

# How you can apply to the NTS Property scheme

**1**

## Step 1

Review the NTS Property Guide and Application Form. If you have any questions on your application please contact us.

**Call us on 0330 838 7583 or email us at [needtosell@eastwestrail.co.uk](mailto:needtosell@eastwestrail.co.uk)**

**2**

## Step 2

Submit your application to NTS Team by email or post. All evidence (original or certified copies) must be sent by post.

**Email us at [needtosell@eastwestrail.co.uk](mailto:needtosell@eastwestrail.co.uk) or post to NTS Team, East West Railway Company, The Quadrant, Elder Gate, Milton Keynes, MK9 1EN.**

**3**

## Step 3

The NTS Team creates an individual casefile. They contact you to confirm your application has been received and to give you the name of your allocated NTS Manager.

**4**

## Step 4

The NTS Manager reviews your application and will contact you if further information is needed. When this step is complete the NTS Manager will contact you to confirm when your application is ready to proceed to the NTS Panel.

**5**

## Step 5

You confirm that you wish your application to be submitted to the NTS Panel and your NTS Manager lets you know the proposed date of the NTS Panel.



6

## Step 6

The NTS Panel meet to consider your case and make a recommendation to the Decision Maker (Senior Civil Servant, Minister or Secretary of State). The Decision Maker makes a final decision on your NTS application and notifies EWR Co.

7

## Step 7

The NTS Manager will write to you with the decision on your NTS application.

If your application has not been approved, we will explain why and you will be able to reapply with more information if you can provide it.

**A decision should be confirmed within 3 months of first completing the application, but this will depend on information submitted by you to support your case.**

8

## Step 8

If your application has been approved, our acceptance letter will give you instructions on how to start the valuation process which is the first step for us to buy your property. Please see our fact sheet on how we make an offer to buy your property under the NTS Property Scheme.

Following our acceptance letter, you will have 3 years (36 months) for you to accept an offer and instruct your solicitors to begin the conveyancing process to sell your property to EWR Co. Within that time, you can begin the valuation process any time up to 2.5 years (30 months) from the date of the acceptance letter.