

Shared Ownership – Important Information for applicants

If you're thinking of applying for a Shared Ownership home with Eastlight Community Homes ('Eastlight'), this important document should provide everything you need to know.

It aims to give you clarity around how Eastlight's Shared Ownership scheme works and what is involved in the application process. It explains what you should be aware of before starting your affordability assessment, what documents you will need to provide and who to contact with any questions.

The following information applies to all Eastlight Shared Ownership homes, including:

- Shared Ownership (standard)
- Home Ownership for People with Long-term Disabilities (also known as 'HOLD')
- Older Persons Shared Ownership (also known as 'OPSO').

Your Key Information Document (KID)

Please read your Key Information Document (KID) carefully, as it contains essential details about the home you are interested in. You can find your KID in your initials email from Eastlight.

Our application & assessment process

Below is a summary of the steps involved in applying for Shared Ownership:

- Submit your application to Eastlight (click [here](#) to see our homes)
- Following your application, your eligibility for Shared Ownership will be assessed
- If eligible, your details will be passed onto a panel mortgage advisor for an affordability assessment
- Once your affordability assessment is complete, we will review the outcome
- A decision will be made about whether you are able to proceed, and the share level you can purchase.
- We will communicate any outcome with you clearly and transparently.

Please note:

- We operate a two-stage assessment process, but we anticipate you receiving a response from us within five working days of submitting your application.

Please be advised that telephone calls and emails will not affect your position when allocating. We will only consider applications when we have a completed and signed application form and approved affordability check from our IFA partner.

- If you are referred for a mortgage affordability assessment, this is **not** mortgage advice and does **not** guarantee you can get a mortgage. Please speak to us if you're unsure about what advice you should expect to receive and what this means for you – shared.ownership@eastlighthomes.co.uk.

Minimum documents required

You will need to provide some documents to support your application. The exact documents may vary depending on your circumstances, but at a minimum, you will usually need to provide:

- Proof of ID (passport or driving licence)
- Proof of address (utility bill or bank statement)
- Recent pay slips (usually the last 3 months)
- Recent bank statements (usually the last 3 months)
- Evidence of any existing financial commitments (e.g. loans, credit cards).

If you are self-employed or have other sources of income, further documents may be required.

If you are unsure what to provide, your panel advisor will guide you.

Important policies

We recommend that you read the following Eastlight policies, as these may apply to your application:

- Eastlight Shared Ownership Policy, including our 'first-come-first-served', policy: [Eastlight Shared Ownership Policy](#)
- Minimum surplus income policy: [Affordability Policy](#)
- Adverse credit policy: [Affordability Policy](#)

You can find full details of our policies on our website here:

[Eastlight Policies | Eastlight Community Homes](#).

If you need these in a different format or language, please let us know at shared.ownership@eastlighthomes.co.uk.

If you do not meet the requirements

If you are not eligible for Shared Ownership, or you are unable to meet the requirements of the affordability assessment or our policies, your application may not be accepted.

If you wish to purchase a different share than the share determined as affordable by your assessment, you must provide a clear and justifiable reason. We may either offer a different share or decline your application.

If you're in doubt, or have any questions, please don't hesitate to contact us at shared.ownership@eastlighthomes.co.uk.

Who does what in the application process

Application Stage	Responsible Party	Contact For Queries
Applicant eligibility and prioritisation	Eastlight	Shared.ownership@eastlighthomes.co.uk
Financial affordability assessment	Mortgage Broker / Advisor (acting on behalf of Provider)	info@srcmortgagesolutions.co.uk / assessments@censeo-financial.com
Application decision and share level	Eastlight	Shared.ownership@eastlighthomes.co.uk
Application of provider policies	Eastlight	Shared.ownership@eastlighthomes.co.uk
Mortgage advice (if requested)	Mortgage Broker / Advisor (regulated by FCA)	info@srcmortgagesolutions.co.uk / assessments@censeo-financial.com
Complaints about application or decision	Shared Ownership Provider	Shared.ownership@eastlighthomes.co.uk
Complaints about mortgage advice	Mortgage Broker's own complaints procedure	info@srcmortgagesolutions.co.uk / assessments@censeo-financial.com

Accessibility

If you require this information in a different format (for example, large print, braille or another language), please let us know and we will do our best to assist.

This document is provided in accordance with Homes England guidance and will be updated periodically to ensure it remains current.