



<p align="center"><b>MOBILE HOME ACT 1983 ASSIGNMENT APPLICATION</b></p>
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**ASSIGNMENT PROCEDURE**

**1. INITIAL ENQUIRY**

Once an initial enquiry is made application forms will be sent out for the current owners and purchases to complete.

**2. INSPECTION**

Once both parties have submitted their application an inspection of the pitch will be carried out by the site manager.

Please note this is not a structural survey of the mobile home.

We strongly recommend that purchasers have a structural survey carried out on the mobile home they are buying.

**3. GAS / ELECTRICAL CERTIFICATES**

Before an assignment takes place the current owner will be asked to submit copies of all current electrical and gas safety certificates to the council.

**4. INTERVIEW**

The site manager will then arrange a brief interview with the purchaser, usually at the council offices.

**5. APPROVAL**

The assignment request will be presented to the Head of Property & Facilities Management for approval.

**6. DATE FOR ASSIGNMENT**

Both parties will be advised if the assignment has been approved. A date can then be set for the legal documentation to be completed.

**7. DAY OF ASSIGNMENT**

On the day of the assignment both parties will need to visit to the council offices to complete the legal paperwork which transfers the rights to the mobile home pitch from the current owner to the purchaser.

**8. PAYMENTS**

On the day of the assignment the current owner will be required to pay the Council 10% of the sale price of the home.

The purchaser will be required to pay a deposit for the pitch amounting to two months pitch fee. They will also be required to pay the first months pitch fee in advance.

**TIMESCALES**

Under the Mobile Homes Act (1983) park owners have 28 days beginning on the date on which an application is received to make a decision on whether or not to approve an assignment.

## **APPLICATION FORM GUIDANCE NOTES**

### **1. PERSONAL INFORMATION**

This section provides the council with details of who will be the new occupiers.

It also provides contact details for that new occupier and a date of birth which can be used for verification purposes when you contact us.

### **2. SUPPLEMENTARY INFORMATION**

This information will help the Council to assess your application by assessing your ability to pay the rent.

### **3. SUPPLEMENTARY QUESTIONS**

This information will be used to aid the park owner in managing your tenancy and the site in general.

### **4. INFORMATION ABOUT THE SALE**

You must confirm the agreed sale price for the home you are buying.

### **5. ADDITIONAL INFORMATION**

This space is left for you to give us any additional information you may feel is relevant to your application

### **6. DECLARATION**

By signing this declaration you are confirming that any information given in your application is correct to the best of your knowledge, except for genuine mistakes any persons giving false information may be liable to prosecution.



**Basingstoke  
and Deane**

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**FORM TO BE COMPLETED BY PURCHASER(S)**

**1. PERSONAL INFORMATION**

APPLICANT

JOINT APPLICANT

TITLE:	Mr / Mrs / Miss / Ms
FIRST NAME:	
SURNAME:	
DATE OF BIRTH:	
CURRENT ADDRESS:	
POSTCODE:	
HOME TELEPHONE NO:	
MOBILE NO:	

TITLE:	Mr / Mrs / Miss / Ms
FIRST NAME:	
SURNAME:	
DATE OF BIRTH:	
CURRENT ADDRESS: (IF DIFFERENT)	
POSTCODE:	
HOME TELEPHONE NO:	
MOBILE NO:	

OTHER HOUSEHOLD MEMBERS  
(WHO WILL LIVE WITH YOU IN YOUR NEW HOME)

FULL NAME:	DATE OF BIRTH

## 2. SUPPLEMENTARY INFORMATION

The information given in Sections 2 & 3 will assist the Council in the management of the park.

### PREVIOUS ADDRESSES (FOR PAST 5 YEARS)

ADDRESS	DATE TO / FROM	TENURE	LANDLORD (IF APPLICABLE)	REASON FOR LEAVING

### VEHICLES

Please list details of any vehicles including boats and/or touring caravans that you intend to bring onto the site


### PETS

Please give details of any pets you have


### NEXT OF KIN

Please give details of your next of kin in case of an emergency

NAME:	
ADDRESS:	
HOME NO:	
MOBILE:	
RELATIONSHIP TO YOU:	

INCOME

APPLICANT 1

APPLICANT 2

Please give details of your income and expenditure to help us assess your ability to pay the pitch fee for the mobile home standing

	Gross	Net	Gross	Net
WAGES				
STATUTORY SICK PAY				
CHILD BENEFIT				
INCOME SUPPORT				
JOB SEEKERS ALLOWANCE				
CHILD TAX CREDIT				
WORKING TAX CREDIT				
INCAPACITY BENEFIT				
STATE RETIREMENT PENSION				
OCCUPATIONAL PENSION(S)				
MAINTENANCE				
DISABILITY LIVING ALLOWANCE				
ATTENDANCE ALLOWANCE				
INCOME FROM LODGERS OR FAMILY MEMBERS				
OTHER BENEFITS (STATE TYPE)				
OTHER INCOME (STATE TYPE)				
SAVINGS				

CREDITORS

CREDITORS NAME	TOTAL AMOUNT OWED	PAYMENT PLAN / NOTES



## 6. DECLARATION

Please read the declaration and notes before signing and dating the form.

If you have included a partner or any other adult who you wish to be a joint tenant with you this person must also sign the form.

Signing the form means you are confirming that to the best of your knowledge the details given are true and correct, and you have not withheld any information which Council may consider relevant to this application. Except for genuine mistakes, incorrect information could be considered as fraud.

I/We\* hereby certify that the information given above is correct and I/We\* authorise the Council to make such enquiries as it may deem necessary to verify such information.

I/We\* understand that legal action may be taken against me/us if I/we give false or misleading information about the assignment of this property.

\* Delete as appropriate

SIGNED:	
SIGNED:	
DATE:	

<b>WARNING:</b>	A PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT MAY BE LIABLE TO PROSECUTION.
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## RETURN ADDRESS

Mrs Melanie Pendsay  
Property and Facilities Management  
Civic Offices  
London Road  
Basingstoke  
Hants  
RG21 4AH

Tel: 01256 845 219  
Fax: 01256 845 200

Email: [melanie.pendsay@basingstoke.gov.uk](mailto:melanie.pendsay@basingstoke.gov.uk)