



The Housing Options service has been designed so that anyone looking for an affordable home in London will only need to fill in one application form to gain access to homes from all the different housing associations and some private developers. There are two HomeBuy Agents in London, Metropolitan Home Ownership and Tower Homes.

## APPLICATION FORM PLEASE TICK TO CONFIRM THAT YOU HAVE READ AND UNDERSTOOD THE ENCLOSED BOOKLETS BEFORE COMPLETING THE APPLICATION FORM

Please fill in this form in **BLOCK CAPITALS** using black ink, then send it back to us at the address on the back of this form.

**WE ARE UNABLE TO CONSIDER YOUR APPLICATION UNLESS ALL SECTIONS OF THIS APPLICATION ARE FULLY COMPLETED. INCOMPLETE APPLICATION FORMS WILL BE RETURNED.**

**Partner or spouse of the 1st applicant and all persons over the age of 18 must fill in their details in full even if they do not earn an income other than children of the first or second applicant. If there are more than 2 applicants their details should be completed on an additional application form.**

If making a joint application, if either of you are a key worker or public sector tenant, that person should complete their details as first applicant.

Married people (unless separated or divorced) must also apply jointly.

Please tick if you have previously applied for low cost home ownership with Metropolitan Home Ownership

Tower Homes

What was your reference number? \_\_\_\_\_

Which scheme are you applying for?			
Housing Options (Key Worker applicants only)			
New Build HomeBuy (formerly known as Shared Ownership or part buy, part rent) <input type="checkbox"/>	MyChoiceHomeBuy <input type="checkbox"/>	Intermediate Rent <input type="checkbox"/>	First Time Buyer Initiative <input type="checkbox"/>
London Wide Initiative <input type="checkbox"/>	Resales <input type="checkbox"/>	Ownhome <input type="checkbox"/>	HOLD (Home Ownership for people with long-term disabilities) <input type="checkbox"/>
Housing Options (non-Key Worker applicants)			
New Build HomeBuy (formerly known as Shared Ownership or part buy, part rent) <input type="checkbox"/>	MyChoiceHomeBuy <input type="checkbox"/>	Intermediate Rent <input type="checkbox"/>	First Time Buyer Initiative <input type="checkbox"/>
London Wide Initiative <input type="checkbox"/>	Resales <input type="checkbox"/>	Ownhome <input type="checkbox"/>	HOLD (Home Ownership for people with long-term disabilities) <input type="checkbox"/>

If applying for a particular development please state which one \_\_\_\_\_

If you know the name of the Housing Association/private developer building the development please also state \_\_\_\_\_

	First Applicant	Second Applicant
<b>Gender (please tick)</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Title</b> (Mr/Mrs/Ms/Miss/Other)		
<b>First name</b>		
<b>Last name</b>		
<b>Previous last name (if applicable)</b>		
<b>Date of birth</b>		
<b>National Insurance number</b>		
<b>Address</b> If you have lived elsewhere in the last 3 years, please list all your previous addresses on a separate sheet		
<b>Postcode</b>		
<b>How long have you lived there?</b>		

	First Applicant	Second Applicant
Home telephone number		
Mobile telephone number		
Daytime telephone number		
Email address		
How would you prefer to be contacted?		
Which borough do you live in?		
Which borough do you work in?		
<b>Where would you like to live?</b> (there are no restrictions on the number of areas ticked) Please Note, we will send you information on all homes that you are eligible for.	<b>Area List</b>	
	<b>East London</b> Barking & Dagenham <input type="checkbox"/> City <input type="checkbox"/> Hackney <input type="checkbox"/> Havering <input type="checkbox"/> Newham <input type="checkbox"/> Redbridge <input type="checkbox"/> Tower Hamlets <input type="checkbox"/> Waltham Forest <input type="checkbox"/>  <b>North London</b> Barnet <input type="checkbox"/> Camden <input type="checkbox"/> City of Westminster <input type="checkbox"/> Enfield <input type="checkbox"/> Haringey <input type="checkbox"/> Islington <input type="checkbox"/>  <b>South East London</b> Bexley <input type="checkbox"/> Bromley <input type="checkbox"/> Greenwich <input type="checkbox"/> Lewisham <input type="checkbox"/> Southwark <input type="checkbox"/>	<b>South West London</b> Croydon <input type="checkbox"/> Lambeth <input type="checkbox"/> Merton <input type="checkbox"/> Kingston Upon Thames <input type="checkbox"/> Richmond Upon Thames <input type="checkbox"/> Sutton <input type="checkbox"/> Wandsworth <input type="checkbox"/>  <b>West London</b> Brent <input type="checkbox"/> Ealing <input type="checkbox"/> Hammersmith & Fulham <input type="checkbox"/> Harrow <input type="checkbox"/> Hillingdon <input type="checkbox"/> Hounslow <input type="checkbox"/> Kensington & Chelsea <input type="checkbox"/> London (any borough) <input type="checkbox"/> Other (please specify) <input type="checkbox"/> ..... .....
<b>How many bedrooms do you need?</b> (please read application guidance notes)	One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Five <input type="checkbox"/>	

<b>Second Applicant Only:</b> What is your relationship to the first applicant?	
--	--

Do these statements apply to you?		
<b>If you are unable to tick all of these boxes please provide an explanation of the circumstances on a separate sheet.</b>		
	<b>First Applicant</b>	<b>Second Applicant</b>
I have access to/can raise at least £2000 - £4000 to cover the cost of buying	<input type="checkbox"/>	<input type="checkbox"/>
I have never failed to keep up payments on any loan or form of credit agreement	<input type="checkbox"/>	<input type="checkbox"/>
I have never had a County Court Judgement registered against me or had any defaults in the past 18 months	<input type="checkbox"/>	<input type="checkbox"/>
I have never entered into an Individual Voluntary Credit Arrangement (IVA) (If you are unable to tick this box please give us details of when you entered into the agreement and when it was cleared, on a separate sheet)	<input type="checkbox"/>	<input type="checkbox"/>
I have not been behind with my rent in the past 12 months (If you are a council or housing association tenant please include an up to date rent statement if applicable, or reference)	<input type="checkbox"/>	<input type="checkbox"/>
I am not currently receiving housing benefit*	<input type="checkbox"/>	<input type="checkbox"/>
I am not currently receiving disability allowance*	<input type="checkbox"/>	<input type="checkbox"/>
I am self employed and can provide at least two years accounts	<input type="checkbox"/>	<input type="checkbox"/>
* If you are in receipt of Housing or Disability benefit this does not always exclude you from accessing Housing Options.		

**SECTION A (KEY WORKERS ONLY) KEY WORKER APPLICANTS:** If your occupation is listed below or falls under one of these categories, please complete. If your occupation is not listed please go to **Section B**.

Occupation	First Applicant	Second Applicant
<p><b>Do you consider yourself to be a key worker?</b> (If no, please go to Section B. If yes, please tick the box next to your job title.)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	CORE Code (for office use only)	CORE Code (for office use only)
<p><b>NHS</b></p>	<p>Nurses <input type="checkbox"/> 17</p> <p>Cancer Service Staff <input type="checkbox"/> 18</p> <p>Diagnostic Staff <input type="checkbox"/> 18</p> <p>Mental Health Professionals <input type="checkbox"/> 18</p> <p>Allied Health Professionals <input type="checkbox"/> 18</p> <p>Pharmacists <input type="checkbox"/> 18</p> <p>NHS Clinical Staff <input type="checkbox"/> 18</p> <p>NHS Social Worker <input type="checkbox"/> 18</p> <p>Qualified Nursery Nurse <input type="checkbox"/> 17</p> <p>Hospital Play Specialists <input type="checkbox"/> 18</p> <p>Environmental Health Officer <input type="checkbox"/> 22</p> <p>EHRB Certificate Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>EHRB Diploma Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Other <input type="checkbox"/> 22</p>	<p>Nurses <input type="checkbox"/> 17</p> <p>Cancer Service Staff <input type="checkbox"/> 18</p> <p>Diagnostic Staff <input type="checkbox"/> 18</p> <p>Mental Health Professionals <input type="checkbox"/> 18</p> <p>Allied Health Professionals <input type="checkbox"/> 18</p> <p>Pharmacists <input type="checkbox"/> 18</p> <p>NHS Clinical Staff <input type="checkbox"/> 18</p> <p>NHS Social Worker <input type="checkbox"/> 18</p> <p>Qualified Nursery Nurse <input type="checkbox"/> 17</p> <p>Hospital Play Specialists <input type="checkbox"/> 18</p> <p>Environmental Health Officer <input type="checkbox"/> 22</p> <p>EHRB Certificate Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>EHRB Diploma Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Other <input type="checkbox"/> 22</p>
	<p><b>Do you have an EHRB Certificate of Registration or an EHRB Diploma in Environmental Health?</b></p>	
<p><b>Police</b></p>	<p>Metropolitan Police Officer <input type="checkbox"/> 5</p> <p>Metropolitan Police Civilian <input type="checkbox"/> 6</p> <p>British Transport Police Officer <input type="checkbox"/> 5</p> <p>Police Community Support Officer <input type="checkbox"/> 5</p> <p>City of London Police Officer <input type="checkbox"/> 5</p> <p>City of London Police Community Support Officer <input type="checkbox"/> 5</p> <p>Royal Parks Constabulary Police Officer <input type="checkbox"/> 5</p> <p>Royal Parks Constabulary employed Police Community Support Officers <input type="checkbox"/> 5</p> <p>Crime Analysts <input type="checkbox"/> 5</p> <p>Communications Officer <input type="checkbox"/> 5</p> <p>Civilian Scene of Crime Officer <input type="checkbox"/> 5</p> <p>Community Race Relations Analyst <input type="checkbox"/> 5</p> <p>BTP Community Support Officers <input type="checkbox"/> 5</p> <p>Intelligence Analyst / Researcher <input type="checkbox"/> 5</p> <p>Financial Investigator <input type="checkbox"/> 5</p> <p>Custody Nurse <input type="checkbox"/> 5</p> <p>IBO Staff <input type="checkbox"/> 5</p> <p>Coroner's Officer <input type="checkbox"/> 5</p> <p>Witness Support Staff <input type="checkbox"/> 5</p> <p>Burglary Investigator <input type="checkbox"/> 5</p> <p>Evidential Imaging Officer <input type="checkbox"/> 5</p> <p>Crime Management Unit Officer <input type="checkbox"/> 5</p> <p>Telephone Investigation Unit Staff <input type="checkbox"/> 5</p> <p>Firearms Enquiry Officer <input type="checkbox"/> 5</p> <p>Football Liaison Officer <input type="checkbox"/> 5</p> <p>Restorative Justice Officer <input type="checkbox"/> 5</p> <p>Neighbourhood Watch <input type="checkbox"/> 5</p> <p><i>(non administrative roles)</i> <input type="checkbox"/> 5</p> <p>Other <input type="checkbox"/> 22</p>	<p>Metropolitan Police Officer <input type="checkbox"/> 5</p> <p>Metropolitan Police Civilian <input type="checkbox"/> 6</p> <p>British Transport Police Officer <input type="checkbox"/> 5</p> <p>Police Community Support Officer <input type="checkbox"/> 5</p> <p>City of London Police Officer <input type="checkbox"/> 5</p> <p>City of London Police Community Support Officer <input type="checkbox"/> 5</p> <p>Royal Parks Constabulary Police Officer <input type="checkbox"/> 5</p> <p>Royal Parks Constabulary employed Police Community Support Officers <input type="checkbox"/> 5</p> <p>Crime Analysts <input type="checkbox"/> 5</p> <p>Communications Officer <input type="checkbox"/> 5</p> <p>Civilian Scene of Crime Officer <input type="checkbox"/> 5</p> <p>Community Race Relations Analyst <input type="checkbox"/> 5</p> <p>BTP Community Support Officers <input type="checkbox"/> 5</p> <p>Intelligence Analyst / Researcher <input type="checkbox"/> 5</p> <p>Financial Investigator <input type="checkbox"/> 5</p> <p>Custody Nurse <input type="checkbox"/> 5</p> <p>IBO Staff <input type="checkbox"/> 5</p> <p>Coroner's Officer <input type="checkbox"/> 5</p> <p>Witness Support Staff <input type="checkbox"/> 5</p> <p>Burglary Investigator <input type="checkbox"/> 5</p> <p>Evidential Imaging Officer <input type="checkbox"/> 5</p> <p>Crime Management Unit Officer <input type="checkbox"/> 5</p> <p>Telephone Investigation Unit Staff <input type="checkbox"/> 5</p> <p>Firearms Enquiry Officer <input type="checkbox"/> 5</p> <p>Football Liaison Officer <input type="checkbox"/> 5</p> <p>Restorative Justice Officer <input type="checkbox"/> 5</p> <p>Neighbourhood Watch <input type="checkbox"/> 5</p> <p><i>(non administrative roles)</i> <input type="checkbox"/> 5</p> <p>Other <input type="checkbox"/> 22</p>

**SECTION A (KEY WORKERS ONLY) KEY WORKER APPLICANTS:** If your occupation is listed below or falls under one of these categories, please complete. If your occupation is not listed please go to **Section B**.

Occupation	First Applicant	Second Applicant
	CORE Code (for office use only)	CORE Code (for office use only)
<b>Education</b>	School Teacher <input type="checkbox"/> 1	School Teacher <input type="checkbox"/> 1
	Teacher ( <i>Further education inc. 6th form colleges</i> ) <input type="checkbox"/> 2	Teacher ( <i>Further education inc. 6th form colleges</i> ) <input type="checkbox"/> 2
	Children's Social Worker <input type="checkbox"/> 13	Children's Social Worker <input type="checkbox"/> 13
	Qualified Nursery Nurse <input type="checkbox"/> 17	Qualified Nursery Nurse <input type="checkbox"/> 17
	Other <input type="checkbox"/> 22	Other <input type="checkbox"/> 22
<b>Probation Service</b>	Probation Officers <input type="checkbox"/> 14	Probation Officers <input type="checkbox"/> 14
	Senior Probation Officers <input type="checkbox"/> 14	Senior Probation Officers <input type="checkbox"/> 14
	Probation Service Officers <input type="checkbox"/> 14	Probation Service Officers <input type="checkbox"/> 14
	Trainee Probation Officers <input type="checkbox"/> 14	Trainee Probation Officers <input type="checkbox"/> 14
	Other <input type="checkbox"/> 22	Other <input type="checkbox"/> 22
<b>Prison Service</b>	Prison Officers <input type="checkbox"/> 8	Prison Officers <input type="checkbox"/> 8
	Operational Support Grade <input type="checkbox"/> 9	Operational Support Grade <input type="checkbox"/> 9
	Nursing Staff <input type="checkbox"/> 9	Nursing Staff <input type="checkbox"/> 9
	Industrial <input type="checkbox"/> 9	Industrial <input type="checkbox"/> 9
	Instructional Officer <input type="checkbox"/> 9	Instructional Officer <input type="checkbox"/> 9
	Other <input type="checkbox"/> 22	Other <input type="checkbox"/> 22
<b>Local Authority</b>	Local Authority Planner <input type="checkbox"/> 16	Local Authority Planner <input type="checkbox"/> 16
	Rehab Officers for Visually Impaired <input type="checkbox"/> 22	Rehab Officers for Visually Impaired <input type="checkbox"/> 22
	Qualified Nursery Nurses <input type="checkbox"/> 22	Qualified Nursery Nurses <input type="checkbox"/> 22
	Local Authority Clinical Staff <input type="checkbox"/> 18	Local Authority Clinical Staff <input type="checkbox"/> 18
	Adult Social Workers <input type="checkbox"/> 13	Adult Social Workers <input type="checkbox"/> 13
	CAFCASS Social Worker <input type="checkbox"/> 13	CAFCASS Social Worker <input type="checkbox"/> 13
	Speech and Language Therapists <input type="checkbox"/> 22	Speech and Language Therapists <input type="checkbox"/> 22
	Occupational Therapists <input type="checkbox"/> 22	Occupational Therapists <input type="checkbox"/> 22
	Educational Psychologists <input type="checkbox"/> 22	Educational Psychologists <input type="checkbox"/> 22
	Phenotyping Officer <input type="checkbox"/> 22	Phenotyping Officer <input type="checkbox"/> 22
	Connexions Personal Advisor (employed by local authority) <input type="checkbox"/> 13	Connexions Personal Advisor (employed by local authority) <input type="checkbox"/> 13
	Connexions Personal Advisor (employed by Connexions Partnership) <input type="checkbox"/> 13	Connexions Personal Advisor (employed by Connexions Partnership) <input type="checkbox"/> 13
	Education Officer for Looked After Children <input type="checkbox"/> 13	Education Officer for Looked After Children <input type="checkbox"/> 13
	Environmental Health Officer <input type="checkbox"/> 22	Environmental Health Officer <input type="checkbox"/> 22
	EHRB Certificate Yes <input type="checkbox"/> No <input type="checkbox"/>	EHRB Certificate Yes <input type="checkbox"/> No <input type="checkbox"/>
	EHRB Diploma Yes <input type="checkbox"/> No <input type="checkbox"/>	EHRB Diploma Yes <input type="checkbox"/> No <input type="checkbox"/>
	Other <input type="checkbox"/> 22	Other <input type="checkbox"/> 22

Do you have an EHRB Certificate of Registration or an EHRB Diploma in Environmental Health?

**SECTION A (KEY WORKERS ONLY) KEY WORKER APPLICANTS:** If your occupation is listed below or falls under one of these categories, please complete. If your occupation is not listed please go to **Section B**.

Occupation	First Applicant	Second Applicant
	CORE Code (for office use only)	CORE Code (for office use only)
<b>Firefighters</b>	Fire & Rescue Services (uniformed staff) <input type="checkbox"/> 7	Fire & Rescue Services (uniformed staff) <input type="checkbox"/> 7
	Other <input type="checkbox"/> 22	Other <input type="checkbox"/> 22
<b>Ministry Of Defence</b>	Regular Service Personnel <input type="checkbox"/> 22	Regular Service Personnel <input type="checkbox"/> 22
	Clinical Staff <input type="checkbox"/> 22	Clinical Staff <input type="checkbox"/> 22
	MOD Police Officer <input type="checkbox"/> 22	MOD Police Officer <input type="checkbox"/> 22
	Uniformed Staff in Defence Fire Service <input type="checkbox"/> 22	Uniformed Staff in Defence Fire Service <input type="checkbox"/> 22
	Other <input type="checkbox"/> 22	Other <input type="checkbox"/> 22
<b>Traffic Officers</b>	Supervisor <input type="checkbox"/> 22	Supervisor <input type="checkbox"/> 22
	Traffic Officer <input type="checkbox"/> 22	Traffic Officer <input type="checkbox"/> 22
	RCC Operator <input type="checkbox"/> 22	RCC Operator <input type="checkbox"/> 22
	Other <input type="checkbox"/> 22	Other <input type="checkbox"/> 22
<b>If none of the above, please give your job title and grade.</b>		
<b>NHS</b>		
Which NHS Trust do you work for?		
<b>Teacher</b>		
Do you have Qualified Teacher Status?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Main subject taught		
Classification of school	Primary School Secondary School Sixth Form College Further Education College Special School Nursery	Primary School Secondary School Sixth Form College Further Education College Special School Nursery
Is your school government funded?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have or are you working towards an FE teaching qualification?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Social Workers</b>		
Do you have the recognised social worker degree/diploma?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
If you do not, are you registered with the General Social Care Council (GSCC) and currently working towards attaining a social worker qualification?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Occupational Therapists &amp; Educational Psychologists</b>		
Are you qualified?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Police</b>		
Police collar/shoulder number		
<b>MOD</b>		
Have you successfully completed your basic phase 1 training?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
When is your discharge/retirement date?		

**SECTION B (ALL APPLICANTS - INCLUDING KEY WORKERS - MUST COMPLETE)**

Employment Details	First Applicant	Second Applicant
Job Title/Occupation/Grade		
Employer's name and address (if a teacher, this should be your school name and address)		
Employer's telephone number		
Are you permanently employed?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you on a fixed term contract? If yes, please see eligibility booklet and specify terms of contract.	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Contract Start Date		
Contract End Date		
How long have you worked in your current role?		
How long have you worked in your current profession? (if less than 12 months please list employment history on a separate sheet)		

Income/Savings	First Applicant	Second Applicant
Total annual income before deductions (including any 2nd Income, excluding overtime & bonuses)		
Total savings		
Do you have any outstanding loans or other regular payments (including credit cards)?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, specify total outstanding amount		
If yes, how much are the monthly repayments and what date is the final payment?	£ _____ Date of final payment / /	£ _____ Date of final payment / /
If the payments are £200 and over a month, what is the loan for?		
If applicable, how much do you pay monthly in rent or mortgage?	Rent  Mortgage	Rent  Mortgage

Current Status	First Applicant	Second Applicant
Are you a British or EU/EEA citizen?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
If not, is your passport stamped with "Indefinite leave to remain"?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
If not, when does your leave to remain end?		
Which statement applies to you		
A council tenant	First applicant <input type="checkbox"/> Second applicant <input type="checkbox"/>	First applicant <input type="checkbox"/> Second applicant <input type="checkbox"/>
A housing association tenant	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Renting from your employer	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Living with family or friends	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Renting privately	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
On a council housing waiting list	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
How many bedrooms does your current home have?	<input type="text"/>	<input type="text"/>
Is it a flat, maisonette, bungalow or house?	<input type="text"/>	<input type="text"/>
If it is a flat, on what floor?	<input type="text"/>	<input type="text"/>
Does it have a lift?	<input type="text"/>	<input type="text"/>

## Current Status Continued

## First Applicant

## Second Applicant

A current home owner (complete mortgage details form)    
 A previous home owner (complete mortgage details form)    
 Temporary accommodation provided by  
 Local Authority    
 Other (if other please specify)

If you are on a council waiting list please say where and give your reference number.

First applicant Second applicant

Local Authority \_\_\_\_\_

Reference number \_\_\_\_\_

Local Authority Banding \_\_\_\_\_

If you are a private tenant, council or housing association tenant, please give the name, address and telephone number of your landlord or Housing Officer in the box(es) below:

First applicant	Second applicant

If you are on a council waiting list please include documentation to confirm this.

If you are a current home owner your existing property must be sold; otherwise you will not be eligible.

### Who else will be living with you?

Please include full name and relationship status. If they are over 18 please indicate whether the person will be on the mortgage payments.

If applying for Intermediate Rent please indicate whether the person will be contributing to the rent of the property assigned.

Please do not include the first or second applicant in this section, partners or spouses of the first applicant should supply full details as second applicant.

Name	Relationship	Is this a Foster Child?	Full-time education or working?	Gender	Date of Birth	Contributing to mortgage payments	Contributing to rent payments
		Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you are a single parent, have you legally been granted full custody of any children under 16 years of age? (If yes, please enclose evidence of this) Yes  No

### Hold applicants only - If you are applying for HOLD and will need your carer to stay with you, please supply your carer's name, contact details here.

Carer's Name

Contact Details

Carer's Employers Name

Employer Contact Details

## Equal Opportunities

It is against the law and our equal opportunities policy to discriminate against anyone because of their sex, colour, race, religion, disability or sexual orientation. In order to ensure that we do not discriminate, we need to keep records. If you do not answer this question it will not affect your application in any way. Sensitive personal data such as ethnic origin and physical or mental disabilities are required under the Equal Opportunities Monitoring statute. Under section 29(3) of the Data Protection Act 1998 the information may be disclosed for purposes of crime prevention and detection.

### How would you describe your ethnic origin?

	First applicant	Second applicant		First applicant	Second applicant		First applicant	Second applicant
<b>White</b>			<b>Asian or Asian British</b>					
British	<input type="checkbox"/>	<input type="checkbox"/>	Indian	<input type="checkbox"/>	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>	Gipsy/Romany/Irish Traveller	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>	Other ethnic group	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>	Question refused	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mixed</b>			<b>Black or Black British</b>			<b>Please state your country of origin</b>		
White & Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	First applicant	_____	
White & Black African	<input type="checkbox"/>	<input type="checkbox"/>	African	<input type="checkbox"/>	<input type="checkbox"/>	Second applicant	_____	
White & Asian	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>			
Other	<input type="checkbox"/>	<input type="checkbox"/>						

### Which of the following best describes your religion or religious denomination?

	First applicant	Second applicant		First applicant	Second applicant		First applicant	Second applicant
No religion	<input type="checkbox"/>	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	<input type="checkbox"/>
Christian	<input type="checkbox"/>	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	<input type="checkbox"/>	Question refused	<input type="checkbox"/>	<input type="checkbox"/>

If Other, please specify \_\_\_\_\_

Are you interested in Shariah Compliant Mortgages? First applicant Yes  No  Second applicant Yes  No

## Equal Opportunities continued

	First applicant	Second applicant
Do you consider you or any member of your household to be disabled? (If yes, state why) _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you or a member of your household registered disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you or a member of your household a wheelchair user?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Is either applicant related to a current or former Committee/Board member or officer of a housing association or an employee?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please tell us their name and which housing association _____		

## Information

### Where did you hear about this service?

Post <input type="checkbox"/>	Housing Association <input type="checkbox"/>	Radio <input type="checkbox"/>	Sign Boards <input type="checkbox"/>
Employer <input type="checkbox"/>	Website <input type="checkbox"/>	Presentation <input type="checkbox"/>	Word of mouth <input type="checkbox"/>
Exhibition <input type="checkbox"/>	Newspaper/Magazine <input type="checkbox"/>	Television <input type="checkbox"/>	Other <input type="checkbox"/>
Local Authority <input type="checkbox"/>			

Please supply details eg. Which newspaper, website? Quote campaign reference \_\_\_\_\_

### IMPORTANT INFORMATION: PLEASE READ

#### PLEASE ENSURE THAT YOU SIGN AND DATE THIS FORM BEFORE RETURNING IT

Metropolitan Home Ownership/Tower Homes will collect, store and process your personal data in accordance with the Data Protection Act 1998. We may also make checks with credit rating agencies to authenticate and verify your identity and credit status. These checks help us ensure that we are able to provide you with the service you are requesting. The scope and extent of the gathering of information from third parties depends on what type of service you are requesting from us. By signing this, you consent to your personal data being gathered and used in this way.

We may also share this information for the same purposes with other organisations that handle public funds. The information may be used for statistical surveys, which means we may pass this information in confidence to the Department for Communities & Local Government (CLG) and agencies working on our and their behalf who may contact you.

All information you give us on this form (and information resulting from contact with your landlord and/or employer) may be shared with the same only in relation to this application unless we have your consent to use the information for other purposes.

All information will be treated in the strictest confidence. We, other HomeBuy Agents and partner Registered Social Landlords (RSLs), reserve the right to take up any references relating to applicants as we consider it necessary and may also search the files of any credit reference agency which will keep a record of any such request.

We must protect the public funds we handle and so may use the information you have provided on this form to prevent and detect fraud. Under section 29(3) of the Data Protection Act 1998 the information may be disclosed for purposes of crime prevention and detection. Sensitive personal data such as racial or ethnic origin, offences (including alleged offences) and physical and mental disabilities are required under the Equal Opportunities Monitoring statute.

**Declaration:** It is a criminal offence to knowingly or recklessly make a false declaration or withhold information reasonably required in connection with your application. I/we have read the above and confirm that I/we have provided

accurate and up-to-date information relating to my/our application for home ownership. I/we understand that if it is found that false information has been given to obtain housing either knowingly or recklessly, appropriate legal action may be taken by the RSL or local authority and/or seek possession of any leasehold tenancy granted. (Translation service available if required)

I/we understand that as a council, housing association or other public sector tenant, I/we will be required to give up my rented home on the day of completion if I buy or rent a home through any of the RSLs or private developers offering low cost homes in London. I/We understand that if I own or have an interest in a property now or previously I/we will be required to sell before exchange of contracts.

I/we authorise Metropolitan Home Ownership/Tower Homes to pass information to other HomeBuy Agents, partner housing providers (RSLs/private developers), credit reference agencies and to Estate Agents who may be able to assist in locating properties for applicants. If any of the information provided changes I will inform the HomeBuy Agent.

Signed (First Applicant)

Date

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Signed (Second Applicant)

Date

<input type="text"/>	<input type="text"/>
----------------------	----------------------

I/we have included an up-to-date rent statement and/or reference

- Please check you have filled in all sections, otherwise the form will be returned to you.
- If you need help filling in this form, please refer to the application guidance booklet or call our application team who can help you fill in the form.

### WHERE DO YOU SEND YOUR APPLICATION FORM?

If you are applying for the Key Worker Living programme, your application is processed based on the borough you **WORK** in. For **NON-key worker** applicants, your application is processed based on the borough you **LIVE** in. Please refer to London area list (page 2).

#### For East, North and West London

Please send your application to:

Application and Enquiries Team,  
Metropolitan Home Ownership,  
The Grange, 100 High Street,  
Southgate, London, N14 6PW

Tel: 020 8920 7777 Fax: 020 8920 7776

Email: [applications&enquiries@mht.co.uk](mailto:applications&enquiries@mht.co.uk)

#### For South East and South West London

Please send your application to:

Enquiries and Application Team,  
Tower Homes Ltd, 70 Court Road,  
London, SE9 5NP

Tel: 020 8294 5000 Fax: 020 8850 8684

Minicom: 020 8294 5180

Email: [eateam@lqgroup.org.uk](mailto:eateam@lqgroup.org.uk)



Working in partnership across London

