# Guidance for shared ownership providers when completing ‘Key information about the home’

The information in this document is for homes sold with a **DPA (Designated Protected Area) – Restricted Staircasing lease** on 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 which are within a Designated Protected Area (DPA)
* 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

Homes in certain places, known as Designated Protected Areas (DPA) may have some key differences to normal shared ownership. There are two types of leases which may be offered both of which have some restrictions to ensure that the homes remain as affordable housing.

For some homes you may have to show that you live in, work in, or have a connection to the area where you want to buy the home.

The table below highlights the key features of common shared ownership schemes. The information in this document is for homes with a **DPA (Designated Protected Area) – Restricted Staircasing Lease** on the **standard model shared ownership.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Shared ownership model** | **Older model shared ownership** | **Standard model shared ownership** | **New model shared ownership** |
| **Minimum initial share** | 25% | 25% | 10% |
| **Lease length** | 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 |
| **Initial repair period** | No | No | Yes |
| **Buying more shares - minimum purchase** | 10% or 25% | 10% | 5% |
| **1% share purchase** | No | No | Yes |
| **Landlord’s nomination period** | 8 weeks or 12 weeks | 8 weeks | 4 weeks |

Additional features of homes sold on a Designated Protected Area lease

|  |  |  |
| --- | --- | --- |
| **Scheme Lease Type** | **Designated Protected Area Mandatory Buy Back** | **Designated Protected Area Restricted Staircasing** |
| **Features** | If you own more than 80% of the home the mandatory buyback provisions in the lease will apply and the landlord or a nominee should buy the lease from you when you wish to sell your property.  You will not own the freehold at any point. | You can reach a maximum of 80% ownership in this home. As a result, you will not own the freehold at any point. |
| **Maximum % share you can own in future** | 100% | 80% |
| **Additional restrictions** | May require a qualifying local connection to the area (see 'Eligibility' section for more information) | May require a qualifying local connection to the area (see 'Eligibility' section for more information) |

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 with a **Designated Protected Area (DPA) – Restricted Staircasing lease** 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.

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.

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| --- |
| 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**

|  |  |
| --- | --- |
| **Address** | *Enter the home's scheme name, plot numbers, and postcode for new build. For resale include street or development and postcode* |
| **Property type** | *Enter the property type. For example:*  2-bedroom house, 1-bedroom flat |
| **Scheme** | *State the home ownership scheme. Delete the other scheme names.*  Designated Protected Area – Restricted Staircasing shared ownership  Designated Protected Area – Restricted Staircasing shared ownership resale |
| **Full market value** | £\_\_\_\_\_\_ |
| **Share Purchase Price and Rent Examples** | The share purchase price is calculated using the full market value and the percentage share purchased.  *Enter an example percentage share, share purchase price and the monthly rent amount.*  If you buy a \_\_% share, the share purchase price will be £\_\_\_ and the rent will be £\_\_\_ a month.  If you buy a larger share, you'll pay less rent. The table below shows further examples.  *Complete the table below. For resales, remove any lines below the share available for sale.*   |  |  |  | | --- | --- | --- | | **Share** | **Share Purchase Price** | **Monthly rent** | | 25% | £\_\_\_ | £\_\_\_ | | 30% | £\_\_\_ | £\_\_\_ | | 40% | £\_\_\_ | £\_\_\_ | | 50% | £\_\_\_ | £\_\_\_ | | 60% | £\_\_\_ | £\_\_\_ | | 70% | £\_\_\_ | £\_\_\_ | | 75% | £\_\_\_ | £\_\_\_ |   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.  *Enter the percentage used for the rent calculation (for example, 2.75% of the unsold equity).*  Your annual rent is calculated as \_\_\_% of the remaining share of the full market value owned by the landlord.  If you reach 80% ownership, being the maximum allowed on this home, rent will always be payable on the 20% share that you don’t own. |
| **Monthly payment to the landlord** | *Enter the monthly payments on top of the rent. If any do not apply, enter £0.*  In addition to the rent above, the monthly payment to the landlord includes:  Service charge £\_\_\_\_\_  Estate charge £\_\_\_\_\_  Buildings insurance £\_\_\_\_\_  Management fee £\_\_\_\_\_  Reserve fund payment £\_\_\_\_\_  Total monthly payment **excluding rent** £\_\_\_\_\_ |
| **Reservation fee** | *Enter the reservation fee. If you do not charge a fee, for example on a resale home, enter £0.*  £\_\_\_  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.  *Edit the following statement to reflect your policy on how long you'll reserve the home for and refunds.*  The reservation fee secures the home for \_\_ 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/is not refundable. |
| **Eligibility** | *Edit the eligibility criteria for this home. Delete any criteria that do not apply.*  You can apply to buy the home if both of the following apply:   * your household income is £80,000/£90,000 or less, and * you cannot afford all of the deposit and mortgage payments to buy a home that meets your needs   One of the following must also be true:   * you're a first-time buyer * you used to own a home but cannot afford to buy one now * you're forming a new household - for example, after a relationship breakdown * you're an existing shared owner, and you want to move * you own a home and want to move but cannot afford to buy a new home for your needs   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.  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.  *Delete the following statement if local connection does not apply.*  Also, you must have a local connection to *enter the local authority name* either through residency, work or family.  A local connection for this home is defined as:  *Insert specific details* |
| **Tenure** | Leasehold |
| **Lease type** | *Enter the lease name. For example:*  Shared ownership - DPA Restricted Staircasing lease – house lease  Shared ownership - DPA Restricted Staircasing lease – flat lease |
| **Lease term** | *Enter the length of the lease term. If it's a resale, enter the number of years left on the lease.*  \_\_\_ years  For more information, see section 2.7, ‘Lease extensions’, in the ‘Key information about shared ownership’ document. |
| **Rent review** | Your rent will be reviewed each year by a set formula using the [*Delete the index that does not apply* Retail Prices Index (RPI) / Consumer Price Index (CPI)] for the previous 12 months [plus [0.5%/1]%].  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. |
| **Maximum share you can own** | You can buy up to 80% of your home. |
| **Transfer of freehold** | You can reach a maximum of 80% ownership in this home. As a result, you will not own the freehold at any point.  This home is in a Designated Protected Area (DPA). The purpose of a DPA is to protect the availability of affordable homes now and in the future, which is why you cannot own the freehold on this home. |
| **Landlord** | *Enter your organisation's name and full address.*  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  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. |
| **Landlord’s nomination period** | 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. |
| **Pets** | *Enter your policy on keeping pets at the home. If you have a policy or certain conditions, tell the homebuyer what these are.*  You can/cannot keep pets at the home. \_\_\_\_\_\_\_\_\_\_ |
| **Subletting** | You can rent out a room in the home, but you must live there at the same time.  You cannot sublet (rent out) your entire home unless you:   * have your landlord's permission which they will only give in exceptional circumstances (see section 1.5 in ‘Key information about shared ownership’ document)   and   * have your mortgage lender’s permission if you have a mortgage |