



**SITESALES**

PROPERTY GROUP

## **SITE SALES**

Application form for Affordable Housing

## Section 01

### General details

	First Applicant	Second Applicant
<b>First name (s)</b>		
<b>Last name</b>		
<b>Previous name (if applicable)</b>		
<b>Gender</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Title</b>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/>
	Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Ms <input type="checkbox"/> Miss <input type="checkbox"/>
	Other <input type="checkbox"/>	Other <input type="checkbox"/>
<b>Marital Status</b>	Single <input type="checkbox"/> Separated <input type="checkbox"/>	Single <input type="checkbox"/> Separated <input type="checkbox"/>
	Civil partnership <input type="checkbox"/> Divorced <input type="checkbox"/>	Civil partnership <input type="checkbox"/> Divorced <input type="checkbox"/>
	Married <input type="checkbox"/> Widowed <input type="checkbox"/>	Married <input type="checkbox"/> Widowed <input type="checkbox"/>
	Co-habiting <input type="checkbox"/>	Co-habiting <input type="checkbox"/>
<b>Date of birth</b>	DD/MM/YYYY	DD/MM/YYYY
<b>Relationship to the First Applicant</b>		Spouse <input type="checkbox"/> Civil partnership <input type="checkbox"/>
		Partner <input type="checkbox"/> Sibling <input type="checkbox"/>
		Friend <input type="checkbox"/> Other <input type="checkbox"/>
<b>National Insurance number</b>		
<b>Address (current)</b>		
	<b>Post code:</b>	
<b>How long have you lived there?</b>	Years:                      Months:	Years:                      Months:
<b>Address (previous address if under 3 years)</b>		
	<b>Post code:</b>	
<b>How long have you lived there?</b>	Years:                      Months:	Years:                      Months:
<b>Address (previous address if under 3 years)</b>		
	<b>Post code:</b>	
<b>Home telephone number</b>		
<b>Work telephone number</b>		
<b>Mobile telephone number</b>		
<b>Email address</b>		
<b>Preferred method of contact</b>	Email <input type="checkbox"/> Home number <input type="checkbox"/> Work number <input type="checkbox"/> Mobile number <input type="checkbox"/>	Email <input type="checkbox"/> Home number <input type="checkbox"/> Work number <input type="checkbox"/> Mobile number <input type="checkbox"/>
<b>Do you, any other applicant or anyone living with you have any unspent criminal convictions? If so please specify:</b>		
<b>What borough do you currently live in?</b>		
<b>What borough do you currently work in?</b>		

Development you are interested in: \_\_\_\_\_

## Section 02

Where would you like to live?\*

Area (there are no restrictions on the number of areas you can tick)					
<b>North London (all)</b>	<input type="checkbox"/>	<b>South East London (all)</b>	<input type="checkbox"/>	<b>West London (all)</b>	<input type="checkbox"/>
Barnet	<input type="checkbox"/>	Bexley	<input type="checkbox"/>	Brent	<input type="checkbox"/>
Camden	<input type="checkbox"/>	Bromley	<input type="checkbox"/>	Ealing	<input type="checkbox"/>
City of Westminster	<input type="checkbox"/>	Greenwich	<input type="checkbox"/>	Hammersmith & Fulham	<input type="checkbox"/>
Enfield	<input type="checkbox"/>	Lewisham	<input type="checkbox"/>	Harrow	<input type="checkbox"/>
Haringey	<input type="checkbox"/>	Southwark	<input type="checkbox"/>	Hillingdon	<input type="checkbox"/>
Islington	<input type="checkbox"/>			Hounslow	<input type="checkbox"/>
				Kensington & Chelsea	<input type="checkbox"/>
<b>East London (all)</b>	<input type="checkbox"/>	<b>South West London (all)</b>	<input type="checkbox"/>	<b>London (any borough)</b>	<input type="checkbox"/>
Barking & Dagenham	<input type="checkbox"/>	Croydon	<input type="checkbox"/>	<b>Out of London</b>	<input type="checkbox"/>
City	<input type="checkbox"/>	Lambeth	<input type="checkbox"/>		
Hackney	<input type="checkbox"/>	Merton	<input type="checkbox"/>		
Havering	<input type="checkbox"/>	Kingston Upon Thames	<input type="checkbox"/>		
Newham	<input type="checkbox"/>	Richmond Upon Thames	<input type="checkbox"/>		
Redbridge	<input type="checkbox"/>	Sutton	<input type="checkbox"/>		
Tower Hamlets	<input type="checkbox"/>	Wandsworth	<input type="checkbox"/>		
Waltham Forest	<input type="checkbox"/>				
<b>How many bedrooms do you require**</b>					
1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>
4	<input type="checkbox"/>	5	<input type="checkbox"/>		

\*Please note Newham NewShare Scheme is only available in Newham.

\*\*Please note you will only be allocated one more bedroom than you are deemed to require once being accepted to the scheme.

## Section 03

Other occupants

Resident 1				
<b>Full Name</b>			<b>Gender</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>DOB</b>	DD/MM/YYYY			
<b>What is their relationship to you?</b>	Spouse <input type="checkbox"/>	Partner <input type="checkbox"/>	Child† <input type="checkbox"/>	Sibling <input type="checkbox"/>
	Friend <input type="checkbox"/>	Parent <input type="checkbox"/>	Carer <input type="checkbox"/>	Other <input type="checkbox"/>
	If other, please state			
<b>Employment status</b> (Only complete if occupant is over 18)	Working <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/>			
<b>Will they be contributing to mortgage payments</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Will they be contributing to rent payments</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>What is their annual salary?</b>	£	<b>What are their total savings?</b>	£	
<b>Do they own a property in UK or overseas</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, is this a foster child?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

## Section 03

Other occupants continued...

Resident 2								
Full Name				Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	DOB	DD/MM/YYYY	
What is their relationship to you?	Spouse	<input type="checkbox"/>	Partner	<input type="checkbox"/>	Child†	<input type="checkbox"/>	Sibling	<input type="checkbox"/>
	Friend	<input type="checkbox"/>	Parent	<input type="checkbox"/>	Carer	<input type="checkbox"/>	Other	<input type="checkbox"/>
	Please state other							
Employment status (Only complete if occupant is over 18)	Working <input type="checkbox"/>			Unemployed <input type="checkbox"/>		Student <input type="checkbox"/>		
Will they be contributing to mortgage payments	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will they be contributing to rent payments			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
What is their annual salary?	£		What are their total savings?			£		
Do they own a property in UK or overseas	Yes <input type="checkbox"/>	No <input type="checkbox"/>	†If yes, is this a foster child?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Resident 3								
Full Name				Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	DOB	DD/MM/YYYY	
What is their relationship to you?	Spouse	<input type="checkbox"/>	Partner	<input type="checkbox"/>	Child†	<input type="checkbox"/>	Sibling	<input type="checkbox"/>
	Friend	<input type="checkbox"/>	Parent	<input type="checkbox"/>	Carer	<input type="checkbox"/>	Other	<input type="checkbox"/>
	Please state other							
Employment status (Only complete if occupant is over 18)	Working <input type="checkbox"/>			Unemployed <input type="checkbox"/>		Student <input type="checkbox"/>		
Will they be contributing to mortgage payments	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will they be contributing to rent payments			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
What is their annual salary?	£		What are their total savings?			£		
Do they own a property in UK or overseas	Yes <input type="checkbox"/>	No <input type="checkbox"/>	†If yes, is this a foster child?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Resident 4								
Full Name				Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	DOB	DD/MM/YYYY	
What is their relationship to you?	Spouse	<input type="checkbox"/>	Partner	<input type="checkbox"/>	Child†	<input type="checkbox"/>	Sibling	<input type="checkbox"/>
	Friend	<input type="checkbox"/>	Parent	<input type="checkbox"/>	Carer	<input type="checkbox"/>	Other	<input type="checkbox"/>
	Please state other							
Employment status (Only complete if occupant is over 18)	Working <input type="checkbox"/>			Unemployed <input type="checkbox"/>		Student <input type="checkbox"/>		
Will they be contributing to mortgage payments	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will they be contributing to rent payments			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
What is their annual salary?	£		What are their total savings?			£		
Do they own a property in UK or overseas	Yes <input type="checkbox"/>	No <input type="checkbox"/>	†If yes, is this a foster child?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	



## Section 04

### Employment details

	First Applicant	Second Applicant
<b>Job title / Occupation</b>		
<b>Is your employer part of the Ministry of Defence?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Employers name, address and postcode</b>		
<b>Contract type</b>		
<b>Are you employed?</b> Part time <input type="checkbox"/> Full time <input type="checkbox"/>	If Part time, how many hours per week < 20hrs <input type="checkbox"/> < 30hrs <input type="checkbox"/> > 30hrs <input type="checkbox"/>	If Part time, how many hours per week < 20hrs <input type="checkbox"/> < 30hrs <input type="checkbox"/> > 30hrs <input type="checkbox"/>
<b>Are you permanently employed?</b> Please state length of current employment	Yes <input type="checkbox"/> No <input type="checkbox"/> < 1yr <input type="checkbox"/> 2-5 yrs <input type="checkbox"/> > 5yr <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> < 1yr <input type="checkbox"/> 2-5 yrs <input type="checkbox"/> > 5yr <input type="checkbox"/>
<b>Are you employed on a fixed term contract?</b> Contract start & end date	Yes <input type="checkbox"/> No <input type="checkbox"/> Start End	Yes <input type="checkbox"/> No <input type="checkbox"/> Start End
<b>Are you employed on a temporary contract?</b> Contract start & end date	Yes <input type="checkbox"/> No <input type="checkbox"/> Start End	Yes <input type="checkbox"/> No <input type="checkbox"/> Start End
<b>Are you self-employed?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, can you provide 2 years of audited accounts Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, can you provide 2 years of audited accounts Yes <input type="checkbox"/> No <input type="checkbox"/>

## Section 05

### Finance

	First Applicant	Second Applicant
<b>Do you have access to savings and are you able to raise at least £4000 to cover the cost of buying between both applicants?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you ever failed to keep up repayments on a loan or any form of credit agreement?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Do you have any unsatisfied County Court Judgements?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you ever entered into an IVA?</b> (Individual Voluntary Credit Agreement)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you been in rent arrears in the last 12 months?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If Yes, are you still in rent arrears? Y <input type="checkbox"/> N <input type="checkbox"/>	If Yes, are you still in rent arrears? Y <input type="checkbox"/> N <input type="checkbox"/>
<b>Have you been declared bankrupt within the last 6 years?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes when:	If yes when:
<b>Income</b>		
<b>What is your total annual salary before deductions?</b> (This should include London weighting, but exclude overtime, bonuses and commissions)	£	£
<b>If applicable, please state how much you earn in overtime, bonuses and commissions annually</b>	£	£
<b>If applicable, please state an annual figure for any other source of income you may have</b>	£	£
<b>Total savings</b>	£	£
<b>How much are you able to contribute towards a deposit?</b>	£	£
<b>If applicable, please state an annual figure for your income from:</b>		
<b>Working tax credits</b>	£	£
<b>Child tax credits</b>	£	£
<b>Child benefits</b>	£	£
<b>Disability allowance</b>	£	£
<b>Maintenance payments</b>	£	£



## Section 05

Finance continued...

<b>Expenditure</b>	<b>First Applicant</b>	<b>Second Applicant</b>
<b>Do you have any loans, credit cards or hire purchases agreements?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Agreement 1	Please Specify	Please Specify
<b>If yes, how much are the monthly repayments?</b>	£	£
<b>What date are the final payments?</b>	DD/MM/YYYY	DD/MM/YYYY
<b>If applicable, what is the total outstanding balance?</b>	£	£
Agreement 2	Please Specify	Please Specify
<b>If yes, how much are the monthly repayments?</b>	£	£
<b>What date are the final payments?</b>	DD/MM/YYYY	DD/MM/YYYY
<b>If applicable, what is the total outstanding balance?</b>	£	£
Agreement 3	Please Specify	Please Specify
<b>If yes, how much are the monthly repayments?</b>	£	£
<b>What date are the final payments?</b>	DD/MM/YYYY	DD/MM/YYYY
<b>If applicable, what is the total outstanding balance?</b>	£	£
Agreement 4	Please Specify	Please Specify
<b>If yes, how much are the monthly repayments?</b>	£	£
<b>What date are the final payments?</b>	DD/MM/YYYY	DD/MM/YYYY
<b>If applicable, what is the total outstanding balance?</b>	£	£

**APPLICANTS MUST COMPLETE A FULL FINANCIAL ASSESSMENT BEFORE AN APPLICATION CAN BE ACCEPTED.**

## Section 06

### Residency

	First Applicant	Second Applicant
<b>Are you a British or European Union / European Economic Area citizen?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Do you have Indefinite Leave to Remain in the UK?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If no, when does your Leave to Remain in the UK end?</b>	DD/MM/YYYY	DD/MM/YYYY

## Section 07

### Your accommodation

Are you ?	First Applicant	Second Applicant
<b>Renting privately</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Renting from your employer</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A council tenant or Housing Association tenant</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Living in temporary accommodation provided by your council</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Living with family and friends</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A current homeowner</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If renting via a housing association or council, please state the name, address and telephone number</b>	Name: Address: Postcode: Telephone:	Name: Address: Postcode: Telephone:
<b>Are you on a council housing waiting list?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Please state which council waiting list(s) you are on?</b>		
<b>What is your council waiting list reference number?</b>		
<b>What is your council banding priority for housing?</b>		

## Section 08

### Declaration of interest

<b>Is either applicant related to a current or former committee / board member or employee of the housing association you are intending to purchase from?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>If so, please tell us their name and which housing association</b>	Name:			
	Housing Association:			
<b>What is the applicants relationship to that person?</b>	Spouse <input type="checkbox"/>	Partner <input type="checkbox"/>	Child <input type="checkbox"/>	Sibling <input type="checkbox"/>
	Friend <input type="checkbox"/>	Parent <input type="checkbox"/>	Other <input type="checkbox"/>	<input type="checkbox"/>

## Section 09

### Enquiry Source

<b>Online</b>	Site Sales <input type="checkbox"/>	
	Please specify which website	
	Search engine <input type="checkbox"/>	
	Please specify (ie Google)	
	Social Network <input type="checkbox"/>	
	Please specify (ie Twitter)	
Council / Housing Association Website <input type="checkbox"/>		
Email <input type="checkbox"/>		
Other <input type="checkbox"/>		
If Local Authority / Housing Association please specify which one		
<b>Print</b>	Newspaper / magazine advert <input type="checkbox"/>	
	Please specify which	
	Poster <input type="checkbox"/>	Signage <input type="checkbox"/>
	Other <input type="checkbox"/>	
	Please specify where	



**IMPORTANT INFORMATION: PLEASE READ**

Please ensure that you sign and date this form before returning it.

Site Sales Marketing Ltd will collect, store and process your personal data in accordance with current Data Protection legislation. The information on this form will be shared with the approved and appointed financial assessor, to allow them to conduct required checks and assessments.

We may share this information with other organisations that handle public funds or government departments; this is for verification of details and to prevent and detect fraud and/or crime. We only share information with third parties where there is a legal obligation to provide it or we have your consent to use the information for other purposes.

Please note, your home may be at risk if you do not keep up repayments on your mortgage or any other loan secured upon it.

**Declaration**

I/we understand and declare that:

The information I/we have provided in this application form is true, complete and without omission. I/we understand that providing false or misleading information may result in withdrawal of the application or reservation for a property without refund of any fees paid.

I/we understand that if I/we own a home or have an interest in a property, I/we will be required to sell before exchange of contracts or taking up a lease.

If any of the information provided changes I/we will inform Site Sales Marketing Ltd immediately.

I/we authorise / do not authorise\* Site Sales Marketing Ltd to send me/us promotion material for new homes and events.

\* Delete as appropriate

**First applicant**

Signature

Date

**Second applicant**

Signature

Date

**Contact details:**

Site Sales Marketing Ltd  
Unit 11 Loughton Business Centre  
Langston Road  
Loughton  
Essex  
IG10 3FL

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www.site-sales.co.uk



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