

# Guidance for registered providers when completing 'Key information about the home'

The information in this document is for the shared ownership 2021 to 2026 scheme.

This document is intended to accompany property listings for initial sales and resales.

It's for prospective homebuyers:

- who are looking at different homes
- before they have completed a financial assessment

Use it to give homebuyers standardised information when they register interest in a shared ownership home.

## To complete the document:

1. Follow the instructions highlighted in yellow.
2. Enter the specific information about the home in the highlighted fields.
3. Delete the statements that do not apply to the home.
4. Delete the instructions.

## Feedback

If you have any feedback about this document, contact:

Affordable Home Ownership team

Homes England

Email: [sharedownership@homesengland.gov.uk](mailto:sharedownership@homesengland.gov.uk)

## Key information about the home

When you buy a home through shared ownership, you enter into a shared ownership lease. The lease is a legal agreement between you (the 'leaseholder') and the landlord. It sets out the rights and responsibilities of both parties.

Before committing to buy a shared ownership property, you should ensure you take independent legal and financial advice.

This key information document is to help you decide if shared ownership is right for you. You should read this document carefully so that you understand what you are buying, and then keep it safe for future reference.

It does not form part of the lease. You should carefully consider the information and the accompanying lease, and discuss any issues with your legal adviser before signing the lease.

Failure to pay your rent or service charge or your mortgage could mean your house is at risk of repossession.

Examples and figures provided in this key information document are correct at the time of issue but will change over time in accordance with changes in house prices and the terms of the shared ownership lease.

<b>Address</b>	56 9 Buttercup Way, Halstead, CO9 1GT																											
<b>Property type</b>	3 bedroom semi-detached House																											
<b>Scheme</b>	Shared ownership																											
<b>Full market value</b>	£350,000																											
<b>Share purchase price</b>	£140,000 (40% share)  The share purchase price offered to you will be based on an assessment of what you can afford.																											
<b>Rent</b>	<p>If you buy a 40% share, the rent will be £481.25 a month.</p> <p>If you buy a larger share, you'll pay less rent.</p> <table border="1"> <thead> <tr> <th>Share</th> <th>Monthly rent</th> <th>Share price</th> </tr> </thead> <tbody> <tr> <td>10%</td> <td>£721.87</td> <td>£35,000</td> </tr> <tr> <td>20%</td> <td>£641.66</td> <td>£70,000</td> </tr> <tr> <td>30%</td> <td>£561.45</td> <td>£105,000</td> </tr> <tr> <td>40%</td> <td>£481.25</td> <td>£140,000</td> </tr> <tr> <td>50%</td> <td>£349.59</td> <td>£175,000</td> </tr> <tr> <td>60%</td> <td>£320.83</td> <td>£210,000</td> </tr> <tr> <td>70%</td> <td>£240.62</td> <td>£245,000</td> </tr> <tr> <td>75%</td> <td>£200.52</td> <td>£262,500</td> </tr> </tbody> </table> <p>The percentage share and rent amount will change depending on the amount you can afford. You'll receive a worked example after a financial assessment.</p> <p>Your annual rent is calculated as 2.75% of the remaining share of the full market value owned by the landlord.</p>	Share	Monthly rent	Share price	10%	£721.87	£35,000	20%	£641.66	£70,000	30%	£561.45	£105,000	40%	£481.25	£140,000	50%	£349.59	£175,000	60%	£320.83	£210,000	70%	£240.62	£245,000	75%	£200.52	£262,500
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<p><b>Monthly payment to the landlord</b></p>	<p>The monthly payment to the landlord based on a 40% share includes:</p> <table data-bbox="464 331 1398 555"> <tr> <td>Rent</td> <td>£481.25</td> </tr> <tr> <td>Service charge</td> <td>£25 (estimated)</td> </tr> <tr> <td>Estate charge</td> <td>Included in service charge</td> </tr> <tr> <td>Buildings insurance</td> <td>£24.52 (estimated) – invoiced annually</td> </tr> <tr> <td>Management fee</td> <td>Included in service charge</td> </tr> <tr> <td>Reserve fund payment</td> <td>£0</td> </tr> </table> <p>Total monthly payment    £531.67 (estimated)</p>	Rent	£481.25	Service charge	£25 (estimated)	Estate charge	Included in service charge	Buildings insurance	£24.52 (estimated) – invoiced annually	Management fee	Included in service charge	Reserve fund payment	£0
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<p><b>Reservation fee</b></p>	<p>£500</p> <p>You'll need to pay a reservation fee to secure your home. When you pay the fee, no one else will be able to reserve the home.</p> <p>The reservation fee secures the home. If you buy the home, the fee will be taken off the final amount you pay on completion. If you do not buy the home, the fee is not refundable.</p>												
<p><b>Eligibility</b></p>	<p>To assess your eligibility, you'll need to register with a Help to Buy agent.</p> <p>You can apply to buy the home if your household income is £80,000 or less and you cannot afford to buy a home on the open market that is suitable for your needs with your deposit savings and a mortgage, and any of the following apply:</p> <ul data-bbox="515 1279 1406 1541" style="list-style-type: none"> <li>• you're a first-time buyer</li> <li>• you used to own a home, but cannot afford to buy one now</li> <li>• you're forming a new household - for example, after a relationship breakdown</li> <li>• you're an existing shared owner and want to move</li> <li>• you own a home and want to move but cannot afford a new home for your needs</li> </ul> <p>If you own a home, you must have completed the sale of the home on or before the date you complete your shared ownership purchase.</p> <p>You must have a good credit record. Your application will involve an assessment of your finances.</p> <p>There is no local connection clause.</p>												
<p><b>Tenure</b></p>	<p>Leasehold</p>												
<p><b>Lease type</b></p>	<p><b>Shared Ownership House Lease</b></p>												

<b>Lease term</b>	990 years
<b>Maximum share you can own</b>	You can buy 100% of your home.
<b>Transfer of freehold</b>	At 100% ownership, the freehold will transfer to you.
<b>Landlord</b>	<p>Eastlight Community Homes  Eastlight House  Charter Way  Braintree  CM77 8FG</p> <p>Under a shared ownership lease, you pay for a percentage share of the market value of a home. You enter into a lease agreement with the landlord, and agree to pay rent to the landlord on the remaining share.</p>
<b>Repairs allowance period</b>	Up to £500 a year for the first 10 years to help with essential repairs. For more information, see section 5, 'Maintaining and living in the home', in the 'Key information about shared ownership' document.
<b>Landlord's first option to buy</b>	When you give the landlord notice that you intend to sell your share in your home, the landlord has 4 weeks to find a buyer. (The landlord may offer to buy back your share, but only in exceptional circumstances and if they have funds available.) If they do not find a buyer within 4 weeks, you can sell your share yourself on the open market. For example, through an estate agent.
<b>Pets</b>	You can keep pets at the home with written permission from your landlord

**Subletting**

You can rent out a room in the home at any time, but you must live there at the same time.

You cannot sublet (rent out) your entire home unless either:

- you own a 100% share
- you have your landlord's permission, which they will only give in exceptional circumstances

If you're a serving member of the armed forces, and you're required to serve away from the area where you live for a fixed period, you may sublet the entire home subject to the landlord's permission.