



Northumberland

County Council

Purchasing of Discount Market Value Properties Buyers Guidance Note

October 2022

This note guides the applicant/buyer through the process of purchasing a Discount Market Value (DMV) property. DMV property sales and purchases are controlled by Section 106 legal agreements and each S106 agreement has different criteria which need to be followed.

Please note that all Section 106 Agreements are different so your property cannot be compared to other properties outside the particular housing development.

Purchasing a Discount Market Value (DMV) property can be done either directly from a developer of a new housing development site, or through the re-sale of an existing DMV property advertised through an estate agent.

- 1) Complete a DMV Eligibility Application Form. This can be downloaded from the Council's [Affordable Housing](#) webpage in the Buying and selling an affordable home section.
- 2) Alongside the application form, please submit a recent mortgage Decision in Principle statement, financial advisor statement, proof of savings and income, and deposit gift letter (if applicable).
- 3) Submit your completed DMV eligibility application form and supporting evidence to housing.proposals@northumberland.gov.uk. Please note that if any of the required evidence is not provided the application will not be able to be processed.
- 4) We will aim to process your application within 10 working days from the date that all of the required information is received. We may need to contact you to check the information submitted and/or to seek additional required information that has not been provided with your application – if so, then this could delay your application being processed.
- 5) Once your application has been decided, you will receive a formal letter by e-mail (or post) confirming approval of your eligibility for a DMV home or otherwise advising of refusal. Please ensure that you retain your letter of approval in a secure place for safe keeping as it may be needed at a later date (such as when you come to sell your DMV property).
- 6) An administrative charge is payable by the seller, through their conveyancing solicitor, to the Council for issuing the necessary certificate for HM Land Registry purposes to confirm compliance with Section 106 affordable housing requirements as per the restrictions contained within the Land Title.

- 7) Your conveyancing solicitor may require the Council to issue a certificate to confirm that the obligations of the S106 agreement have been complied with. The seller is responsible for paying the necessary administrative fee for this.
- 8) Your conveyancing solicitor is recommended to check whether any legal Deed of Covenant may be required for Land Registry title purposes, and to liaise with the Council's Legal Services as necessary.
- 9) Please make the Council's Housing Enabling team aware if the intended purchase does not go ahead as expected to ensure we can dispose of your application.

Contact Details:

Housing Enabling Team (Planning Policy)

E: Housing.Proposals@northumberland.gov.uk