

# Consent to Assign Request

## Selling your shared ownership home

### Notes:

- This form is to be used when selling your home.
- Please complete all sections and ensure all names are in full (including titles) and pay the administration fee. Failure to do so may lead to a delay in processing the form.

### The Application Administration Fee

An administration fee of £100 is required by the seller for the application.

- The fee covers the costs involved in processing the application and is non-refundable.
- The application will be processed when the payment is received.

#### Payment can be made by;

- **Debit/Credit Card** (Please call the team on 01908 253705 to pay using this method)
- **Cheque** (Made payable to Milton Keynes Council)

Please complete the form, the request should be sent to:

**Home Ownership Team**  
**Civic Offices**  
**1 Saxon Gate East**  
**Central Milton Keynes**  
**MK9 3EJ**

or Email to [home.ownership@milton-keynes.gov.uk](mailto:home.ownership@milton-keynes.gov.uk)

## Section 1 - Details of the property to be assigned

Address: \_\_\_\_\_  
\_\_\_\_\_

Post code: \_\_\_\_\_

Current % being sold: \_\_\_\_\_

Sale price (not including any premium): \_\_\_\_\_

## Section 2 - Details of Current Owner(s)

### FULL NAME(S) of the current owner(s):

(Mr/Mrs/Miss/Ms): First Name(s) \_\_\_\_\_

Surname \_\_\_\_\_

Telephone: \_\_\_\_\_

(Mr/Mrs/Miss/Ms): First Name(s) \_\_\_\_\_

Surname \_\_\_\_\_

Telephone: \_\_\_\_\_

### Details of the Estate Agent:

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

### Details of the Solicitors acting for the current owner(s):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

## Section 3 - Declaration by Current Owner(s)

I \_\_\_\_\_ as shared owner(s) of \_\_\_\_\_

I \_\_\_\_\_ as shared owner(s) of \_\_\_\_\_

Hereby apply to the council 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 \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Section 4 - Details of Prospective Purchaser(s)

### First Applicant

Mr/Mrs/Miss/Ms \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

National Insurance No: \_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

Tenure: (Privately owned/Rented) \_\_\_\_\_

Date of birth: \_\_\_\_\_

### Second Applicant

Mr/Mrs/Miss/Ms \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

National Insurance No: \_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

Tenure: (Privately owned/Rented) \_\_\_\_\_

Date of birth: \_\_\_\_\_

### Who else will live in the property with you?

Title	First Name	Surname	Date of birth
_____	_____	_____	_____
_____	_____	_____	_____

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.

\_\_\_\_\_

### Employment details

Name and address of current employer \_\_\_\_\_  
\_\_\_\_\_

Name and address of current employer \_\_\_\_\_  
\_\_\_\_\_

Current salary: \_\_\_\_\_ Current salary: \_\_\_\_\_

### Mortgage details

Name and address of the Mortgage provider: \_\_\_\_\_

Amount of mortgage: \_\_\_\_\_

Name of solicitor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Section 5 - Declaration by Prospective Purchaser(s)**

**Please read carefully before signing**

I \_\_\_\_\_

I \_\_\_\_\_

**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.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_