

---

# Need to Sell application form



---

## Need to Sell Property Scheme

Before you fill in this application form, please read the NTS Property Guide in full. Please provide as much information and evidence as you can, using extra sheets if necessary. This will help us to process your application as quickly as possible. When sending supporting documents, please send original documents or certified copies.

### 1. Personal Details

*To be completed by the applicant*

#### 1.1 Address of the property you are applying for:

Postcode

#### 1.2 Your details

*Include only your own details here. If you are using a representative, provide their details in Section 2.3.*

Title (Mr, Mrs, Miss, Ms, Dr and so on):
First names:
Surname:
Phone number 1:
Phone number 2:
Email address:

---

---

Title (Mr, Mrs, Miss, Ms, Dr and so on):

First names:

Surname:

Phone number 1:

Phone number 2:

Email address:

Title (Mr, Mrs, Miss, Ms, Dr and so on):

First names:

Surname:

Phone number 1:

Phone number 2:

Email address:

Title (Mr, Mrs, Miss, Ms, Dr and so on):

First names:

Surname:

Phone number 1:

Phone number 2:

Email address:

---

---

### 1.3 Contact address and postcode, if different from the address in 1.1:

Postcode

We will use email as our main way of getting in touch. If you don't check your emails regularly, or you would prefer to be contacted by post, please tick below.

**I do not want to be contacted by email. Please send all correspondence by post.**

## 2. Your declaration

*To be completed by applicant unless stated otherwise*

### 2.1 For applicants submitting their first application or a further application

Please make sure that each applicant signs in the box below under 2.1 (and adds the date they sign) and provides an original or certified copy of a document that gives proof of their identity. This document must be current and valid and contain a photograph of the applicant. Documents which provide proof of identity are:

- passport or
- driving licence.

I declare that the information I have given on this form is correct and complete. I understand that EWR Co and the Department for Transport will use all of the information provided on this form and all supporting evidence to decide my application under the Need to Sell Property scheme.

I understand that you will carry out security and anti-fraud checks on information and supporting evidence I have provided. This may include checks that use market intelligence services, contacting estate agents who are currently marketing the property and contacting my employer (or possible employer). I understand that if any issues arise from these checks, you may refer this information to your Counter Fraud team for further investigation.

I give permission for you to carry out any relevant checks and to contact estate agents and employers.

If I give information I know is incorrect, or if I do not include information I know is relevant, my application and the Government's decision on it will not be valid and the Secretary of State may take legal action against me.

---

---

**Please note:** If your application is successful but, at any point between your decision letter being sent and you exchanging contracts we become aware of any information or a significant change in circumstances that would affect our decision, we can review the decision. This could result in EWR Co withdrawing our acceptance or offer. If this happens, you will be able to reapply to the scheme, to reflect the change in your circumstances or extra information.

**Each applicant must sign below and add the date they signed**

Applicant 1	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Applicant 2	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Applicant 3	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Applicant 4	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 2.2 For applicants submitting another application within six months of the date on the decision letter relating to their previous application:

*To be completed by applicant only if applicable*

Please confirm the date on the previous decision letter. This must be within six months of the date you send this application.

Date

(There is no need to send us a copy or the original decision letter – we will check this information in our records.)

Please confirm the criteria you are basing your application on by ticking the relevant box (or boxes) below. This should be the exact criteria on which your previous application was unsuccessful. There is no need to send us evidence to do with criteria you were successful on in your previous application, as long as there has been no change to your circumstances to do with any of those criteria. (If there has been a change to your circumstances, you must submit a new, full application covering all criteria.)

Criterion 1: Type of Property and Ownership

Criterion 2: Location of property

Criterion 3: Effort to sell and the effect of blight

Criterion 4: No prior knowledge

Criterion 5: Compelling reason to sell

I declare that there has been no change to my circumstances to do with the criteria under which my previous application was successful.

---

---

**Each applicant must sign below and add the date they signed**

Applicant 1	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Applicant 2	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Applicant 3	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Applicant 4	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### **2.3 For applicants who are using a representative to act on their behalf:**

*To be completed by applicant only if using a representative*

Please provide the representative's name and contact details below.

Name:
Organisation:
Phone number:
Email:
Their relationship to you:

Has the representative received, or will they receive, any payment from you for acting as your representative?

Yes      No

#### **To be completed by the applicant:**

*To be completed by applicant only if using a representative*

I (the applicant) confirm that I want the person named above to represent me for the purpose of submitting this application. I agree to this person acting on my behalf until I receive a decision on my application.

---

---

**Each applicant must sign below and add the date they signed.**

<input type="text" value="Applicant 1"/>	Date	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>
<input type="text" value="Applicant 2"/>	Date	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>
<input type="text" value="Applicant 3"/>	Date	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>
<input type="text" value="Applicant 4"/>	Date	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>

**To be completed by the representative:**

*To be completed by representative of the applicant if a representative is being used*

I (the representative) confirm that I will act on behalf of the applicant for the purposes of this application

I acknowledge that, as a paid representative or a representative who would otherwise benefit financially from the sale of the property to EWR Co, the panel or decision-maker will not take into account any evidence that I provide myself, such as feedback from the marketing of the property.

I declare that the information I have given on this form is correct and complete. I understand that EWR Co and the Department for Transport will use all of the information provided on this form and all supporting evidence to decide the applicant's claim under the Need to Sell Property scheme.

I understand that you will carry out security and anti-fraud checks on information and supporting evidence provided. This may include checks that use market intelligence services, contacting estate agents who are currently marketing the property, and contacting the employer of the applicant(s) (or possible employer). I understand that if any issues arise from these checks, you may refer this information to your Counter Fraud team for further investigation.

If I give information I know is incorrect, or if I do not include information I know is relevant, the application and the Government's decision on it will not be valid and the Secretary of State may take legal action against the applicant or me (or both of us).

**Please sign below and add the date you signed.**

Representative's Signature:
-----------------------------

Date

---

---

### 3. Criterion 1: Type of property and ownership

*To be completed by the applicant.*

*Ensure you read Section 3.1 of the guide entitled 'Criterion 1 – Type of Property and Ownership'*

#### 3.1 What is your interest in the property?

Please tick the relevant box(es) below

Are you:

the owner-occupier of a private residential property?

the owner-occupier of business premises whose annual rateable value is not more than £36,000

the owner-occupier of an agricultural unit?

the mortgage lender who has a right to sell the property and can give immediate vacant possession?

a personal representative of someone who has died?

a reluctant landlord?

What category of ownership do you have?

Freehold

Leasehold

If leasehold, how long until the lease runs out?

years  months

---

---

### 3.2 What Land Registry titles are included in the sale?

Please list all title numbers and state whether these are to be sold in full or part. If you only want to sell part of your property, please provide a clear plan of the area you are applying for. This must be the same as the area of the property that has been marketed for sale.

### 3.3 Please include evidence to support your answers. Evidence should be original documents or certified copies, and may include one or several of the following.

#### 3.3.1 Proof of ownership:

- The epitome of title document (if the property contains more than one title, all titles should be provided)
- The conveyance to the current owner or
- A copy of the Land Registry Office entry.

#### 3.3.2 Proof of Owner Occupancy

For **owner-occupiers** of the property, you provide two pieces of evidence at the time you apply as proof of occupancy

1. The first piece of evidence dated within the **three months** immediately before the date on your application.
2. The second piece of evidence should be dated at least 6 months before the date of your first piece of evidence but within the 18 months before the date of your application.

If the property is empty you will need to provide evidence that the property has been empty for no longer than 12 months from the date of your application and that you occupied it for at least six months before it became empty. We would expect to see evidence of the date you left the property. This is in addition to two pieces of evidence as set out below showing that the property was occupied for six months before it became empty.

We need two documents, which must be from different organisations. Document one from list A and document two from list B, or both documents from list A. (See both lists below). All documents must include all applicants' names and the address of the property and must be originals or certified copies of paper statements (that is, not printed from the internet or from an electronic copy). This may mean you need to ask organisations for paper copies.

---



---

Please tick which evidence you are providing from each list below.

### **List A**

A recent, dated bank or building society statement displaying a date of issue, or showing transactions, from within the last three months.

A mortgage statement.

A recent, dated credit card statement displaying a date of issue, or showing transactions, within the last three months.

Loan statements or a student loan statement.

Documents and correspondence about the State Pension, tax credits, Universal Credit or other benefits.

Private pension statements (if you currently receive a pension).

### **List B**

Utility bill (for example, gas, electricity, water or land line phone).

Local authority tax bill (for example, council tax or business rates bill).

Home contents insurance certificate for the address for the relevant period. If you want to submit this, you will also need to provide the buildings insurance certificate for the property for the same period (if they are separate), to show that you have both buildings and contents insurance as an owner-occupier.

**We may ask for further proof to confirm statements and we may check the electoral roll or other sources to confirm statements you have made.**

### **Examples of evidence that we cannot accept**

- Provisional or full driving licence
- National Insurance card
- Mobile phone bills
- Letter from a GP, dentist or similar
- TV licence and other related documents

(We cannot accept the items in this list as they do not provide reliable proof of an address).

### **3.3.4 Further evidence if you are not an owner-occupier.**

*To be provided in addition to 3.3.1 Proof of Ownership*

If you are not an owner-occupier, you will also need to provide other evidence, as below.

---

---

## **Mortgage lenders**

We will need:

- details of any mortgage roll or reference number and contact details of the bank or lender; or
- proof that you are a mortgage lender and confirmation that you can sell the property with vacant possession.

## **Personal representative of someone who has died**

We will need:

- the death certificate, power of attorney, grant of probate, last will and testament and letters of administration; and
- if possible, evidence that the person occupied the property before their death (in line with the requirements for owner-occupiers set out above).

## **Reluctant landlords**

- If relevant, a copy of all tenancy agreements for your new accommodation since you moved out of the property that the application relates to, including proof that the earliest tenancy agreement began after the date you moved out and after you knew about EWR proposals that affected your property or evidence of other living arrangements.
  - Copies of any tenancy agreements in place for the property since you moved out
  - If the property is currently vacant, evidence of marketing it for letting
  - If the property is currently vacant, a council tax bill to prove it is vacant
  - Proof that you are living at the property you are currently renting
  - Proof that you lived at the property for at least six of the 18 months before you moved out
-

---

## 4. Criterion 2: Location of property

*To be completed by the applicant*

*Ensure you have read Section 3.2 of the guidance first, entitled 'Criterion 2 – Location of Property'.*

Briefly describe the location and characteristics of the property and its surroundings, including where it is in relation to the preferred route alignment for the railway of the EWR Project

Please include evidence that supports this description. Tick which evidence you are providing from the list below

The filed plan held at the Land Registry (originals or certified copies);

a plan of the agricultural unit (if this applies to your application);

a map showing the exact location and outline of the boundary of the property, if it might be difficult to identify the boundary using just the address; or

evidence that supports your statement above, such as photographs of the existing surroundings, maps, plans or drawings.

Other. Specify:

---

# 5. Criterion 3: Effort to sell and the effect of blight

*To be completed by the applicant*

*Ensure you have read Section 3.3 of the guidance first, entitled 'Criterion - Effort to Sell and the Effect of Blight'*

Please give details of the marketing advice you received including any refusal to market for your property before you chose your estate agent. You must provide evidence of having approached **at least three** estate agents.

If you have approached a number of recognised estate agents and any have refused to market your property due to the EWR Project, please provide all evidence of this. For example, this might include originals or certified copies of letters or printouts of emails in which agents say why they refuse to market the property, records of appointments with estate agents visiting your property and promotional materials addressed to you before the agent refused to market the property.

<b>Estate agent's name, address and website address</b>	<b>Date you received the advice</b>	<b>Proposed price of the property if applicable</b>	<b>Refused to Market Property</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes	No
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes	No
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes	No
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes	No

When was the property first placed on the market?

What was the initial asking price for the property?

What is the current asking price for the property? Please list all reductions that have been made to the asking price and when these took place.

---

How has the property been marketed?

How many viewings has the property had?

**5.1 Please provide details of any offers you have received for the property.**

<b>Date of offer</b>	<b>Estate agent the offer came from. (If it was a private offer, please write 'private offer'.)</b>	<b>Offer amount</b>	<b>Outcome and details</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Give details of the estate agent currently marketing the property. (If more than one estate agent is marketing the property, please add details on a separate sheet.)

Estate agent's name:

Name of your contact there:

Branch address:

---

---

Phone number:

Email address:

Please tick to confirm the following

I have approached at least three agents for marketing advice.

My property has been on the market for at least three months with one or more agent(s) and I have reduced the asking price at least once.

I have received feedback from estate agent(s) or possible buyer(s) that the EWR Project is preventing the property from selling.

I have not received an offer within 15% of the unblighted asking price or, if I have, I can show that this offer was unreasonably low, specifically because of the EWR Project.

I am not currently selling my property to anyone else and do not have any outstanding offers that I have not accepted or rejected at this time.

Please include evidence to support your answers. This evidence should be original documents (or certified copies) and should include the following items (if you have them). Please tick each item that you have provided.

Valuation and marketing proposal letters from estate agents you took advice from before putting the property on the market with the agents you chose.

Instruction letter from an estate agent (or estate agents, if you have appointed more than one).

Sole or joint agency or sales agreement (for example, your contract with your estate agent). **It is essential that you provide this.**

Proof of the date the estate agent began marketing the property (for example, correspondence from the estate agent, newspaper advert, website entry, promotions).

Sales details produced by current and previous estate agents for your property.

Evidence of marketing, such as adverts in local and national media, internet marketing using national or local websites, or evidence of a 'For Sale' board.

Feedback from viewings or from people who chose not to view the property. (This must come from the viewers themselves or from current and previous estate agents.

Other letters and any other relevant documents your agent has sent you.

Evidence of offers you have received and the outcome of these.

---

---

## 6. Criterion 4: No prior knowledge.

*To be completed by the applicant*

*Ensure you have read Section 3.4 of the guidance first, entitled 'Criterion - No Prior Knowledge'*

On what date did you buy the property?

M	M	Y	Y	Y	Y
---	---	---	---	---	---

Please include evidence to support when you bought the property (or inherited it or received it in a settlement, for example). If the property is registered with the Land Registry, the copy of the title you have already provided for criterion 1 is enough – there is no need to provide two copies.

If you bought your property after 26 May 2023, you will need to show further evidence that you could not have known about the EWR proposals that might be in the area of your property when you bought it. (For example, originals or certified copies of local authority search reports done as part of the conveyancing process, showing that they do not mention a new railway line).

---

## 7. Criterion 5: Compelling reason to sell

*To be completed by the applicant*

*Ensure you have read Section 3.5 of the guidance first, entitled 'Criterion 5 – Compelling Reason to Sell'*

Describe why you have a compelling reason to sell your property. Please explain the unreasonable burden that would result within the next 3 years if you were unable to sell the property.

Please include relevant supporting evidence (either originals or certified copies).

Depending on the compelling reason you have told us about, examples of evidence can include:

Please tick those below that apply to your case.

official divorce documents;

court orders, including orders to sell the property;

payslips;

statements issued by HMRC, such as a P60 or P45;

HMRC tax documents, for example, tax assessment, statement of account and notice of coding;

mortgage statements and other correspondence from mortgage lenders;

letters from health authorities and trusts, hospitals, medical consultants, GPs or dentists;

---



---

audited company accounts(or accounts yet to be audited);

letters from employers about redundancy, employment contracts and so on;

death certificates, wills, grant of probate and letters of administration;

correspondence from Government departments (that show, for example, that you receive benefits or other entitlements);and

letters and other documents from qualified solicitors, accountants, barristers, chartered surveyors and other professionals.

Other. Please specify:

If you download bank, building society or credit card account statements from an online banking facility and they do not contain your name, account number, or details of the bank or the logo, please provide evidence that you got this document from the bank, credit card company or building society and that it represents your account.

We will use the documents you provide as evidence, including those in the list above, to verify every statement you have made about why you consider that you have a compelling reason to sell your property to avoid an unreasonable burden within the next three years.

We have provided three examples below, to help you complete your application:

**A job relocation**

- If you have included a change of job or job relocation in the reasons for your application, we would expect you to provide at least the following (originals or certified copies).
  - An official signed letter to you confirming the job offer or relocation. This must be on headed paper and from a named person employed by whoever is offering you the job.
  - Documents or correspondence that give details of where the job relocation is from and to, and the timescales involved. For example, a P45, offer letter from a new employer, and a copy of an employment contract confirming a job offer or a change in employment that involves a significant change in location
-

- 
- Documents or correspondence giving the reasons for the job move or the business case for the relocation, if possible.

### **Financial matters**

If your compelling reason to sell is due to financial matters, it is very important that you provide official paperwork and records that give a complete picture of your finances which may include:

- signed and dated letters from lenders
- recent bank or building society (savings accounts)
- mortgage statements
- payslips
- HMRC statements
- summary of your income and outgoings

### **Medical Conditions**

If your compelling reason to sell is related to a medical condition or conditions, it is very important that you provide clear evidence to demonstrate why your home is no longer suitable for you which may include:

- Medical evidence of your current state of health
  - Medical evidence that your current accommodation is no longer suitable
  - Details of the types of alternative suitable accommodation you need
  - Evidence of no longer being able to maintain your current property
  - Evidence of no longer being able to readily access your existing property
  - Evidence that your property is not close enough to local amenities, doctors' surgeries and so on.
-

---

**Please tick the boxes for each section that you have filled in and provided evidence for.**

Criterion 1: Type of property and ownership

Criterion 2: Location of property

Criterion 3: Effort to sell and the effect of blight

Criterion 4: No prior knowledge

Criterion 5: Compelling reason to sell

Please list, in order of the criteria, the supporting evidence that you are sending with this application form. Please use extra sheets if necessary.

Please use extra sheets to provide any other information you think is relevant to your application, and enclose them with your application. Please number the extra sheets and say which criterion they relate to.

How many extra sheets have you used (not including supporting evidence such as copies of documents)?

**How we will use your personal information**

EWR Co and the Department for Transport will use the information you have provided on the application form only for the purpose of processing your application under the Need to Sell Property scheme.

We will not share your information with other organisations except to prevent fraud or if we have to do so by law.

We will return the original of this application form and all supporting documents to you and keep a copy for our records.

---

---

**Where did you hear about the Need to Sell Property scheme?**

To help us understand how effective communications about the Need to Sell Property scheme have been, please tell us where you first heard about the scheme.

EWR Co or Department for Transport staff

Local media (including newspapers, local social media groups, flyers etc.)

Word of mouth

Internet (including EWR website)

Public-consultation document or event

Other

--