



# City of Westminster

Office use only

Westminster Ref:

Catalyst Ref:

M Ref: Website

Catalyst Housing Group is the provider of the Homeownership Westminster service for Westminster City Council

The Westminster Homeownership Register is a list of people who are eligible for home ownership and rent to buy products in and around Westminster.

To join the register, you must be a first time buyer or not have owned a property during the last two years. However, eligibility may be extended in some cases in accordance with allowances specified by Westminster City Council.

PLEASE READ ALL ACCOMPANYING INFORMATION BEFORE COMPLETING THIS FORM.

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

We cannot consider your registration unless all sections of this application are fully completed.

Have you previously registered for home ownership services with Westminster Council? Yes  No

If yes, what was your reference number?

**For monitoring purposes, please can you identify which schemes you are particularly interested in? (Leave blank if unsure at the present time)**

Rent to HomeBuy <input type="checkbox"/>	HomeBuy Direct / First Time Buyers' Initiative <input type="checkbox"/>
Shared Ownership (part-buy/part-rent) <input type="checkbox"/>	All Options <input type="checkbox"/>
Intermediate (discounted) Rent <input type="checkbox"/>	Other, Please Specify: <input type="text"/>

**How many bedrooms are required for your current need?**

1                       2                       3                       4

If you are interested in a particular development or property please state which one

If you know the name of the developer / housing association building the development please also state

Registrant 2 relates to a partner. Registrant 2 should only be completed if that person is to be included on the proposed mortgage application. If they are not to be included please enter their details in the 'family' section.

	Registrant 1	Registrant 2
Gender (please tick)	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Title (Ms/Mr/Mrs/Other)		
First name		
Surname		
Date of birth		
NI Number		
Relationship to registrant 1		
Address* If you have lived elsewhere in the last 3 years, please list all your previous addresses on a separate sheet		
Postcode		
Home telephone number		
Mobile telephone number		
Work telephone number		
Email address (state clearly)		
Which local authority area do you work in?		
Which local authority area do you live in?		

\* A check will be made with Electoral Services for length of residency for all applicants who are not Council or Housing Association tenants. If you have not been registered on the electoral roll for the last twelve months, please provide two types of proof of residency with this registration form. For example copies of old gas, electricity, phone, credit card or bank statements covering the relevant period.

What is your occupation?	
State your occupation in the box below:	
Registrant 1	<input type="text"/>
Registrant 2	<input type="text"/>

To be completed by ALL registrants

Employment details	Registrant 1		Registrant 2	
What is your job title?				
What is your employer's name?				
Where do you work? Full address and postcode				
What is your employer's address and telephone number? If different from your work address				
What is your employment status?	Self employed <input type="checkbox"/>	Fixed term contract <input type="checkbox"/>	Self employed <input type="checkbox"/>	Fixed term contract <input type="checkbox"/>
	Permanently employed <input type="checkbox"/>	Other <input type="checkbox"/>	Permanently employed <input type="checkbox"/>	Other <input type="checkbox"/>
If applicable, on what date does your contract end?				
On what date did you start this job?				

If you are a key worker, which of the following public sector jobs are you employed in?

Westminster Key Workers

Health Service Clinical Staff employed by NHS (excluding doctors and dentists)

Public Sector Teachers

Police

Social Care Workers (with a professional qualification only)

Other Key Workers

Fire Service

MOD

Highways Agency

Probation service

Prison service

Local Authority

Environmental Health

Connexions Staff

Other (please state)

Financial Details	Registrant 1	Registrant 2
What is your total gross annual income before deductions? (excluding overtime & bonuses)	£	£
What is your gross monthly overtime or bonuses?	£	£
If in receipt of any other monthly income and/or benefits, what is the monthly amount you receive?	£	£
What are your savings?	£	£
If you have any monthly loans or repayments please complete the box below. If this is not completed Catalyst Housing Group will presume that you have no outstanding loans or repayments. Please exclude any mortgage repayments		

Registrant 1				Registrant 2			
Description of loan or payment	current balance	monthly repayments	Date of final payment	Description of loan or payment	current balance	monthly repayments	Date of final payment
	£	£	/ /		£	£	/ /
	£	£	/ /		£	£	/ /
	£	£	/ /		£	£	/ /
	£	£	/ /		£	£	/ /

Do these statements apply to you?		
	Registrant 1	Registrant 2
Do you have access to or the ability to raise at least £3,000 to cover the cost of buying?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever failed to keep up payments on any loan or form of credit agreement?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had a County Court Judgement registered against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been subject to a repossession order or been declared bankrupt?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been in rent arrears in the past 12 months? (We will require a statement or rent reference before you can exchange contracts on a property)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you self-employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are self employed, can you provide at least two years' accounts?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you cannot tick all the boxes we may later ask you for details of the circumstances involved		

### Other areas of interest?

Catalyst Housing Group will keep you updated with all Intermediate Housing options available in the Westminster area. However, if you are also interested in considering other surrounding Borough's please advise below and we will endeavour to ensure that your details are available to the relevant housing provider.


### Family

Who else will live with you? Please include full name and relationship status.

Name	Relationship	Gender	Date of Birth

### Where did you hear about the Homeownership Westminster Service?

- |  |   |  |
|--|---|--|
| Direct mail <input type="checkbox"/>         | Other website <input type="checkbox"/>        | Local authority marketing <input type="checkbox"/> |
| Employer <input type="checkbox"/>            | Housing association <input type="checkbox"/>  | Radio <input type="checkbox"/>                     |
| Show <input type="checkbox"/>                | Article in newspaper <input type="checkbox"/> | Posters <input type="checkbox"/>                   |
| Catalyst website <input type="checkbox"/>    | Estate agent <input type="checkbox"/>         | Financial advisor <input type="checkbox"/>         |
| Westminster website <input type="checkbox"/> | Advertisement <input type="checkbox"/>        | Advert reference: <input type="checkbox"/>         |
| Sign boards <input type="checkbox"/>         | Word of mouth <input type="checkbox"/>        | Other <input type="checkbox"/>                     |

Please supply any further details, newspaper, radio etc

## Current housing status

<p>Are you:</p> <p>a council tenant</p> <p>a housing association tenant</p> <p>living with family or friends</p> <p>renting privately</p> <p>a current shared owner</p> <p>other?</p> <p>Do you have a local authority waiting list number?</p> <p>If yes, please enter this information below, if you don't know it, please contact your local authority to obtain this</p> <p>What is your Local Authority Waiting List Number?</p> <p>Are you on the family Quota List for rehousing?</p> <p>What is the name of your Local Authority?</p>	<p>Registrant:</p> <p>1   2</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>How many bedrooms does your current home have?</p> <p>Is it a flat or a house?</p> <p>If you are a private tenant, council or housing association tenant, please provide details of your landlord below:</p>	<p>Registrant:</p> <p>1   2</p> <p><input type="text"/> <input type="text"/></p> <p><input type="text"/> <input type="text"/></p>										
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Registrant 1</th> <th style="width: 50%; text-align: left;">Registrant 2</th> </tr> </thead> <tbody> <tr> <td>Landlord Name</td> <td>Landlord Name</td> </tr> <tr> <td>Landlord Address</td> <td>Landlord Address</td> </tr> <tr> <td>Contact Name</td> <td>Contact Name</td> </tr> <tr> <td>Contact Telephone</td> <td>Contact Telephone</td> </tr> </tbody> </table>	Registrant 1	Registrant 2	Landlord Name	Landlord Name	Landlord Address	Landlord Address	Contact Name	Contact Name	Contact Telephone	Contact Telephone	
Registrant 1	Registrant 2												
Landlord Name	Landlord Name												
Landlord Address	Landlord Address												
Contact Name	Contact Name												
Contact Telephone	Contact Telephone												

## Current and previous home owners and mortgages

Have you ever owned or partly owned a property in the UK or abroad?

Registrant 1    Yes    No                      Registrant 2      Yes    No

If yes, please provide details of the date the property was/is to be sold                     

Are you currently a shared owner?                      Yes  No

If Yes, what % equity do you own?                       %

Why do you need to move?                     

Do you have legal right to share in a property (e.g. a property owned by partner or spouse)?

Yes    No

How much mortgage do you have outstanding?                      £

What is the current value of the property?                      £

Citizenship	Registrant 1	Registrant 2
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"/>
What is your country of origin?		

## Equal Opportunities

It is against the law and our equality and diversity 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.

How would you describe your ethnic origin?

	<b>Registrant</b>		<b>Registrant</b>		<b>Registrant</b>		
	1	2	1	2	1		
	1	2	1	2	1		
White			Asian or Asian British		Arab	<input type="checkbox"/>	<input type="checkbox"/>
British	<input type="checkbox"/>	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Iranian	<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Other Middle Eastern	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	North African	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	<input type="checkbox"/>
Mixed					Other ethnic group	<input type="checkbox"/>	<input type="checkbox"/>
White & Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Black or Black British	<input type="checkbox"/>	Question refused	<input type="checkbox"/>	<input type="checkbox"/>
White & Black African	<input type="checkbox"/>	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>			
White & Asian	<input type="checkbox"/>	<input type="checkbox"/>	African	<input type="checkbox"/>			
Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>			

Do you or a member of your household consider yourself to be disabled?

Yes  No

You may supply details if you feel it is relevant:

Are you or a member of your household a wheelchair user?

Yes  No

Are you related to a current or former Committee/Board member or officer of a Registered Social Landlord (housing association)?

Yes  No

If yes, please tell us their name and which housing association

## Declaration

Catalyst Housing Group will only process your personal data for the purpose of processing your application for housing and will hold your information in accordance with the Data Protection Act 1998.

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.

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.

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 and Local Government and agencies working on our and their behalf.

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 maybe taken and the RSL or local authority may seek possession of any leasehold tenancy granted. (Translation service available if required)

I understand that if I am an existing council, housing association or other public sector tenant, I will be required to relinquish my existing property on the day of completion if I buy or rent a home through any affordable homeownership initiative.

I authorise Catalyst Housing Group Ltd to share and exchange information with stakeholders as required, including but not restricted to, Government appointed HomeBuy Agents, partner RSLs, local authorities, the electoral register, solicitors, panel-approved independent financial advisors, your employer, credit reference agencies and estate agents who may be able to assist in locating properties for applicants.

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Signed (First Registrant)

Date

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Signed (Second Registrant)

Date

Please check you have filled in all relevant sections, otherwise the form will be returned to you.

Catalyst Housing Group Ltd. may contact applicants by email or text message on available properties or products. If you do not wish us to contact you using these methods, please tick this box:

email  text message

Homeownership Westminster  
Catalyst Housing Group Ltd.  
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Ealing, London W5 2AU

☎ 0845 437 9701

✉ info@homeownershipwestminster.co.uk

www.homeownershipwestminster.co.uk

Homeownership Westminster  
is provided by  
Catalyst Housing Group,  
a charitable housing association