Discount Market Sales Housing Properties Application Form

Site location/development name……

Planning reference number……

1. This form has been produced to ensure sales of Discount Market Sales Housing (DMSH) units on the development conforms with the requirements of the legal agreement attached to the planning permission.
2. The council has agreed with the developer, that on the development the DMSH units will be available at (……% discount) of the market value. These products are aimed at increasing home ownership and are provided to aid those who would otherwise not be able to afford a home on the development site in a bid to get onto the housing ladder.
3. This form sets out requirements which a potential buyer must be able to demonstrate in order to purchase the DMSH unit on the development.
4. The discount sales restriction will be recorded on Proprietorship Register at the Land Registry. Any future sales of this affordable unit will also benefit from the ……% discount from the market value at the time. This is in line with the legal agreement/s associated with the Planning Permission for the development.
5. To be eligible for a DMSH units on this housing development the combined gross annual household income must not exceed 40% of the discount market value of the property and the applicant/s must not otherwise be able to be able to afford a home on the development site.
6. Units cannot be purchase as a second home, they must be the applicant`s sole residence. The applicant/s must be the occupier of the property and the only residential property that the applicant/s owns.
7. The developer/owner will inform the council when a sale of one of the DMSH units is completed.
8. This form should be completed by prospective buyers and confirmed by the sales office.
9. Once the sales officer/owner`s agent are satisfied that the applicant is eligible copies of the completed forms should be returned to the council for approval prior to the completion of the sale.

Please note – if you choose to sell your DMSH, you must liaise with HBC Land Use Policy to begin the process, a sale price must be agreed, and only eligible applicants can buy the home.

SECTION 1		
Date of Application:		
Planning permission plot number:		
Property address:		
Market Value Price (MVP):		
% discount		
Sum of discount (£)		
Purchase price (…% less MVP):		
Date unit first marketed:		
Applicant(s) Name:		
Applicant(s) Address:		
What Ward do the Applicant(s) live in?		
What is the combined household income?		

SECTION 2		
Eligibility The discounted sale units shall be allocated only to persons in need of affordable housing as identified by the council's most up-to-date eligibility criteria and in accordance with the following allocation priorities:	A – a person who; Has lived in the (insert ward……...) of the council's administrative area as the only or principal home for a continuous period of three years immediately prior to the proposed occupation of a DMSH property, or	Y/N

(Close family connection means: parent, guardian, child (including stepchild), grandparent, grandchild, or sibling).	Has a close family connection with a person living in the (insert ward…….) for a continuous period of three years immediately prior to the DMSH proposed occupation, or Whose last employment was as a member of HM Armed Forces Or, if such a person is not found (within 3 months of the property first being advertised).	Y/N
	B – if no person is found (within the time period set out above) then, a person; vi. Who has lived in the administrative area of the council as his only or principal home for a continuous period of six months out of the past twelve months or three years out of the past five years immediately prior to his proposed occupation of a DMSH property, or vii. Who has close family connection with a person living in the administrative area of the council for a continuous period of three years immediately prior to his proposed occupation; viii. Whose last employment was as a member of HM Armed Forces ix. Who is Key Worker[7] x. Who can evidence a contract of employment within Hartlepool or to be taken up within the administrative boundary of the council. Or, if such a person is not found (within 6 months of the property first being advertised).	Y/N Y/N Y/N Y/N Y/N

7 Key Worker is defined as someone who is permanently employed in the following professions; nurses and other NHS staff along with Health and social care employees, teachers in schools and in further education or sixth from colleges, police officers and some civilian staff in police forces, prison service and probation service staff, social workers, education psychologists, planners and occupational therapists employed by local authorities, Green energy/industrial decarbonisation and net zero employees and whole time junior fire officers and retained fire fighters in some fire and rescue services.

	C - if no person is found (within the time period set out in B above) then, a person; i. Living outside of the administrative area of the council	Y/N
List confirmation of meeting the above eligibility criteria. This may be in form of applicant/s and/or family`s household bills, council tax forms, letter of employment etc.	Evidence submitted:	
Financial Eligibility To be eligible to buy the DMHS property the combined household income should not exceed 40% of the discounted price. Example A property has a discount sales price of £122,500. To be eligible to buy the property the combined household income should not exceed £49,000	Please provide: 1. Proof of combined household income 2. Copy of a maximum mortgage offer 3. A statement from a mortgage/ financial advisor setting out the reasons why the property cannot be purchased without the benefit of the discount	 Y/N Y/N Y/N

(i.e. 40% of the discounted price).		
SECTION 3		
	Applicant 1	
Applicant Information	**Full Name**	
	Date of Birth	
	Contact number	
	Current Housing Status (i.e. homeowner, living with family, friends, renting, etc.)	
	How long at current address?	
	First time buyer?	
	Employment Status/Occupation & Employer	
	Applicant 2	
	Full Name	
	Date of Birth	
	How long at current address?	
	Contact number	
	Relationship with applicant 1	
	Current Housing Status (i.e. homeowner, living with family, friends, renting etc.)	
	First time buyer?	
	Employment Status/Occupation & Employer	
SECTION 5		
Declaration	This application for a home is to provide a sole residence for eligible applicants based on the criteria set out above and contained in the S106 Legal Agreement associated with the planning permission for the site. It is not available for	

	investors on a buy-to-let basis. It has been discounted below market price in accordance with the terms of the S106 Legal Agreement. Applicant(s) are required to read the information regarding DMSH on the following link Discount Market Sales Homes (DMSH) | Hartlepool Borough Council and tick the below box to confirm. ☐ **Developer/Owners agent** **I DECLARE THAT THE INFORMATION PROVIDED IS CORRECT AND COMPLETE AND THAT THE S106 AGREEMENT HAS BEEN ADHEERD TO.** **COMPANY:** **JOB TITLE:** **NAME:** **SIGNATURE:** **Applicant/s** **I DECLARE THAT THE INFORMATION I/WE HAVE GIVEN IS CORRECT AND COMPLETE.** **I/WE (DELETE AS APPROPRIATE) DECLARE THAT THE INFORMATION I/WE HAVE GIVEN IS CORRECT AND COMPLETE.** **I/WE FULLY UNDERSTAND THAT IF FALSE INFORMATION IS GIVEN THIS MAY RESULT IN THIS APPLICATION BEING CANCELLED OR COURT PROCEEDINGS BEING TAKEN.** **I/WE ALSO GIVE AUTHORISATION FOR THE COUNCIL TO PASS MY/OUR DETAILS ON TO PARTNER ORGANISATIONS WHERE NECESSARY SUCH AS THE DEVELOPER.** **I/WE CONSENT TO RECORDS BEING CHECKED IN ORDER TO PROGRESS THIS REQUEST SUCH AS THE ELECTORAL REGISTER.** **Names(s)**

	Signature(s) **Date**