

## 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 secure council 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
- ✓ 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, you are probably eligible to apply for the Right to Buy your property but Dartford Borough Council will still need to verify the information you provide.

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

Check that you have included:

The full address of the property you want to buy

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

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 and the Joint Applicant(s) read the declaration and signed the form?**

## **Failure to complete this form and the RTB1 Application Form in full may delay your application**

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 purposes 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 that 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(s) of the property and any family member(s) who wish to share the Right to Buy:

You (The Tenant)		Joint Applicant	Relationship to Tenant	3 <sup>rd</sup> Joint Applicant	Relationship to Tenant
Surname					
First Names					
Title ( Mr/Mrs/Ms/ Other)					
Sex (Male or Female)					
Date of Birth					
Your National Insurance No.					
Address of your Current Home					
Occupation					
Name & Address of Employer					
Day Time Phone No. (essential)					
Mobile Phone No.					
Email Address					
Have you or your joint applicant(s) ever been known by any other name?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes – give details:	

## Part B: Other Properties and Tenancies

**Other Properties: Please answer these questions in full.**

**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 any of 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** No  Yes  **All Joint Applicant(s)** 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 any of the joint applicant(s) ever purchased a Local Authority property through the Right to Buy scheme?

**You** No  Yes  **All Joint Applicant(s)** No  Yes

Date of Purchase \_\_\_\_\_

*If yes, please give details and include any relevant documents*

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

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

**You** No  Yes  **All Joint Applicant(s)** No  Yes

*If yes, please give details:*

Your Name	Address of Property	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 to verify the identity and permanent address of all applicants regardless of whether they are tenants or family members joining in the application.

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.

**You are therefore required to provide 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?

No  Yes  *If yes, give details of proposed mortgage provider:*

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**If not by means of a mortgage, how do you intend to fund the purchase?**

A) Is the money a gift?

If yes, provide the full name & address of the person giving you the money and bank statements detailing where the money is coming from:

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B) Is the purchase by means of an inheritance?

No  Yes  *If yes, provide evidence of the inheritance:*

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C) Are you using existing savings?

No  Yes  *If yes, provide bank or building society statements evidencing savings:*

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

No  Yes  *If yes, give full details evidencing where the money will come from:*

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## Part D: Debts and Court Orders

### Bankruptcy. Please answer these questions in full.

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

You      No     Yes                       All Joint Applicant(s)    No     Yes

*If yes, please give full details including dates of discharge if applicable:*

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### Bankruptcy

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

You      No     Yes                       All Joint Applicant(s)    No     Yes

*If yes, please give full details:*

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### Debts

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

You      No     Yes                       All Joint Applicant(s)    No     Yes

*If yes, please give details:*

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

### All applicants must sign this declaration.

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

The Council may get information about you from others, or it may give information to them. If it does, it will only be as the law permits to check the accuracy of information, prevent or detect crime or protect public funds. The Council may check information it receives about you against information already in its records. This can include information provided by you as well as by others such as Government departments and agencies.

**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 that it will be used to determine 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 purposes of gaining the Right to Buy, it will be regarded as a criminal offence and action could be taken against me/us including Court action and recovery of the property.**

**Tenant 1:**

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

**Tenant 2:**

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