

Table 4: Acquisition Stage (Bands 1, 3 & 4)

Responsibility for Action	Acquisition Stage (Grant Application Procedures)
Association	<p>The Association must be able to comply with the certifications on the GA1 form.</p> <p>The current version of forms available on DSD website must be used. Older versions will not be deemed as valid claims for payment purposes.</p> <p>If the NIHE's decision to approve a scheme has been based on a valuation figure, which is different to the subsequent actual purchase price the Association must consult with NIHE (DPG) prior to submitting any tranche claim where this is known at the date of claim.</p>
<p>Association: Application for the Acquisition Tranche – property to be acquired</p> <p>OR</p> <p>Association: Application for the Acquisition Tranche – property in Association ownership</p>	<p>The application must be made to NIHE (DPG) for the Acquisition Tranche and include:</p> <ul style="list-style-type: none"> • Form GA1; • Copy of a letter from the Association's Solicitor confirming agreement to purchase and proposed purchase price; • Response to NT2/TA2 – any Conditions attached to Scheme Approval (as applicable). <p>The application must be made to NIHE (DPG) for the Acquisition Tranche and include:</p> <ul style="list-style-type: none"> • Form GA1; • Copy of a letter from the Association's Solicitor confirming that the land is in the Associations ownership, the date of completion and the purchase price; • Response to NT2/TA2 or ALP2 – any Conditions attached to Scheme Approval (if applicable) • 2 copies of an OS map (<i>Scale 1:1250 or 1:2500 – outlining the land/property in red to allow the DSD to apply for a Statutory Charge in accordance with Articles 13 of the Housing (Northern Ireland) Order 1992 and 161 of the Housing (Northern Ireland) Order 1981 and paragraph 37 of Schedule 11 to the Land Registration Act (Northern Ireland) 1970. The inclusion of the Ordnance Survey grid reference is also useful to DSD. The Maps must also either have a Housing Association Licence number or Data Information and Systems (Land and Property Services) acknowledgement on them.</i>)
Association: Property to be acquired	<p>Within 30 working days of Grant being paid the Association must provide the NIHE (DPG) with:</p> <ul style="list-style-type: none"> • A copy of a letter from the Association's Solicitor confirming that the land/ property is now in the Association's ownership, the date of completion and the purchase price.
NIHE (DPG): Statutory Charge	<p>On receipt of a valid tranche claim, DPG will forward the following to DSD:</p> <ul style="list-style-type: none"> • Copy of a letter from the Association's Solicitor confirming the land/ property is in the Association's ownership, the date of completion and the purchase price; • 2 copies of an OS map (<i>Scale 1:1250 or 1:2500 – outlining the land/property in red as provided by Housing Association</i>)
DSD: Registration of Statutory Charge	<p>Following confirmation of completion of the purchase contract, DSD will apply for the Statutory Charge referred to above.</p>
Association:	<p>Where the Association is to mortgage the property to raise development capital,</p>

Formal Consent to Mortgage for Development Capital (Mixed Funding)

the mortgage agreement must be submitted to the DSD for formal endorsement. The agreement must make provision for the endorsement below:

"The Department for Social Development for Northern Ireland hereby consents under Article 13 of the Housing (Northern Ireland) Order 1992 to the within mortgage.

*A Senior Officer of the Department for Social Development
Dated this XX day of (Month) 2xxx."*

In order for the Department to be satisfied that the Association has fully considered the implications of a loan Associations should also submit, with the Mortgage Agreement, a business rationale for the loan and a copy of the cashflow projections for the next two years. Failure to provide these documents will result in the Mortgage Agreements being returned to the Association without the Department's approval.

For more information see Governance Guide - Privately Financed Schemes