

## Right to Buy Additional Information

This form is for used by tenants who wish to claim the right to purchase their home under the Right to Buy scheme.

**You could be eligible for a Right to Buy discount if:**

- ✓ You are a council tenant OR you were a housing association tenant and were living in your home when it was transferred to Havering Council
- ✓ The property is your only or principle home
- ✓ You have been a public sector tenant (usually a tenant of a council or a housing association) for at least 3 years
- ✓ You don't live in sheltered housing or other housing particularly suitable for elderly or disabled people
- ✓ Your home is not due to be demolished
- ✓ You don't have any legal problems with debt
- ✓ You don't have any outstanding possession orders

If you can answer 'yes' to these statements, you are probably eligible but Havering Council will need to confirm this.

**This form is used to consider your eligibility for a Right to Buy. It is used in conjunction with the RTB1 Application Form. When you have filled in both of these forms, take them or send them by recorded delivery to Havering Council**

**If you take them by hand, ask for a receipt. Keep a copy of the completed forms yourself.**

# Before you send this form to Havering Council

Check that you have completed:

The full address of the property you want to buy

The full names of everyone listed on your tenancy agreement and of any family members over the age of 18 who have lived with you for the past 12 months and who wish to share the Right to Buy with you

Details of any discount previously received under the Right to Buy or other government home purchase scheme

Whether or not you own or have an interest in a property or land in the UK or abroad

Have declared how the property purchase will be funded

Have declared any bankruptcy whether dissolved or not

Have declared arrangements you have with creditors (people or companies you owe money to) and still owe money to

**Have YOU read the declaration and signed the form?**

**Failure to complete this form and the RTB1 Application Form in full may delay your application from being processed.**

You also confirm that:

To the best of your knowledge and belief the information that has been provided on this form is true, complete and correct. You understand it is used in determining your eligibility for the Right to Buy.

You also understand that if you give false or misleading information or you omit information for the purpose of gaining the Right to Buy, it may be regarded as a criminal offence and action could be taken against you including court action and the recovery of property.

1. You may be a tenant if your name appears on the tenancy agreement, if you are unsure whether you are a tenant, you should check with Havering Council Housing Department.
2. You can only claim the Right to Buy if the property is your only or principal home. If you are applying to buy jointly with other tenants, all parties must complete the forms.

## Part A: Your details and any other person applying jointly with you

Give the following details for each tenant(s) of the property and any family member(s) who wish to share the Right to Buy:

	<b>You</b>	<b>Your Joint Applicant</b>	<b>Relationship to Tenant</b>
Surname			
First Names			
Title ( Mr, Mrs, Ms or Other)			
Sex (Male or Female)			
Date of Birth			
Your National Insurance Number			
Address of your Current Home			
Day Time Phone Number (essential)			
Mobile Phone Number			
Email Address			
Have you or your joint applicant ever been known by any other name	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	If Yes – give details: _____ _____	

## Part B: Other Properties and Tenancies

### Other Properties

Do you or the joint applicant own or have an interest in a residential property or land in the UK or abroad? Please complete this section whether or not you currently live in the property.

Answer even if you don't think that you own or have an interest in the property or land.

You      No     Yes                       Joint Applicant      No     Yes

*If yes, please give details:*

Your Name	Address of Property	Value of Property	If you don't live there, why not?

Have you or the joint applicant ever purchased a Local Authority property through the Right to Buy?

You      No     Yes                       Joint Applicant      No     Yes

Date \_\_\_\_\_

*If yes, please give details:*

Your Name	Address of Property	Value of Property	If you don't live there, why not?

Other than your current tenancy, do you hold another tenancy or joint tenancy anywhere in the UK?

You      No     Yes                       Joint Applicant      No     Yes

*If yes, please give details:*

Your Name	Address of Property	Value of Property	If you don't live there, why not?

Do you intend to let the property out once completion of the Right to Buy has taken place? Tick boxes not lined up

You      No     Yes                       Joint Applicant      No     Yes

*If yes, please give details:* .....

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## Part C: Money Laundering Regulations

We are required to comply with the Money Laundering Regulations and in particular to verify the identity and permanent address of all applicants. This is to ensure that the policy, adopted worldwide by financial and government authorities to prevent the use of laundering systems to disguise the proceeds of crime, is achieved.

You are therefore requested to supply details of how you intend to fund the purchase of your home.

Is it by means of a mortgage?

No  Yes  *If yes, please give details:*

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If the answer above is no, please complete the following which applies in this instance.

A) If the money is a gift who has given the money in order to facilitate the purchase?

If you were bequeathed the money, by who?

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B) Is the purchase by means of an inheritance

No  Yes  *If yes, please give details:*

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C) Are you using existing savings?

No  Yes  *If yes, please give details:*

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D) If none of the above applies is there any other means by which you will be funding the purchase?

No  Yes  *If yes, please give details:*

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## Part D: Debts and Court Orders

### Bankruptcy

Have you or the joint applicant ever been made bankrupt?

**You**      No     Yes

Joint Applicant    No     Yes

*If yes, please give details:*

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### Bankruptcy

Is there a bankruptcy pending against you or the joint applicant?

**You**      No     Yes

Joint Applicant    No     Yes

*If yes, please give details:*

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### Debts.

Do you or the joint applicant have arrangements with any creditors (people or companies you owe money to) and still owe them money?

**You**      No     Yes

Joint Applicant    No     Yes

*If yes, please give details:*

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## Part E: Declaration and Signatures. Please read before signing

I/We grant Havering Council permission to make any enquiries needed to confirm the information given on this form.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to check accuracy of information; prevent or detect crime; protect public funds.

We may check information we receive about you with information in our records. This can include information provided by you as well as by others such as government departments and agencies.

Please contact the Council's Data Protection Officer if you require further information

I/We have provided details of all previous tenancies in my application form for the Right to Buy and I/we give consent for Havering Council to request and receive any information relating to any previous tenancy I/we have claimed towards my/our qualification criteria and discount entitlement for the Right to Buy.

### I/We confirm that:

**To the best of my/our knowledge and belief the information that has been provided on this form is true, complete and correct. I/We understand it is used in determining my/our eligibility for the Right to Buy.**

**I/We also understand that if I/we give false or misleading information or I/we omit information for the purpose of gaining the Right to Buy, it may be regarded as a criminal offence and action could be taken against me/us including court action and the recovery of property.**

#### Tenant 1:

Signature

Full name

Date of birth

Date

#### Tenant 2:

Signature

Full Name

Date of Birth

Date

#### Family member 1 (who is not a tenant but is sharing the Right to Buy):

Signature

Full name

Date of birth

Date

#### Family member 2 (who is not a tenant but is sharing the Right to Buy):

Signature

Full Name

Date of Birth

Date