

## Shared Ownership Repair Claim form

If you own a Shared Ownership home, you might be able to claim up to £500 a year to help with essential repairs and replacements. This support is available for up to 10 years from when your home was built, as long as:

- Your home was bought under the Government's Affordable Homes Programme
- You bought your home between 2021 and 2026
- You own less than 100% of your home

## What you need to do

Complete this form carefully and return it to us via email [commercial@onemanchester.co.uk](mailto:commercial@onemanchester.co.uk)

## Your personal details

|            |  |
|------------|--|
| Full name: |  |
| Address:   |  |
| Postcode:  |  |
| Telephone: |  |
| Email:     |  |

## Your repair claim

|                                             |  |
|---------------------------------------------|--|
| Claim amount:                               |  |
| Description of damage and repair completed: |  |
| Name of contractor who has done the work:   |  |

What's the contractor's Trustmark licence number?

## Your bank details

|                 |  |
|-----------------|--|
| Full name:      |  |
| Address:        |  |
| Postcode:       |  |
| Name of bank:   |  |
| Account name:   |  |
| Account number: |  |
| Sort code:      |  |

We will use the information you give us to assess and process your claim. Details of the claim will be saved to your records; however, we will only retain your bank details for the minimum time necessary to process any payments you are entitled to and then the bank details will be safely deleted.

If you would like to know more about how we collect and use your personal information, your information rights, and how to contact us if you have any concerns, please see our website: [www.onemanchester.co.uk/policies/privacy-policy](http://www.onemanchester.co.uk/policies/privacy-policy)

## Claim checklist

|                                                                | Yes | No |
|----------------------------------------------------------------|-----|----|
| Have you included the contractor's invoice?                    |     |    |
| Have you included photographs of completed repair (max 2)?     |     |    |
| Have you included photographs of damage before repair (max 2)? |     |    |
| Have you completed all sections of this form?                  |     |    |

|                                                                                   |  |  |
|-----------------------------------------------------------------------------------|--|--|
| <b>Have you completed the bank details and provided the correct bank details?</b> |  |  |
|-----------------------------------------------------------------------------------|--|--|

## Declaration

I confirm that the information given in the repair claim form is true and correct. I agree that any false statement will void my claim and may affect future claims. I have read and fully understood the above declaration.

|               |  |             |  |
|---------------|--|-------------|--|
| <b>Name</b>   |  | <b>Date</b> |  |
| <b>Signed</b> |  | <b>Date</b> |  |