

New Supply Shared Equity (NSSE) Sales log form – To be returned along with grant payment form

What is the sales log form?

The sales log form is used by the Scottish Government to collect information about sales through the New Supply Shared Equity Scheme. It is in two parts and both parts **should be completed.**

PART A Records details of the house purchased and is completed by (name of RSL/Local Authority to be input). A person authorised by the RSL/Local Authority acting in connection with the purchase should sign the form to confirm the accuracy of all of the information contained in Part A.

PART B Records information about the household which has purchased the house and is completed by one of the named purchasers. The purchaser's solicitor must ensure that this part of the form is completed and returned to (name of RSL/Local Authority to be input) on or before settlement.

How long will it take to fill in the questionnaire?

Each part of the questionnaire should take only a few minutes to complete.

What happens to the answers?

The questionnaire is only for the use of the Scottish Government and its representatives and will not be passed on to any other third party. All of the answers given will be treated in the strictest confidence.

For purchasers:

You can access a copy of the Scottish Government's Shared Equity Scheme Privacy Notice at <https://beta.gov.scot/publications/shared-equity-schemes-privacy-notice/>

This privacy notice illustrates how your personal information will be used by the Scottish Government in relation to the operation of its shared equity schemes and explains your rights under the General Data Protection Regulation (EU) 2016/679 and how to exercise these rights

Thank you for your co-operation

Part A The house which has been purchased

A1 Number _____ Street name _____
 Town _____ Local Authority _____
 Plot
 Number _____ Post code _____

A2 Please provide details of the buyers' annual gross household income before tax?

Applicant 1

Total Earnings: _____

Applicant 2

Total Earnings: _____

A3 Total purchase price paid for the house £ _____

A4 Purchaser's contribution towards the total purchase price paid £ _____

A5 Scottish Government's contribution towards the purchase price paid £ _____

A6 Date of Settlement _____ Day _____ Month _____ Year

Part B Household details (to be completed by one named purchaser on behalf of the household)

B1 How many people live permanently in your household? _____

B2 What are their ages, sex and the applicable occupation category (listed 1-8)?

The 8 categories are:

- | | | |
|---------------------|---|--------------------------|
| 1 Working full-time | 2 Working part-time | 3 Unemployed |
| 4 Retired | 5 Long-term sick or disabled | 6 Looking after the home |
| 7 Dependent child | 8 Other (including students or those on a training programme) | |

Person number	Age	Sex	Occupation category (1-8)
Example	30	M	1
First named purchaser			
Person 2			
Person 3			
Person 4			
Person 5			
Person 6			
Person 7			
Person 8			

Information about your new home

B3 Please tick which one of these applies to your new home

- | | | | | | |
|----------|--------------------------|----------|--------------------------|---------------|--------------------------|
| a flat | <input type="checkbox"/> | terraced | <input type="checkbox"/> | semi detached | <input type="checkbox"/> |
| detached | <input type="checkbox"/> | other | <input type="checkbox"/> | | |

B4 Please say how many rooms there are in the property

B5 Please say how many bedrooms there are in the property

B6 How long do you think you are likely to stay in your shared equity home?

Years _____

B7 Do you think you are likely to want to increase your equity stake in the future?

Yes No

Other Information

B8 How many buyers are there? _____

B9 Were you an existing home owner before buying a new home under the scheme?

First named purchaser Yes No
Second named purchaser Yes No

B10 What kind of accommodation were you living in before buying your new house/flat?

First named purchaser
A house or flat you were renting (If you rented, go to question B11. If not, go to B12.)
A house or flat you owned or were paying a mortgage on
Living with parents/relatives
Living with friends (where you were not renting)
Other (please specify)

Second named purchaser
A house or flat you were renting (If you rented, go to question B11. If not, go to B12.)
A house or flat you owned or were paying a mortgage on
Living with parents/relatives
Living with friends (where you were not renting)
Other (please specify)

B11 If you lived in rented accommodation, who was your landlord?

First named purchaser

- | | | | |
|--------------------------------------|--------------------------|--|--------------------------|
| The Council | <input type="checkbox"/> | Private landlord | <input type="checkbox"/> |
| Housing Association/
Co-operative | <input type="checkbox"/> | Your employer (excluding
the Ministry of Defence) | <input type="checkbox"/> |
| No comment | <input type="checkbox"/> | Your employer (the
Ministry of Defence) | <input type="checkbox"/> |

Second named purchaser

- | | | | |
|--------------------------------------|--------------------------|--|--------------------------|
| The Council | <input type="checkbox"/> | Private landlord | <input type="checkbox"/> |
| Housing Association/
Co-operative | <input type="checkbox"/> | Your employer (excluding
the Ministry of Defence) | <input type="checkbox"/> |
| No comment | <input type="checkbox"/> | Your employer (the
Ministry of Defence) | <input type="checkbox"/> |

B12 Were you on a waiting list when you bought this house?

First named purchaser

- | | | | |
|---------------------|--------------------------|--------------------------------------|--------------------------|
| Council | <input type="checkbox"/> | Housing Association/
Co-operative | <input type="checkbox"/> |
| Common housing list | <input type="checkbox"/> | Not on a waiting list | <input type="checkbox"/> |
| Refused to comment | <input type="checkbox"/> | Don't know | <input type="checkbox"/> |

Second named purchaser

- | | | | |
|---------------------|--------------------------|--------------------------------------|--------------------------|
| Council | <input type="checkbox"/> | Housing Association/
Co-operative | <input type="checkbox"/> |
| Common housing list | <input type="checkbox"/> | Not on a waiting list | <input type="checkbox"/> |
| Refused to comment | <input type="checkbox"/> | Don't know | <input type="checkbox"/> |

B13 – Please tick if you belong to any of the following groups

- Serving member of the armed forces
- Armed Forces Veteran
- Widow, Widower, Partner of Service Personnel

Please return this form to (name and address of RSL/Local Authority to be inserted)

Thank you for taking the time to fill out this form.