



# **FIRST COME FIRST SERVED POLICY FOR SHARED OWNERSHIP SALES**

## **1 INTRODUCTION**

At LWC we have adopted the below policy for first come, first served. Allocation of a property will be based on this.

## **2 KEY FEATURES**

At point of full sign off – in order to be allocated a property, you need to complete a full sign off with our chosen panel firm. This will involve you providing all required documents, including a valid agreement in principle. The allocation process will be done in order of the customers completing a sign off. The panel firm can give you more detail around what documents need to be provided and how to do this.

## **3 Equality Impact Assessment (EIA)**

3.1 An Equality Impact Relevance screening has determined that a full EIA is not required.

## **4 Ownership, Monitoring & Review**

4.1 The Affordability Policy will be monitored by the LWCL in partnership a regulated financial advisor. Both parties will meet every 12 months to ensure that the policy meets the Capital Funding audit requirements and is capturing all scenarios which could impact on our purchasers and Housing Associations Clients.

4.2 The policy will be updated more frequently should new guidance or legislation be published.