

## Discounted Sale housing Registration form

Use this form to apply to join Eden's waiting list to buy a Discounted Sale property

Note, if you are looking for an affordable home to rent do not fill in this form, instead please:

- visit [www.cumbriachoice.org.uk](http://www.cumbriachoice.org.uk) or,
- call our Housing Team for more information on 01768 817817

### About this form

The information you supply in this form will allow us to check that this is the best affordable housing scheme for you given your household's circumstances. Please be aware the minimum age for applicants to join the waiting list is eighteen years old.

All communication will be by email unless stated otherwise. Please **only** fill in the box below to inform us if you would prefer to receive communication by post:

I would prefer to receive communication via post, my correspondence address is:

### Next steps

You will be sent confirmation of your acceptance onto the waiting list, or otherwise, within 10 working days of submitting this form. Once on the waiting list you will receive details of properties available to purchase through the scheme and how to apply for approval to purchase a particular property.

Please read the **Discounted Sale Housing Guidance Document** and be aware that before you can go on to apply to be approved to purchase a particular property you must meet the below eligibility criteria:

- Have the required local connection.
- Demonstrate you require a discount to purchase a property through the scheme.
- The Discounted Sale property must be your only home.
- Have a right of residence in the UK.

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### Section 1: Applicant(s) details

Please give the details of each applicant that will be purchasing the discounted sale property.

	Applicant 1	Applicant 2 (if applicable)
Title:		
Full name:		
Date of birth:		
Current address:		
Postcode:		
Are you a (tick ✓):	<input type="checkbox"/> Homeowner (with mortgage) <input type="checkbox"/> Homeowner (no mortgage) <input type="checkbox"/> Shared owner <input type="checkbox"/> Renting <input type="checkbox"/> Lodging <input type="checkbox"/> Living with parents	<input type="checkbox"/> Homeowner (with mortgage) <input type="checkbox"/> Homeowner (no mortgage) <input type="checkbox"/> Shared owner <input type="checkbox"/> Renting <input type="checkbox"/> Lodging <input type="checkbox"/> Living with parents
How long have you lived there? (In years & months)		
Rent, mortgage or board paid each month (£):		
If you have lived at the above address for less than 3 years, please provide previous address(es):		
Email address:		
Best daytime contact phone number:		

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Who else will be living with you in your new home, who you have not already mentioned?  
(including children)

Title	Surname	First name	Date of birth	Relationship to Applicant 1	Relationship to Applicant 2

### Section 2: Income, Investments & Savings

You must tell us about all income, savings and investments in the name of each applicant.

	Applicant 1	Applicant 2
What is your gross annual income - which is the amount before tax? (£) (Including pension, benefits, regular overtime)		
What is the value of your total savings and investments? (£)		

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### Section 3: Employment

You must tell us about all employment or self-employment undertaken by each Applicant.

	Applicant 1	Applicant 2 (if applicable)
Do you work for an employer? (Yes/No)		
Are you self-employed? (Yes/No)		
How many hours do you work per week?		
Employers address and company name:		
When did you start your job?		
If you are self-employed what are the locations you normally cover?		
Do you have more than one job? If so please provide details of the employer(s) & hours worked:		

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### Section 4: Property ownership

Use this section to provide details of any property each applicant owns, this includes current home, any properties rented out, holiday homes, inherited properties and empty homes.

Please note, current homeowners are not excluded from joining the Discounted Sale waiting list. However, as a Discounted Sale property must be your only owned property, in order to be approved to purchase a discounted sale property through the scheme you will need to have secured a sale on any property owned, subject to contract.

	Applicant 1	Applicant 2 (If different)
Do you own a property? (Yes/No)		
Do you have a mortgage on the property, if applicable? (Yes/No)		
What is the current balance outstanding on the mortgage? (£)		
What is the current market value of the property? (£)		
Do you own any other property in this country or abroad? (Yes/No) If yes please provide details:		

### Section 5: Your housing requirements

What type of property do you want to buy? Please **tick** ✓ all that apply.

Property Type		Bedrooms	
House		One	
Bungalow		Two	
Ground floor flat		Three	
Upstairs flat		Four+	
Please state below if you or anyone who will be living with you is registered disabled or has mobility issues:			

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### Section 5: Location and local connection

Where would you like to buy a discounted sale property? Please **tick ✓** all that apply. Please also indicate if you have a local connection to a particular area (if unsure leave this column blank).

	Would like to live ✓	*Have a local connection ✓		Would like to live ✓	*Have a local connection ✓
Penrith			Lazonby		
Alston			Nenthead		
Appleby			Orton		
Kirkby Stephen			Plumpton		
Armathwaite			Ravenstondale		
Brough & Church Brough			Shap		
Clifton			Stainton		
Culgaith			Tebay		
Greystoke			Temple Sowerby		
Hackthorpe			Warcop		
Hesket (High & Low)			Yanwath		
Kirkby Thore			Other (please state) .....		
Langwathby					

Is there a particular development you are interested in purchasing a Discounted Sale property? (if yes please state):	
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**\*Local connection:** can mean that you live or work in that place or its surroundings and have done so for a continuous period of three years, or have strong established and continuous links to that place or its surroundings, or you have an essential need through age or disability to live close to a relative living in that place or its surroundings. **Please note, where the house you would like to buy is in Penrith your local connection can be to anywhere in the Eden District.**

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### Section 6: Declaration

- This is my/our registration form to join Eden's waiting list to buy a Discounted Sale property.
- I/we declare that the information I/we have given on this form is correct and complete to the best of my/our knowledge.
- I/we authorise Eden District Council's Housing Services section to make any enquiries to verify the information on this form.
- I/we authorise the Council to use the information provided for research purposes to inform evidence of local housing needs, this will not include an applicant's personal details, income or financial information.
- I know that I must let Eden District Council know straight away about any change in my/our circumstances which might affect my application. I may be liable to prosecution if I fail to do so.

Signed: Applicant 1 \_\_\_\_\_ Date \_\_\_\_\_

Applicant 2 \_\_\_\_\_ Date \_\_\_\_\_

### What to do next

Once you have completed this form, please post it or bring it to the below address:

 Eden District Council, Town Hall, Corney Square, Penrith, CA11 7QF

 Or, email your completed form to [housing.services@eden.gov.uk](mailto:housing.services@eden.gov.uk)

### Data Protection

The Council shall comply with all applicable data protection legislation and privacy legislation in the UK including the General Data Protection Regulation (GDPR); the Data Protection Act 2018; and all other legislation and regulatory requirements in relating to the use of Personal Data and the privacy of electronic communications.

Any personal data submitted by you or obtained as part of an application will be handled in accordance with the Data Protection Laws, the Council's Data Protection Policy and its Privacy Policy which can be found on the Council's website [www.eden.gov.uk/your-council/council-business/requesting-information/data-protection-policy](http://www.eden.gov.uk/your-council/council-business/requesting-information/data-protection-policy)