

HomeBuy Registration Form



Catalyst Housing Group is the HomeBuy Agent for Berkshire, Buckinghamshire, Oxfordshire and Surrey

Information Pack

Office use only

Ref No:

Mref:

PLEASE READ ALL ACCOMPANYING INFORMATION BEFORE COMPLETING THIS FORM.

You can also complete the form online at www.catalysthomebuy.org.uk

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 application unless all sections of this application are fully completed.

Have you previously applied for low cost home ownership with Catalyst Housing Group Ltd? Yes No

If yes, what was your reference number? _____

For monitoring purposes, please can you identify which schemes you are particularly interested in? (Please tick all that apply or leave blank if unsure at the present time).

HomeBuy Direct	<input type="checkbox"/>	First Time Buyers' Initiative	<input type="checkbox"/>	Rent to HomeBuy	<input type="checkbox"/>
New Build HomeBuy (part-buy,/part-rent)	<input type="checkbox"/>	Resales (part-buy/part-rent)	<input type="checkbox"/>	Intermediate/Discounted rent	<input type="checkbox"/>
All of the above	<input type="checkbox"/>				

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. Applicant 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.

	Applicant 1	Applicant 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		
Relationship to applicant 1		
NI Number		
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?		

What is your occupation?

State your occupation in the box below:

First applicant

Second applicant

If you are a key worker, which of the following sectors are you employed in?

First applicant

Health (NHS)

MOD

Local authority

Education

Highways Agency

Environmental Health

Police

Probation service

Connexions Staff

Fire service

Prison service

Other (please state)

Second applicant

Health (NHS)

MOD

Local authority

Education

Highways Agency

Environmental Health

Police

Probation service

Connexions Staff

Fire service

Prison service

Other (please state)

Additional occupation questions

	First Applicant	Second Applicant
NHS: If you work for the NHS, which NHS Trust do you work for?	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
EDUCATION If working as a teacher do you have Qualified Teacher Status?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
If working in further education, do you have or are you working towards a Further Education Qualification?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Classification of school	Primary School <input type="checkbox"/> Secondary School <input type="checkbox"/> Sixth Form College <input type="checkbox"/> Further Education College <input type="checkbox"/> Special School <input type="checkbox"/> Nursery <input type="checkbox"/>	Primary School <input type="checkbox"/> Secondary School <input type="checkbox"/> Sixth Form College <input type="checkbox"/> Further Education College <input type="checkbox"/> Special School <input type="checkbox"/> Nursery <input type="checkbox"/>
Is your school government funded?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
SOCIAL WORKERS Do you have a recognised social work degree/diploma?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

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 employer's address? If different from your work address		
What is your employment status?	Self employed <input type="checkbox"/> Permanently employed <input type="checkbox"/> Fixed term contract <input type="checkbox"/> Other <input type="checkbox"/>	Self employed <input type="checkbox"/> Permanently employed <input type="checkbox"/> Fixed term contract <input type="checkbox"/> Other <input type="checkbox"/>
If applicable, on what date does your contract end?		
On what date did you start this job?		

Financial Details	Applicant 1	Applicant 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? Please specify if any of your savings are 'gifted'	£	£

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

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?

	First applicant	Second applicant
Do you have access to or the ability to raise at least £3,500 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		

Your preferred local authority area(s)

Catalyst Housing Group markets and promotes properties for partner housing associations throughout the Berkshire, Buckinghamshire, Oxfordshire and Surrey regions. Please indicate any local authority areas below that are of interest to you.

- | | | | |
|---|--|--|---|
| Berkshire (all) <input type="checkbox"/> | Buckinghamshire (all) <input type="checkbox"/> | Oxfordshire (all) <input type="checkbox"/> | Surrey (all) <input type="checkbox"/> |
| Bracknell Forest <input type="checkbox"/> | Aylesbury Vale <input type="checkbox"/> | Cherwell <input type="checkbox"/> | Elmbridge <input type="checkbox"/> |
| Reading <input type="checkbox"/> | Chiltern <input type="checkbox"/> | Oxford <input type="checkbox"/> | Epsom & Ewell <input type="checkbox"/> |
| Slough <input type="checkbox"/> | Milton Keynes <input type="checkbox"/> | South Oxfordshire <input type="checkbox"/> | Guildford <input type="checkbox"/> |
| West Berkshire <input type="checkbox"/> | South Bucks <input type="checkbox"/> | West Oxfordshire <input type="checkbox"/> | Mole Valley <input type="checkbox"/> |
| Windsor & Maidenhead <input type="checkbox"/> | Wycombe <input type="checkbox"/> | Vale of White Horse <input type="checkbox"/> | Reigate & Banstead <input type="checkbox"/> |
| Wokingham <input type="checkbox"/> | | | Runnymede <input type="checkbox"/> |
| | | | Spelthorne <input type="checkbox"/> |
| | | | Surrey Heath <input type="checkbox"/> |
| | | | Tandridge <input type="checkbox"/> |
| | | | Waverley <input type="checkbox"/> |
| | | | Woking <input type="checkbox"/> |

If you are interested in low cost home ownership in any other area please www.homebuy.co.uk to find contact details for the appropriate HomeBuy Agent.

Family

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

Name	Relationship	Gender	DOB

Where did you hear about HomeBuy?

- | | | | |
|---|--|--|---|
| Direct mail <input type="checkbox"/> | Employer <input type="checkbox"/> | Press article <input type="checkbox"/> | Financial Adviser <input type="checkbox"/> |
| HomeBuy Event <input type="checkbox"/> | Local Authority <input type="checkbox"/> | Press advert <input type="checkbox"/> | Hoarding/sign boards <input type="checkbox"/> |
| Catalyst website <input type="checkbox"/> | Estate Agent <input type="checkbox"/> | Radio/TV advert <input type="checkbox"/> | Sponsorship <input type="checkbox"/> |
| HomeBuy website <input type="checkbox"/> | Private Developer <input type="checkbox"/> | Posters/flyers <input type="checkbox"/> | Word of mouth <input type="checkbox"/> |
| Other website <input type="checkbox"/> | Other housing association <input type="checkbox"/> | Outdoor advert <input type="checkbox"/> | Other (please specify below) <input type="checkbox"/> |

Please supply any further details, e.g. Which HomeBuy event, which publication?

Current housing status

Are you:	Applicant 1	Applicant 2	Applicant 1	Applicant 2
a council tenant	<input type="checkbox"/>	<input type="checkbox"/>	How many bedrooms does your current home have?	<input type="text"/>
a housing association tenant	<input type="checkbox"/>	<input type="checkbox"/>	Is it a flat or a house?	<input type="text"/>
living with family or friends	<input type="checkbox"/>	<input type="checkbox"/>	If you are a private tenant, council or housing association tenant, please provide details of your landlord below:	
renting privately	<input type="checkbox"/>	<input type="checkbox"/>	Applicant 1	Applicant 2
in temporary accommodation provided by local authority	<input type="checkbox"/>	<input type="checkbox"/>	Landlord name	Landlord name
other?	<input type="checkbox"/>	<input type="checkbox"/>	Landlord address	Landlord address
Do you have a local authority waiting list number?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Contact name	Contact name
If yes, please enter this information below, if no, please contact your local authority to obtain this	<input type="text"/>	<input type="text"/>	Contact telephone	Contact telephone
What is your Local Authority Waiting List Number?	<input type="text"/>			
What is the name of your Local Authority?	<input type="text"/>			

Current and previous home owners and mortgages

Have you ever owned or partly owned a property in the UK or abroad? Applicant 1 YES NO Applicant 2 YES NO

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

Please provide details of full property address

What equity did you/will you receive? £

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	Applicant 1	Applicant 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?	<input type="text"/>	<input type="text"/>

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?

	First App.	Second App.		First App.	Second App.		First App.	Second App.
White			Asian or Asian British			Chinese		
British	<input type="checkbox"/>	<input type="checkbox"/>	Indian	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>	Other ethnic group	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>	Question refused	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>			
Mixed								
White & Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Black or Black British					
White & Black African	<input type="checkbox"/>	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	<input type="checkbox"/>			
White & Asian	<input type="checkbox"/>	<input type="checkbox"/>	African	<input type="checkbox"/>	<input type="checkbox"/>			
Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<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 may be 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.

Signed (First Applicant) Date

Signed (Second Applicant) 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

Catalyst Housing Group Ltd.
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☎ 0845 601 7729 ✉ homebuy@chg.org.uk

www.catalysthomebuy.org.uk

A charitable housing association



Homes & Communities Agency

Real help now

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