



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

OWNER OCCUPIER ASSESSMENT FORM

Guidance for completing this form

This form must be completed by any applicant who owns or has any equity in any property. **This includes any properties that the applicant may not currently live in.**

Section 2.11 of the Bassetlaw HomeFinder Choice Based Lettings Policy states:

“Owner-occupiers will only be allowed to register a housing application if following a financial assessment, they are unable to resolve their own housing need. The financial assessment will be based on the ability to purchase an alternative suitable property using the average house price in the Bassetlaw district.”

If you are able to afford to buy a home in the Bassetlaw area to resolve your housing needs, you will not be allowed to register on Bassetlaw HomeFinder regardless of your level of housing need.

To support this form you **must** provide the following documentation:

- Evidence of your household's current income including payslips, benefit award letters or bank statements
- Confirmation of property value
- Mortgage statement or evidence of outstanding mortgage amount
- Confirmation of any mortgage arrears
- Confirmation of any charges placed on your property e.g. due to a Disabled Facilities Grant
- Bank statements for all bank accounts including savings accounts
- Any other evidence of other assets as requested by Bassetlaw District Council.

You may be asked for further documentation as needed at the discretion of Bassetlaw District Council on a case-by-case basis.

Applicants who do not provide documentation requested will be assessed as having financial ability to purchase an alternative property and will therefore not be allowed to register on Bassetlaw HomeFinder.

Once you have submitted a completed form and evidence required it will be assessed by Bassetlaw District Council's Housing Registrations Team in accordance with the Choice Based Lettings Policy.

Section A – Personal Details

Please provide details for the main and joint applicants.

Main Applicant

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Other ☐ Please specify

First Name:

Surname:

Date of birth:

Joint Applicant

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Other ☐ Please specify

First Name:

Surname:

Date of birth:

Section B – Persons living with you/moving with you

Please provide the details of all persons currently living with you.

Name	Date of birth/age	Gender	Relationship to you	Is this person moving with you
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐

Section C – Property that you own

Please provide details of the property that you own.

Address of the property

Do you currently live in this property?

Yes ☐ No ☐

If so, when did you move into this property?

What kind of property is this?

House ☐
Bungalow ☐
Bedsit ☐
Ground floor flat ☐

Upper Floor Flat ☐
Maisonette ☐
Caravan ☐
Other ☐
Please specify.....

How many bedrooms does the property have?	
What is the property's current value?	£
How was this value obtained?	

How much is outstanding on your mortgage?	£
Please state your mortgage lender name	
Do you have any mortgage arrears?	Yes ☐ No ☐
If yes, please confirm the outstanding arrears balance	£
Are there any charges against the property? E.g. Disabled Facilities Grant	Yes ☐ No ☐
If yes, please specify what the charge is for	
Please confirm how much the charge is	£

Section D – Household income

Please provide details of your household's income including any wages and benefits

How much do you receive each month of the following:	Main Applicant	Joint Applicant
Wages		
Universal Credit		
Child Benefit		
Personal Independence Payments		
Disability Living Allowance		
Any other benefits Please specify.....		
Any other income Please specify.....		

Section E – Savings & other assets

Please provide details of any savings and other assets that you own

Please list any savings accounts that you have.

This must include any savings accounts, ISAs or bonds.

Account holder	Account Number	Balance
		£
		£
		£
		£
		£
		£
Total savings		£

Please list any other assets that you own.

This must include any assets that you own such as investments, vehicles or caravans.

Type of asset	Value
	£
	£
	£
	£

Section F - Declaration

Please read and sign to give your permission for us to process this form.

I confirm that all information I have given within this form is correct to the best of my knowledge.

I give permission to Bassetlaw District Council to contact any relevant individual or agencies to obtain information which will support my Owner Occupier Assessment Form.

I understand that if a tenancy is allocated to me on the basis of the information provided within this form and this is false, legal action may be taken against myself and/or the tenancy.

The data collected in this form will only be used for the purpose of assessing your Bassetlaw HomeFinder application and will only be held for the period within the Bassetlaw District Council retention policy. This data may be shared with third parties such as those detailed above DP No Z5609066. For more information, view our Privacy Policy at www.bassetlaw.gov.uk/privacy.

Please note, the person completing this form should sign this form unless the person signing has Power of Attorney (POA) for the applicant. Please provide a copy of the relevant POA with this form.

	Main Applicant	Joint Applicant
Signature:		
Print Name:		
Date:		