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Request for Landlord Consent to Assign

**Selling your shared ownership home**

**Important:**

* Please complete all sections and ensure all names are in full (including titles) and pay the registration fee. Failure to do so may lead to a delay in processing the form.
* **Please note, a completed application must be signed with 'wet ink'.**

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| **The Application Registration Fee:*** + The Seller must pay the administration fee £100.00 – the application will not be processed until payment has been received.

Payment can be made by:* Debit/Credit Card(Please call the team on 0300 131 5555 to pay using this method)
* Cheque (Made payable to Milton Keynes City Council)
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| **Section 1 – Current owner(s) details**  |
| FULL NAME(S) of the current owner(s) -  |
| (1) Title | Click or tap here to enter text. |
| (1) First name | Click or tap here to enter text. |
| (1) Surname | Click or tap here to enter text. |
| (1) Mobile phone | Click or tap here to enter text. |
| (1) Correspondence address | Click or tap here to enter text. |
| (2) Title | Click or tap here to enter text. |
| (2) First name | Click or tap here to enter text. |
| (2) Surname | Click or tap here to enter text. |
| (2) Mobile Phone | Click or tap here to enter text. |
| (2) Correspondence address | Click or tap here to enter text. |
| **Section 2 – Details of property to be assigned (sold)** |
| Address | Click or tap here to enter text. |
| Post code | Click or tap here to enter text. |
| Current % owned | Click or tap here to enter text. |
| Sale price (not including any premium) | Click or tap here to enter text. |
| Property Type | Click or tap here to enter text. |
| Bedroom numbers | Click or tap here to enter text. |
| Does the property have garage? *(If garage is assigned to the property please confirm if it is attached or if in a block, and if in a block please confirm of how many other garages)* | Click or tap here to enter text. |
| Does the property have conservatory? | Click or tap here to enter text. |
| Have alterations been carried out? *(If any alterations have been carried out, please confirm when they were carried out, and if permission was granted)* | Click or tap here to enter text. |
| Is the property sublet?  | Click or tap here to enter text. |
| **Estate agent details** |
| Address | Click or tap here to enter text. |
| Post code | Click or tap here to enter text. |
| Mobile phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| **Details of the solicitors acting for the current owner(s)** |
| Name | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Post code | Click or tap here to enter text. |

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| **Section 3 – Declaration by current owner(s)** |
| IClick to enter your nameas a shared owner of Click to enter address |
| IClick to enter your nameas a shared owner of Click to enter address |
| Hereby apply to the MKCC for consent to the change of ownership details in section 4 and agree to pay the Council’s legal fees in connection with this application. |
| Signed:Click or tap here to sign | Date:Click or tap to enter a date |
| Signed:Click or tap here to sign | Date:Click or tap to enter a date |

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| **Section 4 - Details of prospective purchaser (Applicant 1)** |
| Title | Click or tap here to enter text. |
| Full name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| National Insurance Number | Click or tap here to enter text. |
| Mobile Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Current Tenure (Privately owned/Rented) | Click or tap here to enter text. |
| Date of birth | Click or tap to enter a date. |

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| **Section 4 - Details of prospective purchaser (Applicant 2)** |
| Title | Click or tap here to enter text. |
| Full name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| National Insurance Number | Click or tap here to enter text. |
| Mobile phone  | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Tenure (Privately owned/Rented) | Click or tap here to enter text. |
| Date of birth | Click or tap to enter a date. |

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| **Other names of people who will live in the property** |
| Title | First name | Surname | Date of Birth |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |

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| Please explain the reason for applying for the shared ownership property, and do you own the property you are currently living in or own another property. | Click or tap to enter a date. |

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| **Employment details** |
| 1. Name and address of current employer
 | Click or tap here to enter text. |
| 1. Current salary
 | Click or tap here to enter text. |
| 1. Name and address of current employer
 | Click or tap here to enter text. |
| 1. Current salary
 | Click or tap here to enter text. |

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| **Mortgage details**  |
| Name and address of the Mortgage provider | Click or tap here to enter text. |
| Amount of mortgage | Click or tap here to enter text. |

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| **Solicitor details**  |
| Name of solicitor | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Phone number | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |

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| **Section 5 – Declaration by prospective purchaser(s)** |
| IClick to enter your name |
| IClick to enter your name |
| Declare and agree that: I/we are 18 years or over. I/we intend to occupy the shared ownership property as my/our sole home. All information given is true to the best of my/our knowledge and is not misleading.**Please note, a completed application must be signed with 'wet ink'.** |
| Signed: | Date: |
| Signed: | Date: |

Please complete the form, and send the request with all attachments to us via:

**Email**

home.ownership@milton-keynes.gov.uk