

Privacy Statement

The Housing Advice Service (HAS) sits within Employment, Social Security and Housing. ESSH is registered with the Office of the Information Commissioner as a Controller and a Processor. All personal data processing we undertake is carried out under the requirements of the [Data Protection \(Jersey\) Law 2018](#). The information you have provided on this form will be used by us to determine whether the Minister for Housing is able to exercise discretion to allow you to participate in an assisted home ownership scheme or purchase a property that is restricted to first-time buyers. For more information on how we use your data, please go to our [privacy statement](#) or request a written copy by e-mail housingadvice@gov.je or telephone 01534 444444.

If you own, or have ever owned, property in Jersey or anywhere in the world then you are not a first-time buyer. It does not matter if the ownership is direct, through share transfer ownership, or through inheritance.

There are limited circumstances where the Minister for Housing may exercise discretion to allow someone who is not a first-time buyer to purchase a property restricted to first-time buyers. Policy guidance for first-time buyers can be found [here](#).

However, the Minister will only grant exemptions on pre-existing ownership based on need. In circumstances where someone who is not a first-time buyer has been given Ministerial discretion to participate in an assisted home ownership scheme or purchase a first-time buyer home, standard Stamp Duty or Land Transaction Tax rates will still apply. It is also important to check any specific criteria applying to assisted home ownership schemes, which may limit schemes to genuine first-time buyers only.

In line with the Control of Housing and Work (Jersey) Law 2012, applicants must also have **"Entitled" residential status**. If you do not have Entitled status, then you should not proceed with this application. Information on residential statuses can be found [here](#).

DECLARATION

You must not provide or enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person. Should you do so then the Minister will take such action or steps as are appropriate which may include referring the matter to the relevant authorities.

Prospective first-time buyers should consider engaging the services of a lawyer or other qualified conveyancer, in good time, to conduct the necessary due diligence for the purchase of a property that is the subject of a first-time buyer restriction.

I, _____, certify that the information provided is true and complete to the best of my knowledge. I am aware that this self-declaration will be subject to review and verification.

Signed: _____

Date: _____

Application

Full name	
Date of birth	
Contact details (phone number, email)	
Current address	

1. Current property ownership

Please provide details about your current property ownership, including:

- a) Location of property (if overseas)
- b) Property address and details (number of bedrooms, share transfer/ freehold/ flying-freehold/ contractual leasehold)
- c) Purchase price
- d) Date of purchase
- e) Current valuation
- f) The equity you are likely to make

Please note this includes inherited property

2. Previous property ownership

Please provide details about any previous property ownership, including:

- a) Location of property (if overseas)
- b) Property address and details (number of bedrooms, share transfer/ freehold/ flying freehold/ contractual leasehold)
- c) Date of sale transaction
- d) A copy of the completion statement
- e) Details of the equity made on the sale

Please attach supporting evidence to confirm this information (bank statements, completion statement from previous property sale)

3. Current property

If you currently **do not own your property**, please provide details about your accommodation, including:

- a) Property address and details (number of bedrooms)
- b) Tenure (private rental or social rented housing)
- c) How long you have lived there

4. Personal circumstances

Please provide details on the following:

- a) Household composition
- b) Ages of children (if custody is shared, please evidence the arrangements)
- c) Household income
- d) Household savings

Please attach supporting evidence to confirm this information (social security numbers for dependants, pay slips, bank statements)

5. Buying a first-time buyer home

Do you wish to apply for an assisted home ownership scheme? [Please tick all the applicable schemes below].

Andium Homebuy	<input type="checkbox"/>	First Step	<input type="checkbox"/>	Parish- led scheme	<input type="checkbox"/>	Other scheme	<input type="checkbox"/>
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If you have stated 'other,' please provide details: _____

Please be aware that specific assisted home ownership schemes have their own eligibility criteria, including in relation to first-time buyer status, and you may not be eligible for these schemes despite being granted discretion by the Minister. It is therefore important that you consult the specific eligibility criteria for specific schemes. The Housing Advice Service will be able to provide further information on any relevant criteria that may affect your eligibility for an assisted home ownership scheme.

If you have already made an offer on a first-time buyer home, or have identified a potential property, please provide full details, including:

- a) The full address
- b) Details of the property (number of bedrooms, share transfer/ freehold/ flying freehold/ contractual leasehold)
- c) The advertised price **and** the price you have offered
- d) The vendor – is it open market or Andium Homebuy/shared equity scheme?
- e) The date you are looking to complete on the purchase
- f) Details of any chain

6. Buying a first-time buyer home with a partner

If you are looking to purchase a home with a partner **you currently do not live with**, please provide:

- a) Your partner's income
- b) Your partner's savings
- c) Your partner's previous property ownership

Please attach supporting evidence to confirm this information (pay slips, bank statements, completion statement from previous property sale)

7. Renting a first-time buyer home

If you have identified a potential property, please provide full details, including:

- a) The full address
- b) Details of the property (number of bedrooms, share transfer/ freehold/ flying freehold/ contractual leasehold)
- c) The monthly rental price
- d) The agent

8. Reasons for your application

Please explain why you are requesting Ministerial discretion to buy a first-time buyer home, outlining any information you feel the Minister should consider.

