



WCHG Shared Ownership Allocation Policy

Date of approval	DRAFT
Responsible director	Andrea Lowman
Policy monitoring body	
Resident input into policy date	
Date for policy review	3 years from approval
Linked strategies/policies	Resident Involvement Customer Access Equality Diversity and Inclusion Financial Inclusion WCHG Home Ownership Policy
Version/date	V1.1 – 1st August 2024



WCHG Shared Ownership Allocation Policy


1. Policy Statement


- 1.1 Wythenshawe Community Housing Group (WCHG) is committed to providing quality housing. A strategic priority is the provision of affordable quality homes and the growth and development of our asset base to provide opportunity and shared ownership tenure on current and future developments.
- 1.2 This policy provides an approach within which WCHG will manage the allocation of shared ownership homes to ensure it is done so in a fair and consistent manner in accordance with best practise, incorporating any changes in policy and in line with WCHG's charitable aims. This policy reflects the current guidance from Homes England (HE) Capital Funding Guide.

2. Policy

- 2.1 The scope of this policy is to:
 - Ensure the WCHG sales team are aware and follow the relevant legislation and best practice in relation to the sale of the WCHG properties.
 - Ensure all prospective customers are aware of our policy approach when offering them a shared ownership home.
 - Ensure all prospective customers are aware of the process prior to expending any cost to themselves.

3. Home Ownership

- 3.1 Wythenshawe Community Housing offers the following types of Shared Ownership homes:
 - 3.2 **Shared Ownership (New Model)** – New build properties where buyers can initially purchase between 10% and 75% of the property, whilst paying rent on the remaining amount. Over time shared owners can then build up their share in the property through stair-casing. Shared owners of houses will be on a lease until such time as they purchase 100% interest in the property. At this point they will be able to convert the ownership into Freehold, subject to WCHG having ownership of the freehold. However, if WCHG do not own the freehold then the lease will remain in place. At this point, they will own the property (either as a leaseholder or freeholder) and will no longer pay any rent. If they are in a flat, or a house with communal areas, they may remain a leaseholder and still have to pay service charges and may also be charged a sinking fund.
 - 3.3 **Right to Shared Ownership** – this will become available for all affordable/social rent tenants in new build homes built in the Affordable Housing Programme 21 – 26. There will be some exceptions where the home is a specialist build. A customer
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will be able to exercise their Right to Shared Ownership once they have lived in the home for 3 years, if they meet the affordability criteria they will be able to purchase. No other discounts can be applied e.g. RTA or PRTB.

3.4 Resale Shared Ownership – homes that a current owner bought through Shared Ownership and now wishes to sell on. The principle is the same as buying a new build Shared Ownership but you must purchase the share that the seller currently owns.

3.5 Shared Ownership (Old Model) The majority of our existing Shared Ownership stock has been sold on the old model. These were new build properties where buyers could purchase between 25% and 75% of the property, whilst paying rent on the remaining amount. Once developments funded by the old Affordable Homes Programme 2016 to 2021 have completed this model lease will no longer be issued.

4. Legal & Regulatory Context

Homes England Funding Requirements

4.1 Homes England (HE) outline their requirements for Registered Providers (RP's) receiving grant funding for Shared Ownership and Right to Shared Ownership within the Capital Funding Guide and Funding Agreement' that WCHG have entered into.


4.2 In 2016, the Government removed all priority groups for assistance, where there is an under-supply of Shared Ownership homes. Homes should be available on a first come, first served basis to Shared Ownership applicants providing that they meet the relevant eligibility and affordability criteria.


4.3 The exception to this is for qualifying Armed Forces personnel and in certain rural locations and sites. Such exceptions where there is an undersupply can be summarised as follows with more detail on each following:

- Servicing military personnel and former members of the British Armed Forces discharged in the last two years
- National Parks, Areas of Outstanding Natural Beauty and rural exception sites.

Shared Ownership (New Model and Old Model)

5.1 Allocations criteria for First Come, First Served

- (i) Applicants must meet the initial Shared Ownership eligibility requirements (please refer to the WCHG Home Ownership Policy). WCHG is responsible for carrying out preliminary assessment for each applicant against the Shared Ownership eligibility criteria and any Section 106 criteria including the requirement of a local connection.
 - (ii) The applicant will then need to contact Metro Finance for an initial assessment, if they are deemed eligible they will need to submit all required documents to Metro Finance to be checked, mortgage in principle obtained and then signed off.
 - (iii) The first come, first served is based on completed and dated Metro Finance sign offs
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being provided to WCHG. Applicants will get prioritised on date of sign off. The Sales Team will check the sign off sheets and documentation before proceeding to reservation stage.

5.2 Right to Shared Ownership

Priority will be given to the current residents of the address, who will be Assured Tenant(s) and have the right to exercise the purchase of their home. They will need to meet the Shared Ownership eligibility criteria.

5.3 Resales

Resales will be based on a First Come First Served basis as above, based on the date of Metro Sign off.

6. Review

6.1 This policy will be reviewed on a 3 yearly basis or in response to changes in legislation, regulatory guidance, good practice or changes in other relevant WCHG policy.


7. Equality and Diversity


7.1 WCHG will make every reasonable effort to ensure that no-one is discriminated against directly or indirectly based on any protected characteristic as defined by the Equality Act 2010. We recognise that some protected groups may be disproportionately impacted and will take additional steps in the application of this policy and make reasonable adjustments to ensure compliance with the Act. ***Following a review, a full Equality Impact Assessment was not found to be necessary.***

7.2 We are committed to providing excellent customer services, which are fair, equitable and inclusive. As such, we will endeavour to understand and make any reasonable adjustments required for customers in line with WCHG's Reasonable Adjustment Statement and the Equality Act 2010. Any reasonable adjustment provided will be recorded and kept under active review.

7.3 Examples of reasonable adjustments we might make include providing a translator or information in a different format.

8. Statutory & Legislative Framework

- Housing Act 1980 (as amended)
 - Housing Act 1985 (as amended)
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- Housing Act 1996
 - Housing Act 2004
 - Statutory Instrument 2002 No 1091 (Right to Acquire – discounts)
 - Statutory Instrument 1997 No 623 as amended by Statutory Instrument 1999 No 1307 (Right to Acquire- Rural exemptions)
 - Capital Funding Guide

9. Associated policies and procedures

- Data Protection and GDPR Policy
 - Complaints Policy & Procedure
 - WCHG Home Ownership Policy
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