/> Leaflet               | <input type="checkbox"/> Other |
| <input type="checkbox"/> Brightside      | <input type="checkbox"/> Council website       | Please tell us where           |
| <input type="checkbox"/> Local press     | <input type="checkbox"/> Colleagues or friends | <input type="text"/>           |
| <input type="checkbox"/> Council offices |  |                                |

### How did you contact us?

- In person   
  By phone   
  By letter   
  By email

### How strongly do you agree or disagree with the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree
The application form was easy to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All guidance notes about the scheme were clear and concise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was treated fairly and sensitively by the Housing Initiatives Team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Only continue with this section if you visited our reception area.

The reception was easy to find.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I found it easy to get into the reception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I found the information in the reception area useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you strongly agree or strongly disagree with any of the statements above, please explain why.

If you visited our reception area, how quickly were you seen?	Within 5 minutes	6 to 10 minutes	11 to 15 minutes	After 15 minutes
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**How do you rate the following?**

	Very good	Good	Satisfactory	Poor	Very poor
Speed of service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helpfulness of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Politeness of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have any other comments or suggestions on the service we provided, please give them in the box below.

## Section 9 – Signatures

### Everyone must sign below.

*This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering funds for these purposes.*

**Declaration:** It is a criminal offence to knowingly or without care make a false declaration or withhold information that is reasonably needed in connection with your application.

I have read the above and confirm that I have provided accurate and up-to-date information relating to my application. I understand that if you find that I have given false information to get housing, you may take appropriate legal action against me and the registered social landlord or local authority will apply to repossess the property.

I understand that if I am a council, housing association or other public-sector tenant, I will have to give up my rented home on the day my new home becomes mine if I buy or rent a home through any of the registered social landlords offering homes.

I agree to you sharing information with other Homebuy agents, partner housing providers (registered social landlords or private developers), credit reference agencies, estate agents the Housing Corporation and the Department for Communities and Local Government to nominate me to buy a property and to produce information under the low-cost home-ownership schemes.

Your normal signature  Date  /  /   
Print your name.

Your normal signature  Date  /  /   
Print your name.

Your normal signature  Date  /  /   
Print your name.

Your normal signature  Date  /  /   
Print your name.

## Please also provide the following documents.

Tick if you have included the documents.

### Everyone applying

- Everyone applying must provide proof of their identity, such as a copy of the photograph identity page of a passport or a photo driving licence

### Non-council tenants

- A copy of a household bill or document to confirm your current address (e.g. mobile phone bill, bank statement, payslips)

### Not living in Wandsworth

- A copy of your work contract or letter from your employer confirming you work in the borough

Have you used any extra sheets or sent any other pieces of information?

Yes  No

If 'Yes', please list what they are.

Number	Evidence
1	
2	
3	

All applicants must sign Section 9 on page 10.