



The Havebury Housing Partnership **First Come First Served – Shared Ownership**

Policy No. HS 063

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1. Policy statement

- 1.1. The demand for shared ownership homes far outstrips the supply, it is therefore imperative that we are clear in how we allocate and offer our shared ownership homes to prospective eligible customers in line with existing guidance detailed in 3.2 of the Capital Funding Guide relating to shared ownership.
- 1.2. In line with regulative guidance, we must be open in offering our shared ownership homes on a first come first served basis provided that an applicant meets the relevant eligibility and affordability criteria.
- 1.3. Our first come first serve policy at Havebury Housing Partnership is based upon
 - The first eligible applicant to submit an application
- 1.4. Havebury will keep accurate records of all applications to purchase to ensure that it complies with the current legislation.

2. Purpose

- 2.1. Havebury will sell properties in accordance with the relevant legislation and regulation, in accordance with its status as a registered provider of social housing.
- 2.2. The objective of this policy is to effectively process the sale of properties to those who are eligible to buy their property in strict accordance with the rules and regulations.
- 2.3. A robust process will be put in place to ensure that only those that are eligible are able to proceed with the sale.

3. Scope

- 3.1. This policy applies to every allocation of a shared ownership home to a prospective customer.
- 3.2. We will ensure all prospective customers are aware of our policy approach when offering them a shared ownership home.
- 3.3. We will ensure all prospective customers are aware of the process prior to expending any cost to themselves.
- 3.4. The First Come First Served Policy will comply with the Homes England's Capital Funding Guide, Section 6 (Affordability Guidance).

4. Responsibilities

- 4.1. Leadership Team is responsible for approval and oversight and the Head of Development and delegated staff are responsible for delivery.

5. Policy

- 5.1. Havebury will offer shared ownership properties on a first come first served basis according to the first eligible applicant to submit an application
- 5.2. Exceptions to this may be made in the case of qualifying Military of Defence personnel and protected sites or areas where priority is able to be given to applicants with some form of local connection as set out in the Capital Funding Guide.
- 5.3. We will conduct an assessment of individual applicants to:
 - Ensure that they meet all eligibility criteria
 - Assess what share they can afford

- Ensure that their purchase is affordable and sustainable
- 5.4. The assessment as to what share purchase an applicant can afford will be undertaken by a suitably qualified, experienced and regulated mortgage advisor or financial advisor.
 - 5.5. Prioritisation of applicants will not be influenced by the share that an applicant is able to afford. Any applicant who can afford the minimum share is eligible to be given priority on a first come first served basis in accordance with this policy.
 - 5.6. As the Capital Funding Guide is complex and subject to change, Havebury will engage legal advisors with appropriate experience to ensure it complies with the legislation and act on behalf of Havebury in this regard.
 - 5.7. Havebury will provide information via websites, booklets, email and face to face to help buyers with the process of buying their home.
 - 5.8. Havebury will keep accurate records of all applications to purchase to ensure that it complies with the current guidance which is now an auditable requirement from Homes England.

6. References

Related External Documents	
Reference	Link to reference
Homes England – Capital Funding Guide – Shared Ownership	Capital Funding Guide - 1. Shared Ownership - Guidance - GOV.UK (www.gov.uk)
Related Internal Documents	

7. Document control

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