



Right to Buy RTBI:

Tenant's notice of intention to claim the Right to Buy

Please use this form if you are a council or housing association tenant and wish to purchase your home under the Right to Buy or Preserved Right to Buy schemes.

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

- You are a council tenant OR you were a council tenant and were living in your home when it was transferred to your current housing association landlord
- The property is your only or main 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 your landlord will need to confirm this.*Housing Associations are also known as Registered Providers.

Remember, buying your home is a big decision. If you haven't done so already, you should get impartial financial and legal advice before buying.

You can get free information and advice from:

- Your landlord
- The Government's Right to Buy website: www.righttobuy.gov.uk and helpline 0300 123 0913
- The Government's booklets: Want to make your home your own? and Your Right to Buy your Home
- For legal matters contact your local Citizens Advice Bureau: www.citizensadvice.org.uk
- For budgeting and financial advice, contact the Money Advice Service: 0300 500 5000; www.moneyadviceservice.org.uk

When you have completed this form, take it or send it by recorded delivery to your landlord. If you take it by hand, ask for a receipt. You should keep a copy of the completed form.

Part A: The property

Note: You can only claim the Right to Buy discount if you are a tenant of this property.

PLEASE USE BLOCK CAPITALS AND BLACK INK WHEN COMPLETING THIS FORM.

Address of the property you wish to buy (including postcode)

Name of your landlord Home Group

Part B: The tenant(s) and family member(s) wishing to share the Right to Buy

1. Tenant

Please read these notes carefully:

1. You have the right to be a tenant if your name appears on the tenancy agreement, rent book or rent card. If you are unsure whether you are a tenant, you should check with your landlord.
2. You can only claim the Right to Buy if the property is your 'only or main home'. If you are applying to buy jointly with other tenants, only one of you needs to live in the property as your 'only or main home'.
3. The agreement of any tenant who does not wish to buy must be obtained before you claim the Right to Buy. They should sign Part F of this notice. Their tenancy will end when you buy the property.

Fill in the table below for each tenant of the property

	Full name including title	Is the property the tenant's only or principal home (Y/N)?	Do they wish to buy (Y/N)?
Tenant 1			
Tenant 2			
Tenant 3			

2. Family member

Please read these notes carefully:

1. You may share the Right to Buy with up to three family members over the age of 18. They must be a spouse, civil partner or wider family member, but do not have to be tenants themselves. Wider family members must have also lived in the property as their main home for at least the last 12 months.
2. If you are unsure whether someone qualifies as a family member for this purpose, you should check with your landlord. You can ask your landlord to allow family members who haven't lived with you for 12 months to buy with you, but they do not have to agree to this.

Fill in the table below for any family member(s) who are not tenants but wish to share the Right to Buy with you.

	Full name including title	Have they lived in this property for the last 12 months (Y/N)?	Relationship to tenant (son etc)	Is the property the applicants main home (Y/N)?	Do they wish to buy (Y/N)?
Family member 1					
Family member 2					
Family member 3					

Part C: Qualification and discount

Please read these notes carefully:

1. You must have been a public sector tenant for at least three years to qualify to buy your home at a discount.
2. You do not need to have spent the full three years in your present home or with your present landlord. In some circumstances periods which another person (such as your husband, wife or civil partner) has spent as a public sector tenant or armed forces occupier can count towards your qualifying period.
3. The longer you have been a tenant, the bigger the discount you could be eligible for. Maximum discount levels apply. For details of the current discount levels, please go to www.gov.uk/right-to-buy-buying-your-council-home/discounts.

Please give details of:

- Your **current tenancy**
- **Previous tenancies**
- Previous tenancies of your **spouse/civil partner**
- Previous tenancies of your **spouse/civil partner's ex-partner** (if they were married at the time or if they were living together at the time of death)
- If you are claiming **a tenancy that was not in your name** please tell us your relationship to the tenant of that address
- You should also sign the '**Authority to Disclose**' form if you are claiming a previous tenancy with a different landlord so that we can confirm the details.

Current tenancy details

Property address
(including the postcode)

Name of tenant 1

Name of tenant 2

Name of tenant 3

Date tenancy started
(MM/YY)

Have you been known by
any other name (Y/N)?
If 'yes' - give details

Previous tenancy details

Name of tenant

Landlord of the property
(eg name of council/
housing association)

Property address
(including postcode)

Date tenancy started
(MM/YY)

Date tenancy ended
(MM/YY)

Previous tenancy details

Name of tenant

Landlord of the property
(eg name of council/
housing association)

Property address
(including postcode)

Date tenancy started
(MM/YY)

Date tenancy ended
(MM/YY)

Previous tenancy details

Name of tenant

Landlord of the property
(eg name of council/
housing association)

Property address
(including postcode)

Date tenancy started
(MM/YY)

Date tenancy ended
(MM/YY)

Continue on a separate sheet if necessary.

Authority to disclose

Please complete this form if you have claimed any tenancy with another landlord. It will help us to process your application more quickly.

Names of tenants

Property address (including the postcode)

I have provided details of all previous tenancies in my application form for the Right to Buy (RTB1) and I give consent for my landlord to request and receive any information relating to any previous tenancy I have claimed towards my qualification criteria and discount entitlement for the Right to Buy.

All tenants must sign this form, even if they aren't joining in the Right to Buy.

Tenant's signatures

Date

Signed
(Tenant 1)

Signed
(Tenant 2)

Signed
(Tenant 3)

Family member's signatures

Date

Signed (Family
member 1)

Signed (Family
member 2)

Signed (Family
member 3)

Part D: Previous discount

Please read these notes carefully:

You may get a lower discount if you purchased through Right to Buy on another home (or a different government scheme). The amount of your previous discount, less any amount repaid, will be taken into account when determining the discount value for your current purchase.

Give details below of any previous purchase, at a discount, from a public sector landlord (see the list of public sector landlords at the end of this form) which you or your husband, wife or civil partner, or deceased husband, wife or civil partner, have made. If you are making a joint application, provide details in relation to each purchaser.

Address of property
(including the postcode)

Name of your landlord

Name of purchaser(s)

Date of purchase (MM/YY)

Have you ever repaid any
of the discount given (Y/N)?

If yes how
much?

When?
(MM/YY)

Address of property
(including the postcode)

Name of your landlord

Name of purchaser(s)

Date of purchase (MM/YY)

Have you ever repaid any
of the discount given (Y/N)?

If yes how
much?

When?
(MM/YY)

Part E: Tenants' improvements

Please read these notes carefully:

When the property is valued, any improvements which you have made will not be included in the valuation. You should use this application form to give details of any improvements you have made which you think may affect the valuation. This could include central heating, double glazing, a fitted kitchen or a new bathroom suite.

The value of improvements will also be ignored where they were carried out by either:

- your predecessor in the same tenancy (including an introductory tenancy at the start of the tenancy); or
- a family member who was a secure or introductory tenant of the property immediately before you under a different tenancy.

Give details:

General decoration

Flooring

Kitchen fittings

Bathroom fittings

General decoration

Garden landscaping

Other

Part F: Signatures

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 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.

1. To be completed by each tenant wishing to buy:

Tenant 1

Full name

Date
of birth

Signed

Date

Phone
number

Email
address

Tenant 2

Full name

Date
of birth

Signed

Date

Phone
number

Email
address

Tenant 3

Full name

Date
of birth

Signed

Date

Phone
number

Email
address

2. To be completed by each tenant(s) not wishing to buy:

Note: Your tenancy will end if the purchase goes ahead.

Tenant

Full name

Date of birth

1. I do not wish to claim the Right to Buy.
2. I agree to the stated purchaser(s) exercising the Right to Buy.
- 3. I understand my tenancy will end if the purchase goes ahead.**

Please tick the box that applies to all three statements to the left

Yes No

Signed

Date

Phone number

Email address

Tenant

Full name

Date of birth

1. I do not wish to claim the Right to Buy.
2. I agree to the stated purchaser(s) exercising the Right to Buy.
- 3. I understand my tenancy will end if the purchase goes ahead.**

Please tick the box that applies to all three statements to the left

Yes No

Signed

Date

Phone number

Email address

3. To be completed by each family member (who is not a tenant) sharing the Right to Buy

Family member 1

Full name

Date
of birth

Signed

Date

Phone
number

Email
address

Family member 2

Full name

Date
of birth

Signed

Date

Phone
number

Email
address

Family member 3

Full name

Date
of birth

Signed

Date

Phone
number

Email
address

Current property details

Please help us to avoid any issues during the application process by answering the questions below. Continue on a separate sheet if necessary.

Has your property been adapted to suit your housing needs? If yes, please describe the adaptation.

Yes No

Did you receive any direct funding to make the adaptations? e.g. grant to install an access ramp. If yes, please give details of the funding.

Yes No

Do you have access to a garden? If yes, please give details e.g. where it is located and whether it's shared or private, whether there's an outhouse etc.

Yes No

Do you share any other facilities such as a bin store or laundry room? If yes, please give details e.g. where it is located and whether it's shared or private.

Yes No

Is parking available? If yes, please give details e.g. where it is located, is it allocated or first-come-first-served.

Yes No

Do you have use of a garage? If yes, please give details e.g. where it is located and whether it's rented separately.

Yes No

Do you have use of a shed? If yes, please give details e.g. where it is located and whether it's shared or private.

Yes No

Is there anything else you wish to make us aware of in relation to the location of the property? If yes, please give details e.g. perceived issue with placement of neighbour's fence.

Yes No

How will you buy the property?

Please confirm how you intend to finance the purchase of your property.

Has anyone pressured you into buying your house, or offered uninvited help or advice? If yes please give details.

Have any applicants ever been known by another name?

Name of applicant 1:

Have you ever been known by any other name? Yes No

If 'yes' please give details:

Name of applicant 2:

Have you ever been known by any other name? Yes No

If 'yes' please give details:

Name of applicant 3:

Have you ever been known by any other name? Yes No

If 'yes' please give details:

Name of applicant 4:

Have you ever been known by any other name? Yes No

If 'yes' please give details:

Insolvency declaration

This form must be completed by each person applying for the Right to Buy.

Name of applicant 1:

I am	an undischarged bankrupt	Yes	No
I have	got a bankruptcy petition pending	Yes	No
I have	made a composition (agreement) or arrangement with creditors, the terms of which remain unfulfilled	Yes	No

Name of applicant 2:

I am	an undischarged bankrupt	Yes	No
I have	got a bankruptcy petition pending	Yes	No
I have	made a composition (agreement) or arrangement with creditors, the terms of which remain unfulfilled	Yes	No

Name of applicant 3:

I am	an undischarged bankrupt	Yes	No
I have	got a bankruptcy petition pending	Yes	No
I have	made a composition (agreement) or arrangement with creditors, the terms of which remain unfulfilled	Yes	No

Name of applicant 4:

I am	an undischarged bankrupt	Yes	No
I have	got a bankruptcy petition pending	Yes	No
I have	made a composition (agreement) or arrangement with creditors, the terms of which remain unfulfilled	Yes	No

Signatures and declaration

I/we the applicant/applicants understand that the Right to Buy cannot be granted in certain circumstances.

I/we the applicant/applicants understand that failure to disclose the information requested above may result in my/our application being withdrawn.

I/we the applicant/applicants declare that to the best of my/our knowledge and belief the information that has been provided on this form and the RTBI application form is true, complete and correct.

Signed

Applicant 1

Name:

Signature:

Applicant 2

Name:

Signature:

Applicant 3

Name:

Signature:

Applicant 4

Name:

Signature:

Please fill out this form and either email it to us at tenantsales@homegroup.org.uk, or post it to us at:

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