# Property owners assessment form

This form is part of a financial assessment to be completed by all property owners wishing to go on the Housing Register. Completed forms can be uploaded with your other documents when you complete your application form on the HomeOption website, or emailed to: [housingoptions@eastherts.gov.uk](mailto:housingoptions@eastherts.gov.uk), or sent by post to: Housing Options Team, East Herts Council, Wallfields, Pegs Lane, Hertford. SG13 8EQ.

Your Name:

Current Address:

Telephone Number:

## Details of the property owned

**This form should be returned with an estate agent’s valuation of the property or with evidence of the asking price if it is currently on the market.**

Address of the property owned:

Registered owners:

Are you currently living at the property?

Is the property mortgaged?

If so, who are the lenders?

What is the current outstanding mortgage?

What are the monthly repayments?

How is the mortgage paid?

(for example, yourself/DSS/Insurance)

Are there any arrears?

If so, how much?

Is the property for sale?

If so, what stage is the sale at?

What is the accepted or asking price?

If the property has already been sold, what was the selling price?

How much equity did you receive?

What date was the property sold?

If the property is not for sale, what is the value?

Do you have any additional loans secured against your property? YES/NO

If so, what is their total value? £

Who is the lender?

## Money coming in

Please indicate whether the figures provided are weekly or monthly: WEEKLY/MONTHLY

**Please provide confirmation of all income (for example, last 3 payslips)**

| **Income Types** | **You £** | **Your Partner £** |
| --- | --- | --- |
| Gross take home pay (before tax) |  |  |
| Child benefit |  |  |
| Maintenance payments received |  |  |
| Income support |  |  |
| Retirement pension/Pension credit |  |  |
| Tax credits |  |  |
| Other Social Security benefits |  |  |
| Other income (from savings, lodgers renting your home, etc. Please detail) |  |  |
| Total Income |  |  |

Please state the amount of savings you and your partner have: £

Your National Insurance No:

Your partners National Insurance No:

**Forms received without the requested documents will not be actioned and you may not be considered for nomination to a property as a result.**

Signed: Date:

Signed: Date:

## Housing Service – Privacy Notice

The council collects personal information from you; this includespersonal identifiers, contacts and characteristics. We do this to process your application to join the housing register, provide you with a housing advice service and to provide you with services in relation to our statutory housing and homelessness functions and duties. We process this information using your consent, to comply with a legal obligation and to carry out a public task. You will have given your consent when making your application to join the housing register.

We get most of your information directly from you but we may obtain information indirectly from other persons or agencies we deem necessary in order to carry out our statutory functions and duties. We may also share your information with these persons or agencies.

Your information will be retained in line with our [Retention Schedule](https://www.eastherts.gov.uk/about-east-herts-0/information-requests/information-and-records-management). For more information on the above, your data subject rights, including how to contact us about them or anything else, please see our [Housing Service Privacy Notice](https://cdn-eastherts.onwebcurl.com/s3fs-public/2021-09/Housing%20Service%20Privacy%20Notice.pdf).