Right to Buy: Financial Information

This form should be 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 secure tenant of Tendring District 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 three 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 for the Right to Buy but Tendring District 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 if you wish) to Tendring District Council.

Before you send this form to Tendring District Council...

Check that you have completed:

Part A: Personal Details	❑
Part B: Identity (Appointment required)	❑
Part C: Residency (Appointment required)	❑
Part D: Other properties and tenancies	❑
Part E: Financial	❑
Part F: Debts and court orders	❑
Part G: Declaration and signatures	❑

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 assessing 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.

Part A: Personal Details – Tenants of the property

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 :

	You	Joint tenant	Joint tenant
Surname			
First names			
Title (Mr, Mrs, Ms or other)			
Sex (Male or Female)			
Date of Birth			
National Insurance Number			
Address of your current home			
Day time phone number			
Mobile phone number			
Email address			
Have any of the above ever been known by any other name	**Yes** ❑ If yes, please give details…… **No** ❑		

Part A: Personal Details – Family members

Please give the following details for each family member (s) who wish to share the Right to Buy:

	Family member 1	Family member 2	Family member 3
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 any of the above ever been known by any other name	**Yes** ❑ If yes, please give details…… **No** ❑		

Part B: Identity

Please provide ONE of the following forms of photographic identification for each applicant.

Acceptable forms of identification include:

- UK or EU passport
- Full UK or EU Driving Licence
- EU Identity Card

All applicants must present these documents in person. Please contact us on 01255 686298 to make an appointment.

FOR OFFICE USE ONLY			
	Tenant 1	Tenant 2	Tenant 3
Photographic identity confirmed?			
	Family member 1	Family member 2	Family member 3
Photographic identity confirmed?			

PART C: Residency

Please provide ONE form of proof of residency documentation per applicant confirming the address of all those purchasing the property.

Acceptable forms of residency documentation include:

- P45, P60 or pay slip
- Recent utility bill (no more than three months old)
- Bank or credit card statement (no more than three months old)

All applicants must present these documents in person. Please contact us on 01255 686298 to make an appointment.

Additionally, if you are a family member sharing the Right to Buy, you will need to provide proof of residency for the last 12 months. A good example of this would be 12 months worth of bank statements.

FOR OFFICE USE ONLY			
	Tenant 1	Tenant 2	Tenant 3
Residency documents confirmed			

FOR OFFICE USE ONLY			
	Family member 1	Family member 2	Family member 3
Residency documents confirmed			

Part D: 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 ❑ **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 ❑ **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 any of 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 E: Financial

In order to process your application, please provide the following information. This is so we can make sure that the Council complies with Money Laundering Regulations and is not part of a financial transaction that could amount to handling 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?

No ❑ Yes ❑ 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 or part funding the purchase?

No ❑ Yes ❑ If yes, please give details:

Part F: 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 ❑ **Joint applicant(s)** No ❑ Yes ❑

If yes, please give details:

Bankruptcy

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

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

If yes, please give details:

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 ❑ **Joint applicant(s)** No ❑ Yes ❑

If yes, please give details:

Part G: Declaration and Signatures. Please read before signing

All applicants must sign this declaration.

I / We grant Tendring District 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 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 also 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.

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:

Signature

Full Name

Date of Birth

Date

Tenant 2:

Signature

Full Name

Date of Birth

Date

Family member 2:

Signature

Full Name

Date of Birth

Date

Tenant 3:
Signature

Full Name

Date of Birth

Date

Family member 3:
Signature

Full Name

Date of Birth

Date