

Important Information for Applicants – Guidance Note

Key Information Documents:

A Key Information Document provides standardised information about a shared ownership home. All new homes have Key Information Documents (KIDs), individual to the house. You will be able to find a link to them in the advertisement for each of the house types on our website. We have attached a copy of *“Key information about the shared ownership home”*.



Summary of the application and assessment process:

The affordability and eligibility of each applicant will be assessed, free of charge, by our chosen panel firm, Metro Finance.



This is a two-stage assessment process:

- **Stage 1 initial affordability / eligibility assessment:** This is to ascertain whether you are eligible for a shared ownership property. It is also to assess your initial affordability. You will need to know the income for all applicants as well as monthly outgoings. If you can obtain payslips ahead of your affordability assessment, it will make the process smoother. If you pass the initial affordability assessment, you can book a viewing and progress to stage 2.
- **Stage 2 sign off:** This will involve a detailed budget planner to determine if you can afford a shared ownership property by evaluating your income, expenses, and any outstanding debts. It involves calculating your potential mortgage cost, ensuring you have a monthly income surplus for unexpected expenses, and confirming you meet the lender's specific criteria to ensure the purchase is sustainable.



Please note, your affordability assessment **does not** constitute mortgage advice or guarantee the availability of a mortgage.



We encourage applicants to buy the maximum share they can **afford and sustain**.

Documents required for the assessment process with Metro Finance:

- Proof of identity – Valid passport or driving license
- Proof of residency – Proof of current address e.g. a utility bill (this must be dated within 3 months)
- Additional proof of residency for Non-UK and EEA Nationals – Valid via e.g. Residence Permit or visa stamp in valid passport
- If you are employed – Latest 3 month's payslips, P60, copy of contract if starting new position
- If you are self-employed – Latest 2 year's SA302s with corresponding tax year overview or, latest 2 year's tax calculations with corresponding tax year overview, or latest 2 year's trading accounts
- To help assess your income and affordability – 3 months consecutive bank statements for all your accounts to evidence salary credits and financial commitments, latest credit report
- Proof of deposit – Personal savings (6 month's bank statements are required), gift donor letter (a gift donor letter template will be provided, gift donor ID, gift donor proof of savings *6 month's bank statements are required, gift donor proof of transfer)

Please note, other documents may be required depending on your personal circumstances. Metro Finance will advise further.

Our policies:

[Adverse Credit Policy](#)

[Surplus Income Policy](#)

[First-Come-First- Served Policy](#)

Further information:

- If a shared ownership applicant does not meet one or more of the eligibility criteria for the shared ownership scheme, is unable to meet the requirements of the affordability assessment, is unable to meet one or more of the provider's policies in this regard, or if they are unable or unwilling to provide the required information or documentation their application will likely be declined.



- If a shared ownership applicant wishes to purchase a different share level, either higher or lower, to that deemed affordable by their affordability assessment without providing a justifiable rationale or reason why, the Provider can either offer a different share level to that which the applicant would prefer or decline their application.



| Application / Assessment Element | Responsible Organisation |
|--|---|
| Applicant eligibility and prioritisation | Leeds Federated |
| Financial assessment of affordability | Metro Finance |
| Decision to accept or decline an application and at what share level | Leeds Federated |
| Application of provider specific policies | Leeds Federated |
| Mortgage advice (if requested) | Metro Finance / Mortgage broker (acting under their own FCA regulation) |
| Complaints regarding application or share decision | Leeds Federated |
| Complaint regarding mortgage advice | Metro Finance / Mortgage broker's own complaints procedure |



Further information about shared ownership:

[Shared Ownership Guide](#)

Steps to reservation:

[Steps to Reservation](#)

