

STATUTORY RULES OF A GENERAL CHARACTER  
ISSUED IN 1984

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1984 No. 1

HOUSING

**Housing (Right to Buy) (Prescribed Forms) (No. 2) Regulations (Northern Ireland) 1984**

*Made* . . . . . 9th January 1984

*Coming into operation* . . . . . 9th February 1984

The Department of the Environment in exercise of the powers conferred on it by Articles 14 and 106(1) of the Housing (Northern Ireland) Order 1983(a) and of every other power enabling it in that behalf hereby makes the following regulations:—

*Citation and commencement*

1. These regulations may be cited as the Housing (Right to Buy) (Prescribed Forms) (No. 2) Regulations (Northern Ireland) 1984 and shall come into operation on 9th February 1984.

*Form*

2. The form of application for a mortgage set out in the Schedule shall be the form to be used for the purposes of Article 14(1) of the Housing (Northern Ireland) Order 1983.

Sealed with the Official Seal of the Department of the Environment for Northern Ireland on 9th January 1984.

(L.S.)

*J. McCormick*

Assistant Secretary

Housing  
SCHEDULE  
FORM No. 3

HOUSING (NORTHERN IRELAND) ORDER 1983: ARTICLE 14(1)

APPLICATION FOR MORTGAGE

*This form is divided into two Sections. All those sharing the Right to Buy should complete and sign Section 1.*

*However, a separate copy of Section 2 (Particulars of Income) should be completed by each person signing Section 1 if they have income of their own which they want taken into account in calculating their mortgage entitlement.*

*If there is not enough space in any part of the application form, continue on a separate sheet and attach it to the application form.*

**IMPORTANT:** There is a time limit for the service of this application form. In most cases this means that the Executive shall not entertain your application for a mortgage if it is not made within 3 months of the receipt of an Offer Notice from the Executive. However, if there are reasonable grounds for doing so the Executive shall extend that period and if it fails to do so the county court may do so.

When you send this application form you will need to send evidence of your income and evidence that you have been unable to obtain a sufficient loan from a building society, bank or other lending institution; this is explained further in the notes accompanying this form but you should make sure that you allow yourself time to obtain this evidence.

SECTION 1

*All those sharing the Right to Buy should complete and sign Section 1.*

To: The Northern Ireland Housing Executive

The persons whose signatures appear at the end of this section hereby make application for a mortgage of £ *(Insert amount)* in connection with the purchase of the house/flat at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you already saving under the Home Purchase Assistance Scheme? \_\_\_\_\_ *(Write Yes or No)*

If Yes, do you intend to apply for assistance under the Scheme? \_\_\_\_\_ *(Write Yes or No)*

**PRINCIPAL INCOME:** *To be completed only where there is more than one person sharing the right to buy and more than one of those persons has income of their own:—*

The name of the person whose income the Executive is required to treat as the principal income for the purposes of calculating the mortgage entitlement is:—

\_\_\_\_\_ *(Insert full name)*

SIGNATURES: To be completed and signed by each person sharing the right to buy.

Signature(s)	Full name(s)	Address(es)	Date

SECTION 2: PARTICULARS OF INCOME

A separate copy of Section 2 should be completed by each person signing Section 1 if they have income of their own which they want taken into account in calculating their mortgage entitlement.

In completing details of your income and commitments you should give actual figures if available. Estimates can, however, be accepted by the Executive.

Address of house or flat being purchased \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ (Insert your full name)

PART A: INCOME FROM EMPLOYMENT

Complete this Part if you have income from employment (including part-time employment) which is not either casual or temporary employment.

Name and Address of Employer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position held \_\_\_\_\_

(i) Give details of your current pay (before tax or other deductions) expressed as an annual amount:—

Basic Earnings	£	per year
Overtime	£	per year
Bonus	£	per year
Commission	£	per year
Tips, gratuities or allowances (other than expense allowances)	£	per year
Total Amount	£	per year

(ii) If you consider that the total amount shown above does not fairly represent your current annual pay please say why and state such amount as does:—

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**PART B: INCOME FROM A BUSINESS**

*Complete this Part if you have income from a business (including any trade, profession or vocation carried on by a self-employed person).*

Name and Address of Business \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Type of Business \_\_\_\_\_

Name and Address of accountant, if any \_\_\_\_\_  
 \_\_\_\_\_

Your annual income from the business will be assessed on the basis of the latest available information as to the current annual net profit of the business (or your share of the net profit) before deduction of tax. If later information becomes available after you have served this form you may make it available to the Executive.

Insert here the amount of your current annual net profit, or share of the current annual net profit, before deduction of tax

£



## PART E: DECLARATION

Date of birth \_\_\_\_\_ (Insert date)

You are required to give your date of birth because your age at the date of serving your Notice Claiming to Exercise the Right to Buy determines the multiplier for calculating your mortgage entitlement.

I hereby state that I have been unable to obtain from a lending institution a loan sufficient to assist me with the purchase under Article 4 of the Housing (Northern Ireland) Order 1983 of the house in which I live and give notice that I wish to apply for the mortgage to which I am entitled under Article 13 of that Order from the Executive.

**IMPORTANT: YOU WILL BE REQUIRED TO SUBMIT EVIDENCE TO SUPPORT THIS STATEMENT.** A letter of refusal from a lending institution will suffice for this purpose.

The information given by me on this application form is, to the best of my knowledge, correct.

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Date \_\_\_\_\_

A person who knowingly makes a false statement may be liable to prosecution.

PLEASE MAKE SURE THAT YOU HAVE ATTACHED ALL THE NECESSARY EVIDENCE OF YOUR STATEMENTS BEFORE YOU RETURN THIS FORM.

## PART F: SERVICE OF THE FORM

- (i) When completed this form should be served on the Northern Ireland Housing Executive's local District Office.
- (ii) Service of this form may be effected by post.

The Executive is required under Article 14(5) of the Housing (Northern Ireland) Order 1983 to serve as soon as practicable after the service of this application form a notice stating the amount of mortgage to which it believes you are entitled, how that amount has been arrived at and the provisions which, in its opinion, should be contained in the mortgage deed.

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EXPLANATORY NOTE

*(This note is not part of the Regulations.)*

These regulations prescribe the form of application to be used by a secure tenant who is exercising the right to buy under Chapter I of Part II of the Housing (Northern Ireland) Order 1983 and wishes to apply for a mortgage to which he is entitled under Article 13 of that Order from the Northern Ireland Housing Executive.