

Plumlife
homes



Shared Ownership

Guidance Notes and Next Steps

For more information on our developments contact us:

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Plumlife Homes are part of the Great Places Housing Group. We are a profit for purpose housing organisation operating throughout the North West & Yorkshire.

What Is Shared Ownership?

Shared Ownership is a government backed scheme in the UK that helps people buy a home who might not be able to afford one outright on the open market. The scheme typically allows people to buy a share of a property (typically between 10% to 75%) and pay rent on the remaining share which is owned by a housing provider, in this case by Great Places.

Am I Eligible for Shared Ownership?

To be eligible to purchase a property on the Shared Ownership scheme, you need to meet the following criteria:

- ✓ You must be over the age of 18 years old.
- ✓ You cannot own another property (in the UK or abroad). If you do, you must be in the process of selling the property and have a Memorandum of Sale to evidence this.
- ✓ Your annual household income must not exceed £80,000
- ✓ You must not be able to afford to buy a property that suits your needs on the open market.
- ✓ In some cases, specific developments will have additional requirements such as a local connection. For further information on whether this applies to the property you are interested in, please contact our team.

Key Information Documents

There are 3 Key Information Documents that will be provided to you. The first Key Information Document has been sent to you alongside this Guidance Note. The remaining two key information documents will be provided on completing your financial assessment. The purpose of these documents is to provide clear and precise information in relation to the property you are interested in and to ensure you are fully informed on longterm costs and requirements of shared ownership properties. If you have any questions regarding the documents, please speak to our team.



Next Steps

How we assess applications

In order to keep things as fair and transparent as possible and as part of being government-regulated we operate a first come, first served policy when taking reservations.

All customers who register their interest are added to our mailing list, and when we are ready to release the new homes for sale, an e-shot is sent to everyone on our mailing list at the same time specifying the date and time of release.

Once an appointment has been secured and the required eligibility criteria satisfied, reservations are taken on a first come, first served basis.

In order to make a reservation, you will need to follow these steps:

1. Affordability Assessment

We work with a financial advisor called Metro Finance, who will carry out an affordability assessment to work out the maximum share that you can purchase. Please contact Metro Finance on **0114 270 1444** for your assessment. Please note the initial affordability assessment does not constitute mortgage advice or guarantee the availability of a mortgage.

This process involves completing a budget planner to determine the suitable share based on your circumstances and affordability, and ensures that we can offer you the maximum share you can afford, without overstretching you. This is a free service, and Metro will also be able to help you to secure a mortgage in principle if you wish.

Tips

- Don't forget to include evidence of any bonuses, commission or overtime income you receive, as this might boost your ability to purchase.
- Ensure all information provided to the mortgage advisor is accurate to avoid delays with the mortgage process.
- Any future credit that you intend to take out must be disclosed to your mortgage advisor. If you take out any additional credit such as loans/credit cards during the mortgage process (including after you receive a mortgage offer) please note this may result in you not being able to borrow the loan amount you require if it is deemed unaffordable. Please refer to your mortgage advisor if you have any queries relating to this.
- Please note that we accept a maximum mortgage term of 40 years, subject to individual circumstances.

2. Documents

Metro Finance are responsible for collecting the following documents on behalf of Plumlife. These documents will be collected after the initial affordability assessment and prior to reserving a home:

- Photographic ID (current, in-date passport or driving licence for all applicants).
- Your last 3 months' payslips (if self-employed, you will need to provide 2 years of accounts by a qualified accountant or 2 years of SA302s, if the mortgage lender will accept these). Please note if your income is from a different source such as pension or disability benefit, we require proof of your annual income.
- A mortgage in principle. This proposes the amount the provider is prepared to lend, the interest rate and the number of years to repay.
- Proof of funds for a deposit (bank statements are usually sufficient). Please note if your deposit is being gifted, the person gifting the funds will need to complete an ID verification check and provide bank statements to evidence the source of the funds. If your deposit is coming from the sale of a property, additional evidence will be required, including a mortgage redemption statement (if applicable), memorandum of sale from your estate agent, and a guide timescale for completion of the sale from your solicitor.
- Proof of current address (utility bill, council tax bill or bank statement).
- Any additional income (Universal Credit, Personal Independence Payment (PIP) etc. Please note that some types of benefit income cannot be used when calculating affordability, for example the housing element of Universal Credit).

3. Online Application

Apply online at www.plumlife.co.uk/eligibility-checker/ – after answering the first two eligibility questions, please then click the 'Shared Ownership New Build Application Form.'

Tips

- The application should only take around 10-15 minutes, if you have any issues please contact the Plumlife Sales team on 0161 447 5050.



4. Plumlife Approval

Once the above steps have been completed, and we are satisfied that all eligibility criteria have been met and you have passed the financial assessment for the agreed share level, the reservation can be made.

5. Payment & Reservation

You just need to pay a £500 reservation fee to secure the property. This can be paid by credit or debit card over the phone. Once you have paid the reservation fee your sales advisor will take you through the next steps and provide you with the reservation paperwork. You also need to provide your solicitor's details at this point.

Tips

- If you are not sure which solicitors to use, we have a panel of suggested solicitors, who are all familiar with the Shared Ownership sales process. Using one of our panel solicitors helps the sale progress as smoothly and quickly as possible.
- Please also take a look through our Shared Ownership Application Policy for more information, which can be found on our website.

Please note the following:

If a shared ownership applicant does not meet one or more of the eligibility criteria for the shared ownership scheme, is unable to meet the requirements of the affordability assessment, is unable to meet one or more of the provider's policies in this regard, or if they are unable or unwilling to provide the required information or documentation their application will likely be declined.

If a shared ownership applicant wishes to purchase a different share level, either higher or lower, to that deemed affordable by their affordability assessment without providing a justifiable rationale or reason why, the Provider can either offer a different share level to that which the applicant would prefer or decline their application.

Responsibilities through the Application Journey

We want to ensure that all our customers receive the support we expect throughout their shared ownership journey.

Below is a table of the stages and who in the process is responsible for completing the stage. If you have any concerns regarding a specific step in your application for a shared ownership property, we recommend reaching out to the listed responsible organisation

Applicant eligibility and prioritisation	Plumlife Homes
Financial assessment of affordability	Metro Finance
Decision to accept or decline an application and at what share level	Plumlife Homes
Application of provider specific policies	Plumlife Homes
Mortgage advice (if requested)	Mortgage broker
Complaints regarding application	Plumlife Homes
Complaint regarding mortgage advice	Mortgage Broker

Plumlife Shared Ownership application Policy

Further guidance on the following can be found in the application policy found here
[Shared-Ownership-Application-Policy-v1.pdf](#):

- Shared Ownership eligibility criteria
- Existing home owners
- First come, first served
- Shared Ownership resales
- Priority groups & local connection requirements
- Minimum deposit requirements
- Monthly minimum surplus income requirements
- Cash buyers
- Adverse credit
- Cancellation policy

