

ASH-RIDGE PRIVATE FINANCE – Fee-Free Independent Mortgage Advisers

Email – jane.king@ash-ridge.com

www.ash-ridge.com

[@ash-ridgeof](https://www.ash-ridge.com)

Assessment Information Line (0207) 353 8004

Fax - (0207) 583 1033

Post - Temple Chambers, 3-7 Temple Avenue, London EC4Y 0HP

SHARED OWNERSHIP AFFORDABILITY ASSESSMENT FORM - Please provide information for all parties purchasing in the property. Each applicant should complete a separate form or ensure that income and expenditure is noted individually. *If you are not purchasing in joint names please provide reason why as this will impact on how the assessment is completed.*

Please return the completed form to jane.king@ash-ridge.com or call 0207 353 8004

PLEASE NOTE:

We are committed to providing a prompt and efficient service to all applicants and due to the volume of enquiries we receive we would be grateful if you could note the following:

- All assessments are done in strict rotation – please **DO NOT** call for an update unless asked – we aim to call everyone on the same day the assessment is completed depending on the time of receipt.
- Any assessment with missing information will automatically be returned.
- If mortgage finance is required we are using a 5% flat interest rate as lenders are currently stress testing applications at this level. We are keeping this under review.
- If you wish to do your assessment by phone please ensure all information is readily to hand to avoid unnecessary delays
- For all enquiries that are not connected with the financial assessment please contact the Housing Association.

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| Full Name (s) | | Legal Name as shown on your passport or other ID |
| Date of Birth | | |
| Nationality | | |

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| Foreign Nationals Only | Do you hold EEA Passport? Y/N Visa Expiry date if non EEA National / / or confirmation you have indefinite right to remain in the UK Y/N How long have you been resident in the UK? | Please note any visa restrictions. |
| Address | | |
| Contact Phone | | |
| Email Address | | |
| Marital Status | | <p>Please note that if you are married or living with a partner as a couple you should complete a form for both parties even if one partner is not working. This is because we have to take household income into account. If you are not purchasing the property in joint names please provide the reason for this.</p> <p>If you are co-habiting then two incomes can only be accepted if the property is being purchased in joint names. Financial contribution from partners not party to the purchase cannot be taken into consideration.</p> <p>It is acceptable to apply jointly even if one partner does not have income as long as overall the application fits affordability.</p> |
| Number of dependent children | | Please include financially dependent children who are not living with you. |

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| Employment Status | Employed / self-employed / contract / Director / Retired / unemployed / Other | |
| Income | All annual figures please- Current Income only. | |
| | PERMANENT PAYE EMPLOYED | |
| Basic annual Gross salary PAYE (permanent contract) | £ | Do not include any payments which are not guaranteed. Do not include any future income that cannot be evidenced. Do not include any cash in hand unless this can be evidenced as salary via bank statements. If any applicant is on maternity / paternity leave please note maternity / paternity pay unless you can evidence return to work date and salary |
| Maternity / Paternity Leave | Yes / No Maternity / Paternity pay £ | If any applicant is on maternity / paternity leave please note maternity / paternity pay unless you can evidence return to work date and salary in which case note basic above as normal. |
| Time in current employment | | |
| Probationary Period? | Yes / No | |
| Additional PAYE Income in the last 12 months | Commission £ Bonus £ Overtime £ Other £ Car Allowance £ | All additional income must be evidenced by payslip, P60 or similar. Only include income from your present employment. If you require mortgage finance then you may require up to 2 years evidence of bonuses / commission / overtime with the same employer. |
| Net Income per month | £ | Take home pay after tax, NI and any other deductions such as pension, student loan etc. Do not include discretionary such as gym membership etc. |

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| | SELF EMPLOYMENT | |
| Last 2 years net profit from any self-employed or Company Director earnings | Figure before tax but after expenses £ year £ year | These should match figures on last SA302 forms which can be obtained directly from HMRC. Last years accounts will also be accepted. Minimum 1 year self-employed earnings evidenced by SA302 or accounts –if less than one year then do not include. |
| Previous year | £ | |
| | CONTRACT WORKER | |
| Fixed Term Contract | Contracting experience: Start Date: End Date: Like to be renewed? y/n Daily rate £ Or Salary £ | Please note months or years you have been contracting without a break. |
| Agency worker short term / rolling contract | £ | Only include income where a 12 months history of income is available for current agency. |
| Zero Hours Contracts | Income over last 12 months £ Commission/Bonus/Overtime £ | Income from zero hours contracts can be only accepted if the contract has run continuously for a minimum of 12 months. Do not include holiday pay or payment for expenses. |
| Are you paid by an umbrella Company? | Yes / No | |

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| <p>Second Job PAYE</p> | <p>Basic £ Bonus £ Overtime £ Commission £</p> | <p>You must have been employed in a second job for a minimum of 6 months. Do not include cash in hand unless it can be evidenced as income on bank statement. Payslip is not sufficient.</p> <p>If you require mortgage finance then you may require up to 2 years evidence of bonuses / commission / overtime with the same employer.</p> |
| <p>Other earned income</p> | <p>Dividends £ Pension £ Shift Allowance £ Other £</p> | |
| <p>Non earned Income</p> | <p>Maintenance £ Child Tax Credits £ Working Tax Credits £ Child Benefit £ Other benefit income £ Investment £ Rental from property £ DLA £ Other £</p> | <p>Salary details, childcare costs and other details should be accurate and up to date on working/child tax credit award letters otherwise they cannot be used toward affordability.</p> <p>Do not include Housing benefit unless you are purchasing your share outright with no mortgage finance required.</p> <p>Maintenance must be evidenced by bank statements or CSA.</p> <p>Do not include disability living allowance for a child or dependent. It is only acceptable if it is for the benefit of the applicant.</p> |

| Outgoings | Monthly figures please | |
|----------------------|--|--|
| | Car Loan £ Personal Loan £ Student Loan £ Childcare / Nursery £ Child Maintenance £ Existing mortgages £ Travel to work £ Pensions payments from salary £ Private pension payments (not from salary) £ | Please include any credit commitments you are party to even if you are not making the repayments. Do not include pension payments made by your employer. |
| Credit Card Balances | £ £ £ | Please include any balances on cards in your name even if the payments are made by someone else. |
| | To be cleared on completion. | Please note any commitments which have less than 6 months to run or will be cleared before completion of the purchase. |
| Adverse Credit | Please note any of the following less than 6 years old | |
| | Previous repossession Y/N CCJ's Y/N Defaults Y/N Late Payments Y/N Bankruptcy or IVA Y/N Arrangement to pay via 3 rd party Debt Management Company Y/N Current rent arrears Y/N | DO NOT apply for a mortgage agreement in principle at this stage as it may involve a credit score and this could have a negative impact on your credit file and affect your chances of obtaining a mortgage in the future. If you are unsure of your financial status you can obtain a copy of your credit file on www.creditexpert.com and we can check this for you free of charge. |

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| | Debt Relief Orders Y/N | |
| Supplementary | <p>Do you own any property in the UK or abroad? Y/N</p> <p>Do you have your name on a mortgage for a property in the UK or abroad? Y/N</p> <p>If yes, will this property remain in your ownership after the purchase of shared ownership property Y/N</p> <p>Do you have a tenancy agreement in a council or Housing Association property that you will not be giving up? Y/N</p> | This includes property that is lived in by someone else. |

| Property: | Details of property you wish to purchase | |
|---------------------|---|--|
| Address | | |
| House /Flat | | |
| Number of Bedrooms | | |
| New Build or Resale | | |
| Full Market Value | £ | |
| Share | % | |
| Rent | £ | |
| Service Charge | £ | |
| Housing Association | | |
| Amount of deposit | £ | |
| Source of Deposit | | Please note deposits CANNOT be borrowed – they must be either savings, gift from close family member, inheritance or similar. Please note if any of the deposit will originate from outside the UK. |