

## **Guidance for shared ownership providers when completing 'Key information about the home'**

The information in this document is for the **standard shared ownership model**. These homes will conform to the requirements of the Shared Ownership and Affordable Homes Programme (SOAHP) 2016 to 2021.

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. Providers may brand the document but must not alter the content or order of information.

### **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 Housing Products team  
Homes England

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

## Key information about the home

There are variations of shared ownership models which have different features. The model of shared ownership may vary depending on:

- what rules were in place at the time the home was funded or planning permission granted
- where the home is located
- whether the home is for a specific group of people

The table below highlights the key features of common shared ownership schemes. The information in this document is for the **standard model shared ownership**.

| Shared ownership model                       | Older model shared ownership                        | Standard model shared ownership  | New model shared ownership                         |
|--|---|--|--|
| <b>Minimum initial share</b>                 | 25%   | 25%  | 10%  |
| <b>Lease length</b>                          | Typically, leases were issued for 99 years from new | Leases are for a minimum of 99 years from new but typically at least 125 years | Leases will be for a minimum of 990 years from new |
| <b>Initial repair period</b>                 | No  | No   | Yes  |
| <b>Buying more shares - minimum purchase</b> | 10% or 25%  | 10%  | 5%   |
| <b>1% share purchase</b>                     | No  | No   | Yes  |
| <b>Landlord's nomination period</b>          | 8 weeks or 12 weeks                                 | 8 weeks  | 4 weeks  |

When you are looking for shared ownership homes, you should always check the Key Information Document to see which model covers that specific 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 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. This document 'Key information about the home' is a summary and you should consider the information in 'Summary of costs' and 'Guide to shared ownership' before making a decision.

3585a Plot 32

This 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, service charge, or mortgage could mean your home is at risk of repossession.

The costs in this document are the costs as at the date issued. These will increase (typically on an annual basis) and you should take financial advice on whether this will be sustainable for you.

## Property Details

| <b>Address</b>                                | Plot 32 Site: The Willows  |              |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
|---|--|--------------|----------------|----------------------|---------------|--------|---------------------|---------|----------------|---------|----------------------|-----|---------|---------|-----|----------|---------|-----|----------|---------|-----|----------|---------|-----|----------|---------|
| <b>Property type</b>                          | 3 Bedroom Semi detached house  |              |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| <b>Scheme</b>                                 | Shared Ownership   |              |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| <b>Full market value</b>                      | £210,000   |              |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| <b>Share Purchase Price and Rent Examples</b> | <p>The share purchase price is calculated using the full market value and the percentage share purchased.</p> <p>If you buy a 50% share, the share purchase price will be £105,000 and the rent will be £240.63 a month.</p> <p>If you buy a larger share, you'll pay less rent. The table below shows further examples.</p> <table border="1"> <thead> <tr> <th>Share</th> <th>Share Purchase Price</th> <th>Monthly rent</th> </tr> </thead> <tbody> <tr> <td>25%</td> <td>£52,500</td> <td>£360.94</td> </tr> <tr> <td>30%</td> <td>£63,000</td> <td>£336.88</td> </tr> <tr> <td>40%</td> <td>£84,000</td> <td>£288.75</td> </tr> <tr> <td>50%</td> <td>£105,000</td> <td>£240.63</td> </tr> <tr> <td>60%</td> <td>£126,000</td> <td>£192.50</td> </tr> <tr> <td>70%</td> <td>£147,000</td> <td>£144.38</td> </tr> <tr> <td>75%</td> <td>£157,500</td> <td>£120.31</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          | Share Purchase Price | Monthly rent  | 25%    | £52,500             | £360.94 | 30%            | £63,000 | £336.88              | 40% | £84,000 | £288.75 | 50% | £105,000 | £240.63 | 60% | £126,000 | £192.50 | 70% | £147,000 | £144.38 | 75% | £157,500 | £120.31 |
| Share   | Share Purchase Price   | Monthly rent |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| 25%   | £52,500  | £360.94      |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| 30%   | £63,000  | £336.88      |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| 40%   | £84,000  | £288.75      |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| 50%   | £105,000   | £240.63      |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| 60%   | £126,000   | £192.50      |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| 70%   | £147,000   | £144.38      |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| 75%   | £157,500   | £120.31      |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| <b>Monthly payment to the landlord</b>        | <p>In addition to the rent above, the monthly payment to the landlord includes:</p> <table> <tr> <td>Service charge</td> <td>£2.46</td> </tr> <tr> <td>Estate Charge</td> <td>£20.83</td> </tr> <tr> <td>Buildings insurance</td> <td>£21.53</td> </tr> <tr> <td>Management fee</td> <td>£16.25</td> </tr> <tr> <td>Reserve fund payment</td> <td>£0</td> </tr> </table> <p>Total monthly payment <b>excluding rent</b> £61.07</p>   |              | Service charge | £2.46                | Estate Charge | £20.83 | Buildings insurance | £21.53  | Management fee | £16.25  | Reserve fund payment | £0  |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| Service charge                                | £2.46  |              |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| Estate Charge                                 | £20.83   |              |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| Buildings insurance                           | £21.53   |              |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| Management fee                                | £16.25   |              |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| Reserve fund payment                          | £0   |              |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |
| <b>Reservation fee</b>                        | £500.00  |              |                |                      |               |        |                     |         |                |         |                      |     |         |         |     |          |         |     |          |         |     |          |         |     |          |         |

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|                    | <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 for 42 days. 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 refundable.</p>  |
| <b>Eligibility</b> | <p>You can apply to buy the home if both of the following apply:</p> <ul style="list-style-type: none"> <li>• your household income is £80,000 or less</li> <li>• you cannot afford all of the deposit and mortgage payments to buy a home that meets your needs</li> </ul> <p>One of the following must also be true:</p> <ul 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 you want to move</li> <li>• you own a home and want to move but cannot afford to buy 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>As part of your application, your finances and credit history will be assessed to ensure that you can afford and sustain the rental and mortgage payments.</p> |
| <b>Tenure</b>      | Leasehold  |
| <b>Lease type</b>  | Shared ownership house lease   |
| <b>Lease term</b>  | <p>125 years</p> <p>For more information, see section 2.5, 'Lease extensions', in the 'Key information about shared ownership' document.</p>   |
| <b>Rent review</b> | <p>Rent review Your rent will be reviewed each year by a set formula using the Retail Prices Index (RPI) for the previous 12 months plus 0.5%. For more information, see the Rent Review section in the 'Summary of Costs' document which includes an example of how rent could increase over a 5 year period. A worked example demonstrating how the rent is calculated at review is also set out in Appendix 2 of the lease.</p>   |

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| <b>Maximum share you can own</b>    | You can buy up to 100% of your home.   |
| <b>Transfer of freehold</b>         | At 100% ownership, the leasehold title remains in your name but your shared ownership obligations fall away.   |
| <b>Landlord</b>                     | <p>Sage Homes RP Limited<br/>Orion House<br/>5 Upper St Martin's Lane<br/>London<br/>WC2H 9EA</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>Landlord's nomination period</b> | When you give the landlord notice that you intend to sell your share in your home, the landlord has 8 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 8 weeks, you can sell your share yourself on the open market. For example, through an estate agent.   |
| <b>Pets</b>                         | <p>You can keep pets at the home. A copy of Sage's full Pet Policy can be found on Sage's website.</p> <p><b>3. Types of Pets</b><br/>Pets requiring prior written consent include, but are not limited to, common pets such as cats and dogs. If there is any doubt, then customers should check with us to confirm whether their specific pet requires permission.</p> <p>For certain pets, when kept within a reasonable number, formal written consent may not be required. Customers should check with us to confirm if they are unsure their pet qualifies. Examples of these kinds of pets include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Small, caged rodents eg gerbils, hamsters, mice</li> <li>• Small, caged birds eg budgies, parrots, cockatoos</li> <li>• Small, hatched animals eg rabbits, guinea pigs, ferrets</li> <li>• Small, contained reptiles eg lizards, snakes or alike.</li> <li>• Small, aquatic animals limited to a maximum tank size of 10 litres eg fish.</li> </ul> <p>Customers must not use animals for breeding purposes and must declare if a pet in their home has produced a litter.</p> |

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|                          | <p>Cat or dog flaps (or similar devices) must not be installed without our prior consent as these can compromise the fire safety of a home. These are not permitted on doors that open onto shared areas. If a customer has installed a flap, they will be asked to remove it and reinstate the door at their own expense.</p> <p>For flats or maisonettes where there are internal communal areas, pets that fall within clause 3.2 are acceptable.</p> <p>Reasonable consideration will be given to written applications for cats and dogs, but consideration will also be given to the size of the home, location, and access.</p> <p>In some blocks, where we do not own the freehold, we are bound by the rules of the freeholder and what is in our agreement with them. If you live in such a block or if you are unsure what is in your agreement, customers should ask us to check, before getting a pet, or risk being told to rehouse it.</p> <p>If permission is approved, the customer will be required to complete a Pet Agreement. We may request proof of insurance and public liability cover covering potential pet damage. Proof may also be requested showing vaccination, flea, and worming record where appropriate.</p> |
| <p><b>Subletting</b></p> | <p>You can rent out a room in the home, but you must live there at the same time.</p> <p>You cannot sublet (rent out) your entire home unless you either:</p> <ul style="list-style-type: none"> <li>• own a 100% share; or</li> <li>• have your landlord's permission which they will only give in exceptional circumstances (see section 1.5 in 'Key information about shared ownership' document)</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• have your mortgage lender's permission if you have a mortgage</li> </ul>   |