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| **Shared Ownership Allocation Statement (first come, first serve)** |
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| 1. **Introduction**

**1.1** West Kent has adopted the below policy for first come, first serve for those wanting to purchase a shared ownership home with West Kent (both resales and new build) and where demand outweighs the number of homes available. **1.2** To qualify for shared ownership have must have a gross household income of less than £80,000 (outside of London) and be otherwise unable to purchase a suitable property for your housing needs on the open market. The £80,000 also includes all family members over the age of 18 living in the home regardless of whether they will be on the mortgage/deeds of the home. **1.3** An applicant cannot own or be on the deeds of another home in the UK or aboard and be eligible for shared ownership unless the home is sold or in the process of being sold. **2. Allocation of a new build property will be based on the following:****2.1 At point of a Passed Initial Financial Assessment** – West Kent will base the allocation on whoever passes the initial assessment (Stage 1) and returns a completed shared ownership application form. **2.2** An applicant will not be allocated a property until the Stage 1 assessment is complete. **2.3** The initial financial assessment will be carried out by a qualified Mortgage Advisor from our preferred panel. The applicant is responsible for contacting a Mortgage Advisor. **2.4** You will not be charged a fee to complete the Stage 1 assessment.**2.5** The Stage 1 form should be completed by the Mortgage Advisor, along with a West Kent application form which can be found on our website [SO application form](https://www.westkent.org/find-a-home/buy-a-home/shared-ownership-application-form). **2.6** All completed forms should be returned to sales@wkha.org.uk and the first applicant to do so will be allocated their first choice of the available homes. Homes will not be allocated until Stage 1 has been completed. **2.7** We will then allocate available homes/home in order from the date/time we receive the completed passed initial financial assessment and completed application form. **2.8** This process applies for both off-plan sales and homes available to view where more than one applicant has applied.**2.9** For applicants that already own a home and wish to buy a new build property we will consider the application on a case-by-case basis. It will be dependent on the status of the scheme and if we are taking off-plan reservations. If the home is ready for occupation, we will require a Memorandum of Sales and be nearing completion. If the related sale falls through West Kent have the right to withdraw the offer. **2.10** If there are more homes than applicants, we would still allocate based on first come, first serve but would ‘reserve’ the home for you and then move to Stage 2 – full assessment set out in our Affordability Statement which is also on our website. **3. Allocation of a resale property will be based on the following:****3.1** We will assess the first three applicants who contact us and complete and return: * A completed application form [SO application form](https://www.westkent.org/find-a-home/buy-a-home/shared-ownership-application-form)
* Return the Stage 1 financial assessment completed by a mortgage advisor
* Provide a copy of the Memorandum of Sale if you have a home to sell to confirm it is under offer (if applicable).

**3.2** All documents should be returned via email to sales@wkha.org.uk within 3 working days. We will then arrange a viewing with the seller, subject to the outcome of the Stage 1 financial assessment. **3.3** In exceptional circumstance applicants may be allowed to view before confirming affordability and where the nomination period is coming to an end. **4. Military Personnel** **4.1** The exception to the first come, first serve policy for new build and resale homes, is for qualifying Armed Forces personnel and in certain rural locations and sites.  Such exceptions where there is an undersupply can be summarised as follows with more detail on each following.* Serving military personnel and former members of the British Armed Forces discharged in the last two years
* National Parks, Areas of Outstanding Natural Beauty and rural exception sites

**4.2** Ministry of Defence personnel will be prioritised for Shared Ownership schemes where:* They have completed their basic (phase 1) training and they are one of the following:
	+ Regular service personnel (including Navy, Army and Air Force)
	+ Clinical staff (with the exception of doctors and dentists)
	+ Ministry of Defence Police Officers
	+ Uniformed staff in the Defence Fire Service
* They are ex-regular service personnel who have served in the Armed Forces for a minimum of six years, and can produce a Discharge Certificate (or similar documentation) as proof, where they apply within two years (24 months) of the date of discharge from service or
* They are the surviving partners of regular service personnel who have died in service, where they apply within two years (24 months) of the date of being bereaved.
* Where Shared Ownership homes are being delivered in either a National Park, Area of Outstanding Natural Beauty or on a rural exception site then a prioritisation of applicants can be applied. In most cases this will be agreed by the local authority and set out in a Section 106 agreement or through other formal means.
* The agreement is likely to stipulate that priority will be given to applicants with some form of connection to the local area. Additionally, the agreement will also likely include a cascade system to identify in order the next areas and / or criteria for the priority of applicants that will apply.
* For schemes/homes where there is a historic local lettings plan or other specified allocation criteria this will be clearly stated when homes are marketed for sale.

If you have any further questions, please email sales@wkha.org.uk or call 01732 749 900 selecting Option 1 for new build homes and Option 3 for resale homes. The list of panel mortgage advisors is below. **Panel Mortgage Advisors** |

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