

HOME PURCHASE GRANTS



STEP-BY-STEP GUIDE

Information Pack is sent out to Housing Association Tenants interested in the Scheme.

If the tenant wishes to be considered for the grant then a Tenancy, Revenue & Benefits check is carried out.

If the results of these checks are unsatisfactory, then the application cannot proceed any further.

Applicant(s) comes into Time Square for an interview. (Purpose of this interview is to confirm the regulations for the scheme to go over all aspects relating to the costs of purchasing a property on the open market and to check that the financial information given by the applicant at this stage meets the criteria for eligibility. Also to provide an opportunity for the applicant(s) to ask any questions they may have.)

After the interview, the Council will apply for references from the applicant(s) employer(s) and housing association. Again if the results of these enquiries are unsatisfactory the application cannot proceed any further.

The Housing Association will carry out an inspection of the property and the tenant is advised of any repairs necessary before vacating the property. Approval for the grant may be delayed in the event of the property needing more serious repairs. (This only refers to repairs which are the responsibility of the tenant).

If the property inspection and employer references are satisfactory then the applicant(s) will be sent a letter confirming eligibility for the Grant. An Offer Notice is sent with this letter for the applicant(s) to sign and return—there is a copy also enclosed for the applicant(s) to keep. Please note: the offer is valid for 3 months with an extension of 1 month if required. Completion must take place before the end of the financial year - i.e. by 31st March.

As soon as the applicant(s) has found a suitable property they will need to notify the Council of the details and arrange for their solicitor to write to the Council confirming that they are acting for the applicant(s) in the purchase of the property. On receipt of the solicitor's letter the Council's Legal Services Department will send a letter to the solicitor requesting certain information needed before exchange of contracts can be authorised. This letter will include an undertaking required to be signed by the applicant(s) regarding termination and vacation of their Housing Association tenancy.

The Council's Legal Services department will advise the applicant(s) solicitor when exchange of contracts can go ahead.

On exchange of contracts the applicant (s) must terminate the tenancy of their Housing Association property—4 weeks notice is required—and a date is agreed for the applicant(s) to move into the new property.

ON THE DAY OF THE MOVE

- The keys must be handed over to the Housing Association on their final inspection of the property.
- The applicant(s) can move in to their new home.

PLEASE REMEMBER:

- Exchange of contracts must not take place before confirmation has been sent to the applicant(s) solicitors;
- Applicant(s) must not give notice to terminate their tenancy until contracts have been exchanged;
- Applicant(s) cannot move into their new property unless final termination procedure has been authorised.