

Right to Buy

Additional Information



This form is for use 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
- ✓ The property is your only or principal 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 or your tenancy of an elderly persons dwelling commenced when you were under the age of 60
- ✓ 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, it is likely that you are eligible but Cannock Chase 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 that you have already completed.

When you have filled in this form, send it by email to hps@cannockchasedc.gov.uk

Alternatively, please post it by recorded delivery or hand deliver to our offices at:
Cannock Chase Council, Civic Centre, Beecroft Road, Cannock, Staffs WS11 1BG.

Before you send this form to Cannock Chase Council



Check that you have completed:

The full address of the property you want to buy	<input type="checkbox"/>
The full names of everyone listed on your Right to Buy Application and any family members over the age of 18 who wish to share the Right to Buy with you	<input type="checkbox"/>
Details of any discount previously received under the Right to Buy or other Government home purchase scheme	<input type="checkbox"/>
Whether or not you own or have an interest in a property or land in the UK or abroad	<input type="checkbox"/>
Have declared how the property purchase will be funded	<input type="checkbox"/>
Have declared any bankruptcy whether dissolved or not	<input type="checkbox"/>
Have declared arrangements you have with creditors (people or companies you owe money to) and still owe money to	<input type="checkbox"/>
Have you and the Joint Applicant(s) read the declaration and signed the form?	<input type="checkbox"/>

Failure to complete this 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.

You must be a council tenant to apply for the Right to Buy. Check if your name appears as tenant on your Tenancy Agreement. If you are unsure whether you or others are tenants, you should check with the Council's Housing Department.

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

Please answer these questions in full. Use a separate sheet of paper if there is not enough room on the form to provide details of all joint applicants.

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

You

Title _____ First names _____ Surname _____

Sex _____ Date of birth ____/____/____ National Insurance Number _____

Address of your current home _____

Postcode _____

Day time phone number (essential) _____ Mobile phone number _____

Email address _____

Have you or any joint applicant ever been known by any other name? Yes ☐ No ☐

If yes, please give details _____

Your joint applicant

Title _____ First names _____ Surname _____

Sex _____ Date of birth ____/____/____ National Insurance Number _____

Address of your current home _____

Postcode _____

Day time phone number (essential) _____ Mobile phone number _____

Email address _____

Have you or any joint applicant ever been known by any other name? Yes ☐ No ☐

If yes, please give details _____

Relationship to tenant _____

Third joint applicant

Title _____ First names _____ Surname _____

Sex _____ Date of birth ____/____/____ National Insurance Number _____

Address of your current home _____

Postcode _____

Day time phone number (essential) _____ Mobile phone number _____

Email address _____

Have you or any joint applicant ever been known by any other name? Yes ☐ No ☐

If yes, please give details _____

Relationship to tenant _____

Part B: Other Properties and Tenancies

Please answer these questions in full and use a separate sheet of paper if there is not enough room on the form to provide details for all joint applicants.

Do you or the joint applicant(s) 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 Yes ☐ No ☐ **Joint applicant(s)** Yes ☐ No ☐

If yes, please provide details below:

Your name _____

Address of property _____ **Postcode** _____

Value of property £ _____

If you don't live there, why not? _____

Your name _____

Address of property _____ **Postcode** _____

Value of property £ _____

If you don't live there, why not? _____

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

You Yes ☐ No ☐ **Joint applicant(s)** Yes ☐ No ☐ **Date of Purchase** ____/____/____

If yes, please give details and include any documents if possible:

Name _____

Address of property _____ **Postcode** _____

Value of discount £ _____

Name of landlord _____

If you don't live there, why not? _____

Name _____

Address of property _____ **Postcode** _____

Value of discount £ _____

Name of landlord _____

If you don't live there, why not? _____

Part B: Other Properties and Tenancies (continued)

Please answer these questions in full and use a separate sheet of paper if there is not enough room on the form to provide details for all joint applicants.

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

You Yes ☐ No ☐ **Joint applicant(s)** Yes ☐ No ☐

If yes, please provide details below:

Name _____

Address of property _____ **Postcode** _____

Name of Local Authority _____

If you don't live there, why not? _____

Name _____

Address of property _____ **Postcode** _____

Name of Local Authority _____

If you don't live there, why not? _____

Part C: Money Laundering Regulations

We are required to comply with the Money Laundering Regulations and in particular we need to verify the identity and permanent address of all applicants.

This is to ensure we comply with policies, adopted worldwide by financial and government authorities, preventing the use of laundering systems to disguise the proceeds of crime.

Please supply details of how you intend to fund the purchase of your home.

Please answer these questions in full

Is it by means of a mortgage? Yes ☐ No ☐

If yes, please give details:

If you are not using a mortgage, please answer the questions A, B, C and D.

A) Is the money a gift? Yes ☐ No ☐

If yes, please give name, address and contact details of the person giving you the money:

B) Is the purchase by means of an inheritance? Yes ☐ No ☐

If yes, please provide a bank statement showing the deposit of funds

C) Are you using existing savings? Yes ☐ No ☐

If yes, please provide statements for all accounts

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

Yes ☐ No ☐ If yes, please give details:

Part D: Debts and Court Orders

Bankruptcy

Please answer these questions in full

Have you or the joint applicant(s) ever been made bankrupt?

You Yes ☐ No ☐ **Joint applicant(s)** Yes ☐ No ☐

If yes, please give details:

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

You Yes ☐ No ☐ **Joint applicant(s)** Yes ☐ No ☐

If yes, please give details:

Debts

Do you or the joint applicant(s) have arrangements with any creditors (people or companies you owe money to for example an IV A or DRO) and still owe them money?

You Yes ☐ No ☐ **Joint applicant(s)** Yes ☐ No ☐

If yes, please give details:

Part E: Declaration and Signatures

Please read before signing. All applicants must sign this declaration.

I/we grant Cannock Chase 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.

The personal information Cannock Chase Council has collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found by going to the Council website.

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

Full name _____ Date of birth ____/____/____

Signature _____ Date ____/____/____

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

Full name _____ Date of birth ____/____/____

Signature _____ Date ____/____/____

Tenant 2

Full name _____ Date of birth ____/____/____

Signature _____ Date ____/____/____

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

Full name _____ Date of birth ____/____/____

Signature _____ Date ____/____/____