



# Application for Shared Ownership



Please complete and return to:

**Link Housing Association Limited**  
**Watling House**  
**Callendar Business Park**  
**FALKIRK**  
**FK1 1XR**



## Personal Details

First Applicant		Joint Applicant	
Title:	Mr Miss Ms Mrs Other (Please State):	Title:	Mr Miss Ms Mrs Other (Please State):
Surname:		Surname	
First Names:		First Names	
Current Address:		Current Address:	
Post Code		Post Code	
Telephone Numbers		Telephone Numbers	
Home		Home	
Work		Work	
Mobile		Mobile	
e-mail address		e-mail address	
Date of Birth		Date of Birth	
Please tick (✓)		Please tick (✓)	
Are you a tenant? If YES are you a tenant of:		Are you a tenant? If YES are you a tenant of:	
Housing Association		Housing Association	
Council		Council	
Private Landlord		Private Landlord	
Other		Other	
Please give name & address of landlord:		Please give name & address of landlord:	
How much rent do you pay each month? £ _____		How much rent do you pay each month? £ _____	
If NO, please detail your present accommodation including costs:		If NO, please detail your present accommodation including costs:	
Are you a first time buyer? (Please tick if yes) (✓)		Are you a first time buyer? (Please tick if yes) (✓)	
Size of share you wish to purchase? (Please circle)		Size of share you wish to purchase? (Please circle)	
25%                  50%                  75%		25%                  50%                  75%	



## Rehousing Details

Please give details of all persons you wish to share your house with, other than yourself.

Surname	First name(s)	Date of Birth	Relationship	Sex
1				
2				
3				
4				
5				
Number of bedrooms required				
Area in which house is required				
Other areas you might consider				
Do you have any special requirements (e.g. ground floor accommodation)				
Why are you seeking alternative accommodation?				

## Employment & Financial Details

First Applicant		Joint Applicant	
Employer		Employer	
Job Title		Job Title	
Employers Address		Employers Address	
Gross Annual Salary £		Gross Annual Salary £	
Any other Income £		Any other Income £	
NI Number		NI Number	
Do you have any savings capital?		Do you have any savings or capital?	
Amount £		Amount £	



## Bank References

Name & Address of Branch	
6 Digit Sort Code	8 Digit Account Number
Link Housing Association Limited reserves the right to take up bank references for any applicant being considered for a shared ownership property.	

## Ethnic Origin

Link Housing Association Limited does not discriminate on the grounds of race, national origin or culture. To enable Link Housing Association to monitor whether this policy is working, please describe the ethnic origin of your household

**Your response will not affect your application**

White		Bangladeshi	
Black – Caribbean		Chinese	
Black – African		Other – Asian	
Black – Other		Other	
Indian		Don't Know	
Pakistani		Refuse to comment	

## Declaration

I/we declare that the information supplied by me/us in this application is correct. I/we understand that supplying any false or misleading information or deliberately withholding relevant information may result in the cancellation of my/our application.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Joint Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Link Housing Association may approach your present or former landlord(s) to enquire if your tenancy has been satisfactorily conducted. Your permission is requested so that information about your tenancy may be disclosed to Link Homes. This is to comply with the Data Protection Act. Please sign the authorisation below.

I/we hereby give permission for Link Housing Association to approach my/our present or former landlord(s) to disclose tenancy details as well as consulting my/our current employer and my/our bank for confirmation of income details.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Joint Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_



## Link Housing Association Data Protection Act 1998

### Link Group

The Link Group is a parent organisation for a number of wholly owned subsidiaries which provide housing, support, factoring, property management services, social inclusion activities and wide ranging development services. The Group owns housing, which is managed by some of the subsidiaries and provides core services to the subsidiaries.

Link Group is an Industrial and Provident Society, a Scottish Charity and a Registered Housing Association, subject to external monitoring and regulation by Communities Scotland.

Link Group is registered as a Data Controller under the Data Protection Act 1998 and has its registered office at 45 Albany Street, Edinburgh, EH1 3QY

Link Housing Association Limited provides a property management service to a variety of property owners and is the commercial property management subsidiary within the Link Group. Link Housing Association Limited is registered as a Data Controller under the Data Protection Act 1998.

### Data Protection Notice

Link Housing Association Limited will use any information provided by property owners/tenants, as a result of its property management duties, within the scope of its current Data registration. Information provided by property owners/tenants will be held on file and may be updated or modified to reflect any additional information that becomes available during our management of the property/tenancy.

Link Housing Association Limited will use the information that has been provided for administrative purposes, reporting, statistical analysis and risk assessments. Information may be shared within the Link Group, with our agents, other service providers and third parties from whom we may seek information. If information is shared with local authorities, police and other statutory bodies this will only be as required by their statutory duties.

Link Housing Association Limited may search the files of credit reference agencies who will record the search. We, or they, may share information with lenders about the way in which accounts/tenancies are conducted for the purposes of granting credit, preventing fraud or for tracing account holders. By returning this form to Link Housing Association Limited you are granting consent to the processing of personal data.

You have a right to apply for a copy of your information, for which we may charge a fee limited by statute, and to have any inaccuracies corrected.

I have read this notice or its contents have been explained to me.

Name (PLEASE PRINT) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_



## Additional Information

Please use this space to tell us any other information about your application

## Disclaimer

The information contained in the accompanying leaflet does not constitute an offer or contract. Details provided are for guidance only and may be subject to change. Any intending Sharing Owner must satisfy him/herself, by inspection or otherwise, as to the correctness of any statement in the particulars. A specimen copy of the Occupancy Agreements between Link Housing Association Limited and the Sharing Owner may be inspected at any of our offices.

**Link Housing Association Limited is a subsidiary of Link Group Limited, a Registered Social Landlord. Statutory restrictions apply to the sale of any Link Group or Link Housing Association property to “relevant persons” as defined by Schedule 7 of the Housing (Scotland) Act 2001. A relevant person would be defined as someone who falls into one or more of the following categories**

1. A current or former employee of Link Group or one of its subsidiary companies
2. A current or former Committee or Board member of Link Group or one of its subsidiary companies
3. Someone employed on a freelance or agency basis by Link Group or one of its subsidiary companies.

These statutory restrictions also apply to a close relative or partner of someone in the foregoing categories. Please notify a senior member of staff at Link Group or Link Homes if a statutory restriction would or may apply if you were to purchase a property from Link.

Link will produce this information on request in Braille, Audio Tape, Large Print and Community Languages. To find out more, contact the interpretation and Translation Service (Tel 01324 417 177).



