



## City of Westminster

Homeownership Westminster (HOW) is delivered by Westminster City Council (WCC).

The HOW register is a list of people who are eligible for homeownership and rental opportunities in the WCC area.

**To join the register, you must have lived or worked in Westminster for the past 12 months and be a first time buyer or you are selling your current property.**

PLEASE READ ALL INFORMATION AS SET OUT ONLINE AT [www.homeownershipwestminster.co.uk](http://www.homeownershipwestminster.co.uk) BEFORE COMPLETING THIS FORM.

**Your form will be processed within five working days. If you are eligible to register you will receive written notification of your priority banding by email, otherwise you will be notified why you are not eligible. Please note that you can only apply if you are able to prove your connection to living or working in Westminster. If you are in doubt as to whether you meet the criteria, please contact our team to discuss. Discretionary decisions may be taken from time to time by the Director of Housing.**

Please provide copies of your supporting documents when you return your registration form.

### Evidence required:

#### If you are a resident in Westminster

- Proof that you have lived in Westminster for at least the last 12 months (please provide your most recent council tax statements or utility bills, as well as a bank statement or bill from 12 months ago) or proof that you are a WCC or housing association tenant such as your tenancy agreement
- Proof of income for all applicants (4x payslips, 1 from each of the last quarters of previous 12 months or P60)

#### If you are a Westminster worker

- Proof of employment for all applicants (a letter from your employer confirming that you have been in employment with them for the past 12 months or proof of all employment you've held in the past 12 months if you have held more than one post)
- Proof of identity for all members of household, including children (passports)

**Self employed** - if you are self employed you will be asked to produce your last 2 years of HMRC accounts

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

How many bedrooms are required for your current housing need?	Please tick which options you are particularly interested in.
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4+	<input type="checkbox"/> Buying <input type="checkbox"/> Renting <input type="checkbox"/> Both

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

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

Applicant 2 relates to a partner or any adult to be included on the application. If you are completing an application for a third person, please complete a separate form and ensure this accompanies your main form.

	Applicant 1		Applicant 2	
Gender (please tick)	Male	Female	Male	Female
Title (Mr/Miss/Ms/Mrs/Other)				
First name				
Surname				
Please state any other first/last name(s) you have been known as				
Date of Birth				
Relationship to applicant 1				
Current Address (including postcode)				
National Insurance number				
Home telephone number				
Mobile telephone number				
Email address (state clearly)				
Have you lived in Westminster for the past 12 months? If yes, please state the date you started living in Westminster	Yes	No	Yes	No <input type="checkbox"/>
Have you worked in Westminster for the past 12 months? If yes, please state the date you started working in Westminster	Yes	No	Yes	No
Which local authority area do you live in?				
Which local authority area do you work in?				

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

HOW Website	Hoarding / sign board	Poster / Leaflet
Direct Mail	Housing Matters Magazine	Press Article / Editorial
E-Mail	Internet / Web Search	Private Developer
Employer	Local Authority	Radio/ TV Advert
Estate Agent	Newspaper / Magazine Advert	Sponsorship Activity
Event	Other Housing Association	The Reporter Magazine
Financial Adviser	Other Website	Word of Mouth

If other, please supply any further details e.g. website event, publication.

To be completed by ALL Applicants

Employment details	Applicant 1		Applicant 2	
What is your job title?				
What is your employer's name?				
Where do you work? (Full address and postcode)				
What is your employment status?	Self employed*	Fixed term contract	Self employed*	Fixed term contract
	Permanently employed	Other	Permanently employed	Other
On what date did you start this job?				

\*If you are self employed you will be asked to produce your last 2 years of HMRC accounts

Are you working in any of the following sectors?	
Health Service Clinical Staff employed by NHS (excl. doctors and dentists)	Teachers in Public Sector Schools
Fire Service	Police
Other Local Authority (please state the role below)	Social Care workers (with professional qualifications only)

MoD - Please tick if any of the below applies to you	
Regular Service Personnel	Uniform Staff in Defence Fire Service
Clinical Staff (excluding doctors/dentists)	Full-time Reserve Service
MoD Police Officer	Ex-Regular Service Personnel
Surviving Partner of Regular Service Personnel who died in service within the last 12 months	
Service personnel that have successfully completed basic phase 1 training	

Financial Details	Applicant 1	Applicant 2
What is your total gross <b>annual</b> income through employment? (including guaranteed additional payments you receive)		
Current Savings (including gifted money or investments)		
What is the total amount you have received in bonus payments in the last two years?		
If you have any monthly loans or repayments please complete the box below. If this is not completed, HOW will presume that you have no outstanding loans or repayments. Please exclude any mortgage repayments. You will be required to provide evidence of your earnings.		

Applicant 1				Applicant 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?				
	Applicant 1		Applicant 2	
Do you have access to or the ability to raise at least £10,000 to cover the cost of buying?	Yes	No	Yes	No
Have you ever failed to keep up payments on any loan or form of credit agreement?	Yes	No	Yes	No
Have you ever had a County Court Judgement (CCJ) registered against you? *	Yes	No	Yes	No
Have you ever been subject to a repossession order or been declared bankrupt?	Yes	No	Yes	No
Have you been in rent arrears in the past 12 months? (We will require a landlord reference and / or rent reference before you can move into an intermediate home)	Yes	No	Yes	No
<b>*If you currently have a CCJ registered against you please do not apply to the HOW service, as you are ineligible until the CCJ is removed</b>				
If you cannot tick all the boxes we may later ask you for details of the circumstances involved.				

Mobility Issues		
Are you or anyone included on your application a wheelchair user?	Yes	No

### Housing aspirations

What are your housing aspirations in the short term? (the next 1-3 years)

Buy in Westminster

Rent in Westminster

What are your housing aspirations in the longer term? (3 or more years from now)

Buy in Westminster

Rent in Westminster

Buy outside of Westminster

Rent outside of Westminster

Would you consider sharing a rental property with another HOW registrant? (someone who you don't currently know)

Yes

No

### Other areas of interest?

HOW will keep you updated with all Intermediate Housing options available in the Westminster area. However, if you are also interested in considering other **surrounding boroughs** please specify below and we will ensure that your details are available to the relevant housing provider.

### Family

Who else will be living with you? Please indicate full details, such as children or elderly relatives.\*

Name	Relationship to you	Gender	Date of birth

**\*Any working members of your family should be added to your application as an additional applicant and their annual income will be taken into account.**

Citizenship	Applicant 1		Applicant 2	
Are you a British or EU/EEA citizen?	Yes	No	Yes	No
If not, is your passport stamped with "indefinite leave to remain?"	Yes	No	Yes	No
What is your country of origin?				
Do you hold more than one passport?	Yes	No	Yes	No
Country where passport/s was issued:				
Passport number/s?				

**Current housing status**

<p><b>Are you (please tick box below):</b></p> <p>a council tenant*</p> <p>a housing association social tenant*</p> <p>a housing association intermediate tenant*</p> <p>living with family or friends</p> <p>renting privately</p> <p>If yes, how many years have you been renting?</p> <p>In temporary accommodation provided by your local authority</p> <p>Have you been placed on the council's housing register? Yes No</p> <p>If yes, please insert your housing waiting list number</p> <p>Are you a son or daughter of an overcrowded council tenant and living with them? Yes No</p> <p>If you parent/s are registered on the transfer list please insert their housing registration number?</p> <p><b>*You must be the named tenant on the tenancy to qualify as a council or housing association tenant.</b></p>	<p><b>Applicant:</b> You must provide details of your landlord below:</p> <p><b>1      2</b></p>		<p><b>Applicant 1</b></p> <p>Landlord Name</p> <p>Landlord Address</p> <p>Contact Name</p> <p>Contact Telephone</p>		<p><b>Applicant 2</b></p> <p>Landlord Name</p> <p>Landlord Address</p> <p>Contact Name</p> <p>Contact Telephone</p>	
	<p>Applicant 1</p> <p>Applicant 2</p> <p>If yes, please insert their housing registration reference number</p>					

**Current and previous home owners and mortgages**

Do you own, or have you ever owned, in the UK or abroad?

**Applicant 1** Yes No      **Applicant 2** Yes No

If yes, please provide the date which the property was / is due to be sold below for each applicant as relevant.

<b>Applicant 1</b>	<b>Applicant 2</b>	
Did you buy under the shared ownership scheme?	If Yes, what % equity do you own?	<b>Applicant 1</b>
<b>Applicant 1</b> Yes No	<b>Applicant 2</b> Yes No	<b>Applicant 2</b> %

Why do you need to move? **Applicant 1**      **Applicant 2**

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

**Applicant 1** Yes No      **Applicant 2** Yes No

How much mortgage do you have outstanding? **Applicant 1**      **Applicant 2**

What is the current value of the property? **Applicant 1**      **Applicant 2**

PLEASE NOTE: Failure to disclose ownership of any property in the UK or abroad may result in legal proceedings being taken against you in the future.

## Declaration

Homeownership Westminster (HOW) is delivered by Westminster City Council (WCC). HOW accepts your personal data for the purpose of processing your registration for housing prioritisation and will hold your information in accordance with the data protection legislation.

All information you provide during this registration process may be shared with relevant parties. You consent to being contacted by HOW / our housing partners either by phone, SMS, email or mail, to be notified regarding housing opportunities you may qualify for or that you have shown an interest in. All information will be treated in the strictest confidence. HOW and partner organisations, reserve the right to take up any references including credit reference agencies if appropriate.

As we are required to protect public funds we may use the information you have provided on this form to prevent and detect fraud. Under data protection legislation we may share information with other public bodies for the detection and prevention of fraud.

Sensitive personal data such as age, gender, ethnic origin or disability information will be used for anonymised statistical analysis and monitoring purposes only, they will not be used for any other purpose.

### **Personal Declaration:**

I acknowledge that it is a criminal offence to knowingly or recklessly make a false declaration or withhold information reasonably required in connection with my application/registration for intermediate housing.

I understand that if it is found that false information has been given to obtain housing prioritisation legal action may be taken and the appropriate provider or local authority may seek possession of any property or leasehold tenancy granted.

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 or before the day of completion if I buy or rent a home through any affordable homeownership initiative. I understand that I am not permitted to sublet the property without the prior permission of my landlord. Failure to do so may result in eviction from the property.

I authorise HOW and WCC to share and exchange information with stakeholders as required, including partner Registered Providers, private housing developers, local authorities, the electoral register, solicitors, panel-approved independent financial advisors, my employer, credit reference agencies, estate agencies and other organisations who may be able to assist in locating properties.

**I agree to inform HOW of any changes in my circumstances and that failure to do so may disqualify me from the register and access to intermediate housing opportunities.**

Signed (Applicant 1)

Date

Signed (Applicant 2)

Date

**You can simply type your name in the above, there is no need to print and sign a copy.**

Diversity Monitoring

We want to ensure our services are available equally to everybody. The information you give us here will help us do this. What you tell us will not affect your housing application and you do not have to give this information if you do not want to. The details you have provided earlier on gender and age will also be anonymised and used for diversity monitoring.

**Of which of these groups do you consider yourself to belong?**

Applicant		Applicant		Applicant	
1	2	1	2	1	2
White British		Black African		Mixed - White and Asian	
White Irish		Black Caribbean		Mixed other	
White European		Black British		North African	
White Other		Black Other		Arab	
Bangladeshi		Mixed - White and Black African		Iranian	
Indian		Mixed - White and Black Caribbean		Other Middle Eastern	
Pakistani		Another (say which)		Not willing to say	
Asian Other		.....			

Medical Issues

Is anyone included on your application living with a disability?      Yes      No

If yes, briefly state the nature of the disability in the space below.