

## **Shared Ownership – Important Information for Applicants**

Please read this carefully. This information will help you understand how the Shared Ownership scheme works and what is involved in the application process. It will also explain what documents you need to provide and who to contact with any questions.

### **About this Information**

We want to make sure that everyone applying for Shared Ownership receives clear and consistent information. This document contains important information you should be aware of before starting your affordability assessment.

This information applies to all Shared Ownership homes.

### **Your Key Information Document (KID)**

Please read your Key Information Document (KID) carefully as it contains essential details about the home you are interested in.

### **Finding a shared ownership property**

All of CHS Group's shared ownership properties for sale are advertised at <https://www.chsgroup.org.uk/looking-to-buy-a-home/> and <https://www.shareto-buy.com/>. In some circumstances, high street estate agents may also advertise our shared ownership properties for sale.

Once you have found a property that you are interested in, please click the 'register interest' button on the listing and your contact details will be sent to the current shared owner or estate agent to arrange a convenient viewing time with you directly.

### **Our Application and Assessment Process**

Once you have viewed the property and you would like to proceed with an application to purchase the share, please contact [info@chsgroup.org.uk](mailto:info@chsgroup.org.uk) and we will ask you to complete an affordability assessment with our panel broker, The Mortgage People (TMP). This is not mortgage advice and does not guarantee that you can get a mortgage. There is no charge for this assessment and you are not obliged to use TMP as your broker.

The affordability assessment is done in two stages, the first stage is an initial assessment where TMP will request information over the telephone from you regarding your income and outgoings. They will then inform you and CHS Group if, in principle, the purchase of the minimum share is affordable for you. Assuming that you wish to proceed with the application, you will then be asked to provide supporting documentation as noted in TMP's '[essential documents list](#)'. You will be asked to upload this information via their portal.

When completing your affordability assessment, TMP will adhere to CHS Group's policies including our [minimum monthly surplus income policy](#). All of our shared ownership properties are allocated according to our [first come first served policy](#).

Once you have provided all of the requested documentation TMP will review your assessment and, assuming that you pass, CHS Group, you and TMP will be asked to sign off the assessment. This assessment will determine the maximum share affordable for you. If you wish to purchase a different share than the share determined as affordable by your assessment, you must provide a clear and justifiable reason. We may either offer a different share or decline your application. This is not applicable to shared ownership resales.

Once your assessment has been signed off we will request your solicitor's contact details for the memorandum of sale which will be sent to you and the seller and we will instruct our solicitor. You should then communicate with your solicitor regularly for updates on the sale progression.

### Who Does What in the Application Process

Application Stage	Responsible Party	Contact For Queries
Applicant eligibility and prioritisation	Shared Ownership Provider	info@chsgroup.org.uk
Financial affordability assessment	Mortgage Broker / Advisor (acting on behalf of Provider)	chirpy@tmpmortgages.co.uk
Application decision and share level	Shared Ownership Provider	info@chsgroup.org.uk
Application of provider policies	Shared Ownership Provider	info@chsgroup.org.uk
Mortgage advice (if requested)	Mortgage Broker / Advisor (regulated by FCA)	chirpy@tmpmortgages.co.uk
Complaints about application or decision	Shared Ownership Provider	info@chsgroup.org.uk
Complaints about mortgage advice	Mortgage Broker's own complaints procedure	chirpy@tmpmortgages.co.uk

### Accessibility

If you require this information in a different format (for example, large print, braille, or another language), please let us know and we will do our best to assist.

This document is provided in accordance with Homes England guidance and will be updated periodically to ensure it remains current.

