

Wandsworth Council

Home Ownership

Application form

You should fill in this form if you are a council leaseholder who wishes to apply to buy their freehold from the council.

Information to accompany form FH1 –

For council leaseholders wishing to apply to buy their freehold from the council.

Wandsworth Council wishes to allow council leaseholders to buy their freehold, wherever this is possible. There are two ways in which council leaseholders can apply to buy their freehold. The first is under the council's "Voluntary Scheme" and the second is under the Government's "Statutory Scheme".

You should use form FH1 if you are a council leaseholder and wish to apply to buy the freehold of your building from the council, under the council's *Voluntary Scheme*.

The ***Voluntary Scheme*** is likely to be suitable if:

1. All of the flats in your building have been sold on long leases (i.e. greater than 21 years), and;
2. All of the leases have more than 80 years still to run, and;
3. There are no more than 12 flats in your building, and;
4. Your building contains only flats & common parts, and;
5. All of the leaseholders in your building wish to buy the freehold from the council

In certain other circumstances the council may still be able to let you buy your freehold under the ***Voluntary Scheme***, but may first need to ask the Government for permission, which may or may not be given.

Before filling in FH1 you should ask the Home Ownership Team for advice on whether or not the ***Voluntary Scheme*** is likely to be suitable for you. The Home Ownership Team's contact details are on the last page of form FH1. In addition, you are entitled to obtain legal advice from a Solicitor or other suitably qualified person, who should also be able to advise you about the Statutory Scheme. You may wish to ask the Home Ownership Team for an example of a Statutory Scheme application form and a copy of the Government's booklet called "Residential Long Leaseholders", which also includes information about how to make a Statutory Scheme application to renew your lease.

What happens next?

When we receive your completed ***Voluntary Scheme*** application form FH1 we will acknowledge receipt of the application. We will then arrange for our valuer to visit your building to assess the value of the freehold. He will need access to all of the flats in the building to be able to do this.

If we are able to agree to your application, we will send you an "offer letter" setting out the sale price and other terms, which you can either accept or reject. If we cannot agree to your application, or you find our offer unacceptable, you may still be able to buy your freehold under the Statutory Scheme.

Please complete as fully as possible using black ink. If you need help to complete this form, contact the Home Ownership Team (contact details are on the back page).

1. The property address. Please provide the full address and postcode of the freehold property which you wish to buy.

2. Description of the property. Which of the following best describes the property which you wish to buy (*please tick the appropriate description*)?:

- (a) House converted into flats.
- (b) Purpose built block of flats with its own grounds and with no facilities shared with other blocks of flats or houses.
- (c) Block of flats within a larger estate with communal grounds and/or other facilities shared with others.

Note: Please supply a plan showing the area you wish to buy outlined in red. The council can assist you by providing a plan of your area on request.

3. Store sheds, garages and gardens. Do any of the leaseholders/tenants within your block

- | | | |
|---|------------------------------|-----------------------------|
| (a) rent from the council a separate* garage, store shed or parking space within the shared areas of the block? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) own or use a separate* garden? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) own a separate* store shed. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) own a separate* garage. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

** separate means that it is not directly joined to the property.*

Note: Indicate the location of any gardens, store sheds or garages on the plan referred to in question 2 using different colours. Please provide a key to the colours used.

We suggest that gardens should be outlined in green, store sheds outlined in brown and garages outlined in purple.

4. Shared facilities and rights of way. Please provide details of the following facilities, if known

- | | | |
|--|------------------------------|-----------------------------|
| (a) Does your block have a shared heating and hot water system? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Does your block use a shared television aerial? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Do you get to your block by using an estate road or shared driveway? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

(d) Please provide details of any other shared facilities or rights of way, which you have not listed above. *(Attach an additional page if required.)*

5. How many flats in total are there in your block?

6. The applicants. List the leaseholders who wish to join in with buying the freehold. Please provide as much information as you can about the leases

Leaseholder's name(s)	Flat number	Date of lease	Lease term	Date purchased

(Attach an additional page if required.)

7. The contact person. You need to have someone to act for you during the process of buying the freehold. The council will send all notices and letters to that contact person and copies will not be sent to individual leaseholders.

Please provide the following information about the person you wish to name as your contact:

Name:

Address in block:

Mailing address (if different):

Daytime contact number: Work contact number:

Email address: Mobile number:

8. The Buyer(s). Please provide details of the person(s) who will buy the freehold from the council. Only four names can appear on the legal documents so if there are more than four leaseholders who wish to buy the freehold, you will eventually need to form a company to buy the freehold.

Please provide the following information about the person(s) you wish to buy the freehold from the council (no more than four names can be listed). Alternatively, please state below that you intend eventually to form a company to buy the freehold from the council.

(1) Name:

Address in block:

Mailing address (if different):

Daytime contact number:

Work contact number:

Email address:

Mobile number:

(2) Name:

Address in block:

Mailing address (if different):

Daytime contact number:

Work contact number:

Email address:

Mobile number:

(3) Name:

Address in block:

Mailing address (if different):

Daytime contact number:

Work contact number:

Email address:

Mobile number:

(4) Name:

Address in block:

Mailing address (if different):

Daytime contact number:

Work contact number:

Email address:

Mobile number:

9. Please list below any leaseholders who do not wish to join in with buying the freehold

Name	Address in block

Note: If you do not know their names, please provide the flat numbers.
 (Attach an additional page if required.)

10. Have you consulted all of the leaseholders about buying the freehold, including those who do not want to buy

Yes No

11. Please list any council tenants who live in your block

Name	Address in block

If you buy the freehold, the council will “take back” a 999 year lease of any flats occupied by council tenants. Note: If you do not know their names, please provide the flat numbers.
 (Attach an additional page if required.)

12. Have you informed all of these council tenants about your proposed purchase of the freehold?

Yes No

We are always trying to improve our services, so we are keen to find out your opinions.

13. How did you contact us? In person By phone By letter By email

14. How strongly do you agree with the following statements? **Strongly agree** **Agree** **Disagree** **Strongly disagree**

The application was easy to understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All provided literature was clear and concise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was treated fairly and sensitively by the Home Ownership Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. How do you rate the following? **Very good** **Good** **Satisfactory** **Poor** **Very poor**

Speed of service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helpfulness of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Politeness of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Only complete this question

if you visited the reception area.

Strongly agree

Agree

Disagree

Strongly disagree

The reception was easy to find

I found it easy to get into the reception

How quickly were you seen?

17. To which of these groups do you consider you belong?

White

Black

Asian or Asian British

Mixed

British

Caribbean

Indian

White and Black Caribbean

Irish

African

Pakistani

White and Black African

Other

Other

Bangladeshi

White and Asian

Other

Other

Chinese

Any other ethnic background

Rather not say

18. Signatures. This form should be signed by all those who wish to join in with buying the freehold (that is all those who are listed in Section 6 above).

Plain English Campaign's Crystal Mark does not apply to section 13 for legal reasons.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud.

It may also share this information with other bodies responsible for auditing or administering funds for these purposes.

Declaration: It is a criminal offence to knowingly or without care make a false declaration or withhold information that is reasonably needed in connection with your application.

I have read the above and confirm that I have provided accurate and up-to-date information relating to my application. I understand that if you find that I have given false information to get housing, you may take appropriate legal action against me.

Signature

Date

Name (please print):

Flat number:

Signature

Date

Name (please print):

Flat number:

Signature

Date

Name (please print):

Flat number:

Signature

Date

Name (please print):

Flat number:

This form should be returned to:

Home Ownership Team
Town Hall (Ground floor)
Wandsworth High Street
London SW18 2PU

Contact The Home Ownership Team on:

Telephone: (020) 8871 6161
Email: housesales@wandsworth.gov.uk

Opening hours are 9am to 5pm Monday to Friday