

## Application for Staircasing

Please complete this form in BLOCK CAPITALS and in black ink then send it to us at the address provided at the end of the application form. We cannot consider your application unless all relevant sections of this application are fully completed, and all the supporting information requested is attached.

**If your property was purchased in joint names, please ensure that both people sign this form. You will both need to sign the form in sections 10 and 11.**

1 PROPERTY DETAILS	
Address	
Postcode	

2 APPLICANT(S)		
	Applicant 1	Applicant 2
First name		
Surname		
Date of birth		
Home tel. number		
Mobile tel. number		
Work tel. number		
Email address		
Preferred contact details		

**3. DETAILS OF WHO WILL BE LIVING WITH YOU**

Name	Age	Gender	Relationship to You

**4. DETAILS OF CURRENT SHARED OWNERSHIP**

Date you purchased the property	
Full price of property when you originally purchased it	
Original percentage purchased	
Percentage you now own	
Extra percentage you wish to purchase	
What changes to your circumstances are enabling you to buy more shares?	
How are you funding the costs of buying more shares? <i>We may ask you to provide proof of any savings that you are using to meet these costs</i>	

**5. MORTGAGE**

Current mortgage details	
Name and address of lender	
Monthly repayment	
Amount of loan outstanding	
Details of any additional charges on property	

## New Mortgage Offer

Please send us a copy of your new mortgage offer.

**If you do not have a mortgage offer you should complete and return this form anyway. Please send us the mortgage offer as soon as you can.**

## 6 IMPROVEMENTS TO YOUR HOME

Improvements to your home that may add value will be considered as part of your staircasing application to make sure that your property is not valued too highly. Improvements that are considered to add to the property's value must be registered with Lewisham Homes. Please confirm if you have carried out any improvements listed below and the date the works were carried out.

Improvement	Date
Installation/upgrade of heating system	
New Fitted bathroom	
New fitted kitchen	
Loft conversion	
Extension	
Double glazing	
Addition of conservatory	
Addition of garage/car port	
Other please specify	

All improvements must be registered with Lewisham Homes. If any of the improvements above have not been registered, you must send evidence of the completed works alongside this application. If such evidence is not supplied with this form, we will be unable to take the improvements into consideration when your property is valued. There is an administration charge for retrospective consent. Please refer to Lewisham Homes website for fees.

## 7. VALUATION

To enable Lewisham Homes to provide you with a purchase price for the shares you wish to buy, your property must be valued by an **independent surveyor qualified through the Royal Institute of Chartered Surveyors**. A mortgage valuation is not sufficient.

Please ensure your valuation report is sent with this application form.

**Please note that valuations are valid for 3 months.** If staircasing is not completed within this time frame a new valuation will be needed.

## 8. SOLICITORS DETAILS

Names	
Address	
Postcode	
Email	
Tel number	
Person dealing with your staircasing	
Your reference	

## 9. ADDITIONAL INFORMATION

Please use this space to give us any additional information in support of your application.

**10. DECLARATION**

**I/we are aware that we need to pay legal fees and associated administration costs agreed during this process.**

**I/We understand that our rent and service charge account must be kept up to date during the staircasing process and failure to do this may result in my/our application being delayed.**

	Applicant 1	Applicant 2
Signature		
Full legal name		
Date		

If your property was purchased in joint names, please ensure that both people sign this form.

**11 AUTHORISATION TO DISCLOSE INFORMATION**

Applicants are requested to sign the authorisation which will be used by Lewisham Homes to obtain verification of the information given in your application.

Evidence will be photocopied and kept on file. All information will be dealt with in the strictest confidence and held in compliance with the Data Protection Act.

**Applicant 1****Applicant 2**

Signed..... Signed.....

Date..... Date.....

Data Protection Act 1998: Lewisham Homes requires this information to process your shared ownership application.

If you would like to know more about our Data protection policy, please see our website.

## 12 DOCUMENTS TO SEND US

- Proof of identity for each applicant (a full copy of passport or photo driving licence);
- Proof of address (mobile phone bill not acceptable)
- Proof of savings to cover the costs associated with buying additional shares;
- RICS valuation report
- Copy of your mortgage offer (when available)
- Copy of your lease

**PLEASE RETURN TO:**  
**Home Ownership Team**  
**Lewisham Homes**  
**Laurence House**  
**1 Catford Road**  
**London**  
**SE6 4FN**

Email: [hos@lewishamhomes.org.uk](mailto:hos@lewishamhomes.org.uk)

Website: [www.lewishamhomes.org.uk](http://www.lewishamhomes.org.uk)