

SHARED OWNERSHIP STAIRCASING APPLICATION FORM



Please complete in BLOCK CAPITALS and return to The Shared Ownership Team

About you:

	Title	First Name(s)	Surname
Applicant 1			
Applicant 2			

Contact details:

Address:
Postcode:

Contact numbers
Home:
Work:
Mobile:
Email address:

I wish to proceed with the purchase of a further share of the above property:

Please specify the percentage currently owned ----- %

Please specify the percentage you wish to purchase ----- %

Your Home:

House	
Bungalow	
Flat	
Number of Bedrooms	

Current mortgage details (if applicable):

Name of Mortgage lender	
Amount of loan outstanding	£
Details of any additional charges on the property?	

Schedule of Improvements

Please confirm if you have carried out any improvements* to your property. For example, Installation of heating system, installation of double glazing, new fitted kitchen, new fitted bathroom, conservatory, extension, loft conversion, etc.

Have you registered these improvements and received written confirmation from Mid Suffolk District Council or Babergh District Council?

Payments:

Your Shared Ownership property must be valued by an independent RICS qualified surveyor. MSDC/BDC will instruct a valuer to carry out a valuation on your behalf in accordance with the lease. The cost of this is estimated at £350.00 plus VAT (£420.00). This amount is payable on completion of the staircasing. You will be liable for this cost if you chose to withdraw from the process after the valuation has taken place.

Mid Suffolk District Council's or Babergh District Council's fee to administer the staircasing process is £167 + VAT (£200.40). This amount is payable on completion of the staircasing.

Solicitor acting on your behalf:

Name:

Address:

.....

Telephone Number:

Important Information – please read

Babergh District Council and Mid Suffolk District Council will undertake to treat any personal information you provide as private and confidential under the terms of The General Data Protection Regulation 2018. This includes names, addresses, phone numbers, emails and so on. The details you provide on this form will be kept private and confidential. However, it may be necessary to share this information with other departments in Babergh District Council or Mid Suffolk District Council, who must comply with the requirements of the General Data Protection Regulation. It will be necessary to share personal information with our Shared Legal Services working on behalf of Babergh or Mid Suffolk District Council. Please note that by signing this form you are giving Babergh District Council and Mid Suffolk District Council permission to keep details of your personal information in its records.

Babergh District Council and Mid Suffolk District Council are under a duty to protect the public funds it administers, and to this end may use the information provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. The Public Sector Audit Appointments Ltd, National Audit Office, Financial Reporting Council and Cabinet Office currently requires us to participate in a data matching exercise to assist in the prevention and detection of fraud. Further information about the data matching exercise is available

It is a criminal offence to knowingly or recklessly make a false declaration or withhold information reasonable 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 Staircasing.

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

Signature (Applicant 1):
.....

Signature: (Applicant 2)

Date:

Babergh and Mid Suffolk District Councils, Home Ownership Officer, Endeavour House, 8 Russell Road, Ipswich, Suffolk IP1 2BX

Email: sharedownershipsales@baberghmidsuffolk.gov.uk

Customer Services Tel: 0300 123 4000