

Shared Ownership

First Come, First Served Policy

Our policy supports affordability and sustainability

The basics

Shared Ownership is prioritised on a first come, first served basis to customers, providing they meet the relevant eligibility and affordability criteria.

This policy applies to every sale of a new build shared ownership home to a prospective customer.

We will ensure all prospective customers are aware of our policy when offering them a shared ownership home.

We will ensure all prospective customers are aware of the process prior to expending any cost.

For shared ownership resale homes, sold outside of the nomination period, there is no requirement for the seller and / or Leeds Federated to adhere to a first come, first served allocation policy. In these cases, the shared owner is entitled to choose the applicant that they wish to proceed with. The applicant will still be subject to any local connection criteria and shared ownership affordability / eligibility assessments.

Our approach

The demand for our shared ownership homes far outstrips the supply in certain areas. It is therefore important that we are clear as to how we offer our shared ownership homes to prospective, eligible customers.

All new build shared ownership homes are offered on a first come, first served basis, in line with Homes England regulative guidance.

First come, first served applies to the first customers who can proceed with a full reservation. It is not based on the date they first expressed an interest.

Key points for customers

Our first come, first served policy at Leeds Federated is based upon:

- Whoever is 'Signed off' by Metro Finance first, or Whoever is 'Signed off' first by the Estate Agent dealing with the site or sale.

Sign off ensures customers have had affordability and eligibility checks completed, have had their documents & ID checked, their deposit and mortgage are in place, and they are ready to reserve.

The reservation fee must be paid within 3 working days. If it is not, Leeds Federated may move onto the next customer signed off.

Some shared ownership developments have specific eligibility criteria set out in the planning approval granted by the local authority. This will be clearly advertised where applicable.

Key points for colleagues

Customers can only be prioritised on the sign off date and / or any priority grounds identified by the scheme rules, such as applications from military personnel, local connection requirements or Homes England criteria / guidance.

We will treat all customers fairly and reasonably and this policy sets out how we will allocate shared ownership homes in an impartial and consistent manner.

Key points for board/committee members and the regulator

This policy ensures that we process applications in an impartial, equitable and consistent manner. It is driven by changes to affordability guidance as set out in the Homes England Capital Funding Guide, effective from 01 August 2024.

Policy updates

The Sales & Leasehold team is responsible for updating this policy.

Policy updated and approved by Leadership Team 23/09/2026. Next review due 23/09/2028.