



## Application Form

### Help to Buy (Scotland) Affordable New Build Scheme

**Scheme:** Help to Buy (Scotland) Affordable New Build Scheme

**To:** Highland Residential  
68 MacLennan Crescent, Inverness, IV3 8DN  
01463 701271  
[htb@highlandresidential.co.uk](mailto:htb@highlandresidential.co.uk)

**PLEASE NOTE:** For information on the Scottish Government's policies on how your data will be used with regards to the Help to Buy (Scotland) Affordable New Build Scheme can be found on:  
<https://beta.gov.scot/publications/shared-equity-schemes-privacy-notice/>

#### PART 1

Named applicant 1	
Current property address	
Date of birth	
Contact telephone number	
Email address	

Named applicant 2	
Current property address	
Date of birth	
Contact telephone number	
Email address	

Please confirm if applicant 1 or 2 currently own a residential home

YES

NO

If YES, please provide address of the property:

Highland Residential is operated by Albyn Enterprises Limited, company number SC269357.

Registered as a Private Landlord Id: 309140/270/24411 and a Property Factor, Id: PF000596 and authorised and regulated by the Financial Conduct Authority, Interim Permissions, and reference number: 618435.

Albyn Enterprises Limited is a trading company and wholly owned subsidiary of Albyn Housing Society.

Development/site name	
Plot Number (or address is known)	
Name of house builder or developer	
Full purchase price	£
Buyer's mortgage amount (i.e. maximum amount to be obtained by applicant)	£
Applicant's cash contribution	£
Contribution required from Help to Buy (Scotland) Affordable New Build Scheme	£
Expected purchase completion date	
Number of adults to live in the property	
Number of children to live in the property	

*NB Those of [18] years of age at the date of [ ] are adults and those below [18] years old at the date of [ ] are children.*

Independent Financial Adviser details:

Solicitors details:
Name/Address/Tel no.:
Partner Responsible & Email address:

The applicant confirms to the Administering Agent that the above details are accurate and are agreed between the applicant and the home builder or developer.

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## PART 2

### Financial Details

#### Income – Applicant 1

Basic employment income (annual, gross)	£
Overtime, bonuses and commissions	£

#### Income – Applicant 2

Basic employment income (annual, gross)	£
Overtime, bonuses and commissions	£

#### Additional household income (monthly) - to cover all applicants if more than one

Working tax credits	£
Child tax credits	£
Child benefit	£
Disability allowance	£
Guaranteed maintenance income	£
Other income	£

#### Debt (to cover all applicants if more than one)

Monthly loan/HP payments	£
Outstanding credit card balances	£

#### Household net income (monthly) - to cover all applicants if more than one

Net Monthly Income	£
<b>PLUS</b> any Additional Housing Income	£
<b>LESS</b> any Debts	£
<b>TOTAL NET MONTHLY INCOME</b>	£

**PART 3**

The Applicant acknowledges that if they own a residential home this must be sold prior to the completion of the purchase of the home under the Help to Buy (Scotland) Affordable New Build Scheme. Failure to do so will result either in delay or the withdrawal of support from the Scottish Government to assist with the purchase of the new home. It is a condition of the Minute of Agreement that the applicant will enter into with Scottish Ministers that the home they purchase under the scheme will be the only residential property they have any interest in for the duration of the term of the Minute of Agreement.

The applicant declares and confirms that it is (or if there is more than one applicant that each applicant is) a:

**Applicant 1**

- UK National YES  NO
- EEA Citizen(European Economic Area) YES  NO   
(i.e. EU States and Iceland, Liechtenstein and Norway)
- Person with indefinite leave to remain YES  NO
- Other YES  NO

**Applicant 2**

- UK National YES  NO
- EEA Citizen YES  NO
- Person with indefinite leave to remain YES  NO
- Other YES  NO

If other please specify below:

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**PART 4**

I/We acknowledge and explicitly give my/our consent to the Scottish Government and the Administering Agent processing my/our personal data contained within this form, including any Sensitive Personal Data (as defined in the Data Protection Act 1998) for the purposes of the operation of the Help to Buy (Scotland) Affordable New Build Scheme, in particular, in connection with the processing of my/our application and to assess my/our eligibility to participate in the Help to Buy (Scotland) Affordable New Build Scheme.

I/We also acknowledge and explicitly give my/our consent to my/our personal data and sensitive personal data being processed for the purposes of the monitoring, record keeping, evaluation of or any reporting associated with the Help to Buy (Scotland) Affordable New Build Scheme by or on behalf of Scottish Government and in the event of any transfer of the Scottish Government’s interest in the Help to Buy (Scotland) Affordable New Build Scheme.

I/We acknowledge that use may be made of such data in order to make checks with credit rating agencies to authenticate and verify my/our identity, determine my/our financial eligibility to participate in the Help to Buy (Scotland) Affordable New Build Scheme and credit status; taking up references and sharing this information with other organisations that handle public funds; and passing information to a participating home builder from whom I/we may be seeking to purchase a house, my/our own solicitors and to my/our independent financial adviser(s).

I/We confirm that the information provided in this application form is to the best of my/our knowledge correct and accurate in all respects.

I/We understand that the Administering Agent and the Scottish Government reserve the right to withdraw from any agreement with me/us in the event that the information provided proves to have been false or misleading and that it is a criminal offence to knowingly or recklessly make a false declaration or withhold information reasonably required in connection with the application.

I/We hereby authorise the Administering Agent to release any information about my/our current financial situation to my/our independent financial advisor or a representative of the Scottish Government as outlined in this Part 4 which you might need in connection with my/our application to purchase a home under the Help to Buy (Scotland) Affordable New Build Scheme.

<b>Signatory 1:</b>	Print name (including Mr/Mrs/Ms/Miss):	
	Signature 1:	
	Date:	

<b>Signatory 2:</b>	Print name (including Mr/Mrs/Ms/Miss):	
	Signature 2:	

	Date:	
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All applicants must sign this form **twice** – once here and once in the next section. The signature in the next section allows us to request information from the lender that has offered you a mortgage.

We may contact you after we have received the application form to ask you to sign letters giving us permission to contact other organisations mentioned in this form.

**PART 5**

I/ We hereby authorise (*enter below the name and address of the lenders who you have spoken to about obtaining a mortgage*).

<b>Lender 1</b> Name: Address:
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<b>Lender 2</b> Name: Address:
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<b>Lender 3</b> Name: Address:
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to release any information about my/ our current financial situation to the Scottish Government and the Administering Agent which the Scottish Government and the Administering Agent might need in connection with my/ our application to purchase a home through the Help to Buy (Scotland) Affordable New Build Scheme. I/ We also authorise the lenders to release all data relevant to the valuation of any property which may be purchased, including Disclosure of Incentives Form in terms of the Council of Mortgage Lenders' handbook.

**Signatory 1:** Print name (including Mr/Mrs/Ms/Miss):  
Address:

Signature 1:  
Date:

**Signatory 2:** Print name (including Mr/Mrs/Ms/Miss):  
Address:

Signature 2:

Date:

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