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Shared Ownership Criteria Guide

December 2021

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Shared Ownership Criteria Guide

September 2021

Applicant criteria

Applicant Details	
Minimum age	21
Maximum age	75 at end of term. For joint applications the age of the oldest applicant is used. The term cannot extend beyond the applicant's stated retirement age
Maximum applicants	2
Guarantors	Not accepted
First time buyers	Accepted
Marital status	Applications from married/civil partnership applicants must be in joint names

Maximum Allowable Adverse	
Defaults	None in last 36 months
CCJs	None in last 36 months
Mortgage arrears	No missed payments in 36 months Arrears status of 0 in the last 6 months
Unsecured arrears	Fixed Term - None in the last 6 months Revolving credit - Missed payments considered
IVA/Bankruptcy	Accepted where applicants have been discharged 6 or more years ago
Pay day loans	Accepted where the account closed more than 12 months ago
Repossessions	Accepted where repossession occurred more than 6 years ago
Debt management plans (DMP)	Standard range • Accepted if satisfied over 12 months ago

Please refer to the product guide for further details on each product level.

Nationality & Residency

Applicant Details	
Residential status	3 years UK residential address history required for all applicants
EU Nationals	Accepted subject to: <ul style="list-style-type: none">• 3 years UK residency• 3 years continuous UK employment history
Non EU Nationals	Accepted subject to: <ul style="list-style-type: none">• 3 years UK residency• 3 years continuous UK employment history• Indefinite rights to remain
Diplomatic immunity	Not accepted

Income Criteria

Income	
Minimum earned income	£18,000 per application
Foreign currency	Not accepted

Employed, Self-Employed & Retired							
Employed	<ul style="list-style-type: none"> • Minimum of 6 months in current job with 12 months' continuous employment • Day rate contractors accepted subject to being in a contract and able to demonstrate a minimum 12 months history. Calculate the income as the lower of 12 month average day rate amount or current contract day rate x 5 (days per week) x 46 (working weeks) • Contract employees considered provided 12 months employment with the same employer together with confirmation the contract will be renewed • 3 months' payslips with 3 months' bank statements and last P60 • Applicants in a probationary period not accepted • Zero hour contracts acceptable if a permanent position with 2 years+ at same employer and stable income levels • Income from seasonal/temporary work not considered • Directors with a shareholding of 25% or more will be underwritten as self-employed <table border="1"> <thead> <tr> <th>Income Type</th> <th>Proportion Considered</th> </tr> </thead> <tbody> <tr> <td>Basic salary</td> <td>100%</td> </tr> <tr> <td>Car allowance</td> <td>100%</td> </tr> </tbody> </table>	Income Type	Proportion Considered	Basic salary	100%	Car allowance	100%
Income Type	Proportion Considered						
Basic salary	100%						
Car allowance	100%						
Self-Employed: Sole Trader/Partnership	<ul style="list-style-type: none"> • Minimum of 1 year's accounts • 3 months' business account bank statements • SA302s will only be accepted in addition to the full business accounts. SA302s are not acceptable proof of income on their own but will be requested where the accounts have been prepared by an accountant who does not appear on our list of accepted qualifications. We may also request them to confirm dividends which do not appear in the business accounts. <p>Additional remuneration considered where applicants own 100% of the company:</p> <ul style="list-style-type: none"> • Directors car allowance • Directors pension contributions • Use of home as an office • Private health insurance <p>Where additional remuneration is to be added back, finalised accounts will be required.</p>						
Self-Employed: Company Director	<ul style="list-style-type: none"> • Minimum of 1 year's accounts • 3 months' business account bank statements • SA302s may be requested to support company accounts 						
Retired	Private pension accepted						

Other income sources	
Pension income	<p>State retirement pension (SRP) - latest annual statement of pension</p> <p>Private pension - latest payslip from pension provider or letter from pension provider with 3 months' bank account statements showing credits</p>
Secondary/additional income	Employment/self-employment income from a maximum of 2 sources per applicant considered. Benefits and maintenance may be included as additional income

Loan Criteria	
Maximum LTV	Up to £500,000 available to 95% Loan to Purchase Price (excluding fees)
Minimum term	5 years and 1 month
Maximum term	35 years
Minimum loan	£25,001
Maximum loan	Up to £500,000 available to 75% LTV
Number of mortgages with Pepper	<ul style="list-style-type: none"> • Maximum of 3 per applicant including any joint loans the applicants are party to • Can be a mixture of Buy to Let and Residential loans
Remortgage applications	Accepted where applicant has been the registered owner for the last 6 months at application
Repayment	Interest Only is not available for Shared Ownership applications
Portable	Products are not portable
Offer validity	90 days
Let to buy	Accepted
Right to buy	Not accepted

Shared Ownership	
Vendor	Acceptable subject to the vendor being a registered Housing Association or Registered Social Landlord.
Rent/Service Charge(s)	The Rent, maintenance and service charge must be included as a commitment on the application.
Memorandum of Sale/Offer Letter	A Memorandum Of Sale or an Offer Letter from the Housing Association will be required.
Rent Payable	The rent payable and must be no more than 3% of the value of the property in the ownership of the provider.
Ownership	The property being purchased must be able to be staircased to 100% private ownership.
Leasing	The completing Solicitor must confirm that the lease meets our requirements, including that it contains all fundamental clauses, the lease must contain a mortgage protection clause in the same form as clause 6 of the Model Lease (Houses)/clause 8 of the Model Lease (Flats).

Deposit Criteria	
Evidence of deposit	Required on all purchase applications
Applicants savings	Accepted
Capital raising remortgage	Considered
Inheritance	Accepted
Cash gifted deposit	<p>Gifted deposits are considered from the following:</p> <ul style="list-style-type: none"> • Parent/Step-Parent/Parent-in-Law • Sibling • Child/Step-Child/Son-in-Law/Daughter-in-Law • Aunt/Uncle • Grandparent/Grandchild
Unacceptable sources	<ul style="list-style-type: none"> • Builders deposit • Unsecured borrowing • Vendor deposit

Property Criteria

General Criteria	
New build definition	<p>A property is to be considered new if it is a first sale by the builder.</p> <p>However, properties which have not sold on physical completion will be considered on an individual basis.</p>
Minimum property value	£70,000
Locations considered	England, Wales & Isle of Wight
Retentions	Not offered
Acceptable property	<ul style="list-style-type: none"> • Houses: Private and ex Local Authority or social housing • Flats & Maisonettes: Private only

Alternative Construction	
Timber framed construction	<p>Modern timber framed properties clad with masonry are considered as acceptable.</p> <p>Timber framed properties which are not deemed to be of a modern type clad with masonry will be reviewed on an individual basis and will be considered on their merits.</p>
Flying freeholds	Flying freeholds will only be considered up to 20% of the total floor area.
Coal mining and other forms of extraction	Any properties with a coal mining or metalliferous mining entry/feature within 20m of any building will not be considered.
Electromagnetic fields	Any properties within 100m of above ground high voltage electrical supply apparatus will not be considered.
Contaminated land	Where there is potential for contaminated land, a pass certificate must be available from an appropriate body.
Japanese knotweed	Where a property has Japanese knotweed (or any other invasive weed) located within or immediately adjacent to the site defined as category 4, 3 or 2 in RICS paper IP 27/2012 will not be considered.
Solar panels	<p>Properties where solar panels have been installed and are subject to a lease agreement will not be considered.</p> <p>If the solar panels are owned outright, the application will be reviewed on a case by case basis.</p>

Tenure	
Freehold	Houses only accepted
Leasehold	The lease must have a minimum unexpired term of 85 years at the time of completion
Commonhold	Not considered

Property Reports	
Structural reports	<p>Reports may be accepted from members of the following bodies:</p> <ul style="list-style-type: none"> • The Institution of Structural Engineers (www.istructe.org.uk) • The Institution of Civil Engineers (www.ice.org.uk) <p>The report must be referred to the valuer for comment. If the report is not addressed to the applicant, written confirmation must be obtained from the originator that its contents may be relied upon by the applicant(s).</p> <p>We will not lend on any property with either ongoing movement or where monitoring is required, where this is identified by either the valuer, or where evident in the structural engineer's report.</p> <p>The valuer may request additional reports from specific governing bodies.</p>
Specialist reports	<p>We may require specialists' reports. These most commonly will be:</p> <ul style="list-style-type: none"> • Timber and damp, electrical, trees, cavity wall ties; • Mining report (as these are obtained by the solicitors, a special condition is imposed at offer); • Any such reports should be prepared by a reputable firm and should be forwarded to us for review and referral to the valuer. <p>The valuer may request additional reports from specific governing bodies.</p>

Unacceptable Property	
General	<ul style="list-style-type: none"> • New build properties without suitable warranty • Properties suffering on-going structural movement or insurance claims • Grade I & grade II* listed properties • Back to back/cluster homes • Properties located within 20m of a mine entry/feature • Properties within 100m of above ground high voltage electrical supply apparatus (excluding small substations) • Properties subject to compulsory purchase orders • Large flying freeholds (greater than 20% of floor area) • Japanese knotweed located within or immediately adjacent to the site, defined as category 4, 3 or 2 in RICS paper IP 27/2012 • Properties without an internal WC, bathroom or kitchen • Properties subject to any onerous occupancy restrictions, including agricultural • Properties subject to enforcement notices • Crofting properties/land • Self-build properties • Properties with a commercial element • Non-standard construction
Flats/Maisonettes	<ul style="list-style-type: none"> • Flats in Local Authority or ex Local Authority owned blocks • New build flats/maisonettes for non shared ownership applications • Flats with a gross external floor area less than 35m² • Studio flats • Freehold flats • Balcony access
Non-standard construction	<ul style="list-style-type: none"> • Pre-cast reinforced concrete (PRC) • Cast-in-Situ concrete • Metal framed construction • Single skin • Large panel systems (LPS) • Modern methods of construction (MMC)
Flooding	Properties at significant risk of flooding or that cannot be suitably insured will not be considered.
Restrictive covenants	<p>We are unable to consider any property with a restricted occupancy clause within the planning permission. For example, it can only be occupied for a maximum of 11 months in any one year.</p> <p>Similarly, property that can only be used for retirement or sheltered accommodation is not accepted. This is the same for any property where a planning restriction (e.g. agricultural restriction) effectively limits a property's appeal on the open market.</p> <p>Please note: for new builds we do consider Section 106 planning obligations.</p> <p>We are unable to consider properties within a pre-emption period.</p>

Documentation

Application Requirements				
Full mortgage application	<ul style="list-style-type: none"> Original fully signed and dated declaration. Signed and dated direct debit mandate. 			
Proof of deposit (purchase)	<ul style="list-style-type: none"> Applicants bank statements. Interest waiver letter from donor where gifted deposit. 			
Use of funds (remortgage with a further advance)	<ul style="list-style-type: none"> Breakdown of use of funds, after any debts have been discharged. Account details and balance of any debts to be repaid. 			
Proof of address & identification	<ol style="list-style-type: none"> Any 2 documents from Table 1 or 1 document from each table 			
	<table border="1"> <thead> <tr> <th>Table 1</th> <th>Table 2</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Valid passport Valid photo card driving licence (full or provisional) National identity card Firearms certificate or shotgun licence Identity card issued by the Electoral Office for Northern Ireland </td> <td> <ul style="list-style-type: none"> Valid (old style) full UK driving licence Recent evidence of benefit entitlement Instrument of a court appointment Current council tax demand letter or statement Non internet generated bank statements and utility bills </td> </tr> </tbody> </table>	Table 1	Table 2	<ul style="list-style-type: none"> Valid passport Valid photo card driving licence (full or provisional) National identity card Firearms certificate or shotgun licence Identity card issued by the Electoral Office for Northern Ireland
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Proof of income – employed	<ul style="list-style-type: none"> Paid monthly – Latest 3 consecutive months with P60 and bank statements. Paid weekly – Latest 6 consecutive weeks with P60 and bank statements. 			
Proof of income – self-employed	<ul style="list-style-type: none"> Sole Trader – Minimum 1 year's accounts or SA302s with 3 months' business bank statements Company Director – Minimum 1 year's accounts with 3 months' business bank statements 			
Other sources of income	<ul style="list-style-type: none"> Child Benefit – Latest notice with bank statements (must be payable for at least the next 5 years) Working or Child Tax Credits – Full award notice with bank statements Maintenance – A copy of the maintenance agreement, received under a Court Order, a CSA assessment or a written private agreement drawn up between the separating parties and 6 months' bank statements as evidence of payment. State Pension – Latest annual statement of pension/due on retirement Pension Credits – Latest Pension Credit Award Notice Private Pension – Latest annual statement of pension/due on retirement or Latest payslip from pension provider or Latest letter from pension provider confirming pension due on retirement 			
Memorandum of Sale/Offer Letter	<ul style="list-style-type: none"> A Memorandum Of Sale or an Offer Letter from the Housing Association will be required. 			
Rental/mortgage history	<ul style="list-style-type: none"> Tenancy Agreement with 12 months bank statements confirming rental payments. Last 3 years mortgage statement. 			
Confirmation of mortgage payments	<ul style="list-style-type: none"> To support the re-mortgage and to verify that the applicant is not experiencing financial difficulty and able to meet their mortgage repayment a copy of the latest bank statement evidencing payment of the last months mortgage payment should be provided. 			
Unacceptable applicants	<ul style="list-style-type: none"> Currently in receipt of Coronavirus Job Retention Scheme (CJRS) Currently in receipt of the Self Employment Income Support Scheme On a mortgage payment holiday with their current lender 			