

Appendix 4: First Homes Administration Flowchart

- 1.1 This appendix provides a simplified, step-by-step breakdown of the First Homes administration process, outlining the role of the local authority in overseeing the smooth implementation of new-build First Homes. A separate document will be created to address First Homes resale administration.
- 1.2 The Authority to Proceed (ATP), Legal Declaration, Solicitors Undertaking, Authority to Exchange (ATE), Confirmation of Exchange and Certificate on Title are all found within the [First Homes Conveyancer Pack](#). This Pack should be tailored to reflect individual scheme requirements. The Conveyancer Pack highlights Local Authority (LA) responsibilities in yellow, whereas applicant and conveyancer responsibilities are highlighted in green.
- 1.3 Figure 1 overleaf provides a comprehensive breakdown of the steps that LAs must take to assist applicants in securing First Homes while meeting legal and policy requirements.

Figure 1- First Homes administration process

Key:

CIRCLES = actions undertaken by the applicant

RECTANGLES = important steps in the First Homes process. (This normally involves the LA receiving documentation from the applicants' solicitors).

DIAMONDS = actions undertaken by the LA.

