**A picture containing graphical user interface

Description automatically generated**

Shared Ownership

Lease Extension Application

This application must be completed in full, and all required documents must be provided as a part of this application. Please note, any missing information or documents, will result in the delay of your application. A completed application must be signed with 'wet ink' and posted to us via recorded delivery as per below details:

Homeownership Team, Milton Keynes City Council, Civic Offices, 1 Saxon Gate, Milton Keynes, MK9 3EJ

|  |  |
| --- | --- |
| **Section 1 – Applicant Details** | |
| Applicant/s name/s |  |
| Applicant/s correspondence address/es |  |
| Telephone number |  |
| Email address |  |

|  |  |
| --- | --- |
| **Section 2 – Solicitor Details (if applicable)** | |
| Tenant’s solicitor name |  |
| Tenant’s solicitor address |  |
| Tenant’s solicitor phone |  |
| Tenant’s solicitor email |  |

|  |  |
| --- | --- |
| **Section 3 – Property Details** | |
| Address of leased property |  |
| How much equity do you own in the property?(if applicable) |  |
| Date you purchased your property |  |
| How many years are remaining on the lease? |  |
| How many bedrooms does the property have? |  |
| What is the % of the property that you own? |  |
| Please provide a description of the property e.g., semi-detached or detached, garden, parking, and any improvements. |  |

**Required documents checklist:**

Proof of your identity (We require a colour photo ID – passport or driving licence)

Copy of your lease

Office title copy

Office title plan

**Please tick and sign the following statements:**

I/We understand that Milton Keynes City Council will commission a valuation of my property and review my application.

I/We understand that Milton Keynes City Council has the right to withdraw from this process at any time, and that fees are non-refundable. I will not be able to re-apply for another lease extension for 2 years.

|  |  |
| --- | --- |
| **Section 4 – Declaration** | |
| I/We,hereby apply for lease extension to the above property. | |
| Signed: | Date: |
| Signed: | Date: |