

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 and were living in your home when it was transferred to Runnymede Borough Council
- ✓ 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, you are probably eligible but Runnymede Borough 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 Runnymede Borough Council. If you take them by hand, ask for a receipt. Keep a copy of the completed forms yourself.

**Runnymede Borough Council, Civic Centre, Station Road, Addlestone, Surrey KT15 2AH
01932 838383 www.runnymede.gov.uk**

Before you send this form to Runnymede Borough Council

Check that you have completed:

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

	You	Your Joint Applicant	3 rd Joint Applicant	Relationship to Tenant
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"/> Yes <input type="checkbox"/> No If Yes – give details:	<hr/>		

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

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

Date of Purchase _____

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

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 the joint applicant(s) hold another tenancy or joint tenancy anywhere in the UK?

You No Yes **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.

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 requested to 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?

No Yes *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?

If yes, please give details of the person giving you the money:

B) Is the purchase by means of an inheritance

No Yes *If yes, please give details:*

C) Are you using existing savings?

No Yes *If yes, please give details:*

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

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

If yes, please give details:

Bankruptcy

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

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

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 Individual Voluntary Arrangement or Debt Relief Order) and still owe them money?

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

If yes, please give details:

Part E: Declaration and Signatures. Please read before signing

All applicants must sign this declaration.

I/We grant Runnymede Borough 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 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

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