



Right to Acquire RTA1:

Notice of intention to claim the Right to Acquire

Note: When you have completed this notice, please send it directly to your landlord. Please do NOT send it to Homes England or to the Department for Levelling Up, Housing and Communities.

Please read these notes carefully:

This notice is for use by assured/secure tenants of Registered Providers (RPs)* who wish to claim the Right to Acquire their homes.

1. Please read this information about the Right to Acquire eligibility requirements on gov.uk
2. You are advised to take your own independent legal and financial advice before completing your purchase. Please note any costs associated with obtaining this advice will be payable by you.
3. If you have any questions about the scheme you should speak to your landlord.
4. It is important that you answer all questions as fully as possible.
5. **When you have filled in this notice, please send it directly to your landlord.** Your landlord is the organisation to which you pay your rent.
6. Keep a copy of the completed form for yourself. Completing this form does not guarantee that you will be able to purchase your property. Your landlord will advise you in writing whether you are able to purchase the property under the Right to Acquire.
7. Please note if you are currently in the process of purchasing your property under the Right to Buy or Preserved Right to Buy you cannot proceed with a purchase under the Right to Acquire unless you withdraw your other claims.
8. Please ensure you complete this form correctly as any false information provided may lead to prosecution.

Important: Public sector landlords must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds. The information may also be used for statistical surveys, which means we may pass this information, in confidence, to the Department for Levelling Up, Housing and Communities (DLUHC) and agencies working on our and their behalf.

*Housing Associations are also known as Registered Providers.

Part A: The property

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

Address of the property you wish to buy

Name of your landlord Home Group

Part B: The tenant(s)

Please give the following details of all tenants who live in the property.

Title	Full name	Is the property the tenant's only or principal home (Y/N)?	Does he or she wish to buy (Y/N)?
-------	-----------	------------------------------------------------------------------	--------------------------------------

NOTES:

1. You will be a tenant if your name appears on the tenancy agreement, rent book or rent card.
2. You can only claim the Right to Acquire if the property is your only or principal home. (If you are applying to buy jointly with other tenants, only one tenant need satisfy this requirement).
3. The agreement of any joint tenant who does not wish to be included in the purchase must be obtained before you claim the Right to Acquire.
4. They should sign Part H of this notice. Their tenancy will end when you buy the property.

Part C: Family member(s) sharing the RTA

If you wish to share the Right to Acquire with any member of your family who is not a tenant, give their details below:

Full name including title	How are they related to you, the tenant?	Is the property named in part A their only or principal home (Y/N)?	Have they lived with you in the property named in part A throughout the last twelve months (Y/N)?
Family member 1			
Family member 2			
Family member 3			

NOTES:

1. Your spouse/partner may share the Right to Acquire with you if the property is their only or principal home.
2. Other members of your family may share the Right to Acquire if the property is their only or principal home and they have lived with you throughout the last 12 months (or a shorter period accepted by your landlord). A person living with you as your spouse/partner, but not actually married to you, is regarded as a member of your family.
3. You may share the Right to Acquire with up to 3 members of your family who are not themselves tenants.

Part D: Details of income

Note: The Government collects information on the incomes of people buying their homes under the Right to Acquire. It uses this information to help it take decisions on future funding and policy in relation to social housing. Please assist in this process by adding the income details of you and your partner (if applicable).

Gross annual income – this **includes** state benefits, **except** Housing Benefit and Council tax benefit. It does **not include** income from investments. Please round up or down to the nearest pound.

Amount	Used in mortgage application? (Y/N)
Person 1	
Person 2	

Net annual income of purchaser(s) – This includes **all** income **except** Child Benefit, Housing Benefit, Council Tax Benefit and income from investments. Please round up or down to the nearest pound.

Monthly earnings (after deductions such as tax, national insurance etc. – includes working tax credit but not the child care element)

Weekly Child Tax Credit (this does **not** include Child Benefit)

Weekly Occupational/Stakeholder Pension (including SERPs)

Weekly State Benefits (this does **not** include Child Benefit, Housing Benefit or Council Tax Benefit)

Other Weekly Income (this does **not** include income from investments)

Savings

Total savings of purchaser(s) before any deposit is paid (please round to nearest £10)

Part E: Qualification

To qualify for the Right to Acquire, you need to have been a public sector tenant for at least three years (please see note below). However, you do not need to have been living in your current home for three years; previous public sector tenancies, including those with a branch of the armed forces, can also count towards the qualifying period.

1. Present tenancy

When did your tenancy begin
(dd/mm/yyyy)?

Have you been a tenant at your current address for three years or more?
(please delete as appropriate)

YES – go to part F

OR

NO – go to question 2

2. Previous tenancy

i) Time you spent as a public sector tenant

Tenancy start date (mm/yy)	Tenancy end date (mm/yy)	Address of property	Name of landlord (or branch of armed forces)
-------------------------------	-----------------------------	------------------------	----------------------------------------------------

ii) Time spent living with a public sector tenant. You may have been the spouse/ partner of a public sector tenant in which case you may be able to count this time towards your qualifying period. Time spent aged 16 and over living with a parent who was a public sector tenant may count if you took over the parent's public sector tenancy.

Tenancy Start Date (mm/yy)	Tenancy End Date (mm/yy)	Address of Property	Name of landlord (or branch of armed forces)
-------------------------------	-----------------------------	------------------------	----------------------------------------------------

NOTES:

A public sector tenant is a tenant of any housing association, local authority, or any other public sector landlord.

Part F: Previous discount

Please give details below of any previous property purchase at a discount from a public sector landlord which you (or your spouse/partner) have undertaken.

Property address	Landlord name	Purchaser name	Date of purchase (mm/yy)	Amount of discount received
------------------	---------------	----------------	--------------------------	-----------------------------

NOTES:

The amount of any discount on a previous purchase from a public sector landlord, less any sum later repaid, may be deducted from the discount allowed on your present purchase.

There are additional questions on any previous discount received in Part I below.

Description of improvement	Name of tenant who made the improvement
----------------------------	-----------------------------------------

NOTES:

1. When the property is valued to fix the price, any improvements which you have made will be ignored so that the value is based on the condition of the property without your improvements. Some improvements may not make any difference to the value e.g. decorations.
2. If a member of your family, or your former spouse/partner, was the tenant of the property immediately before you, any improvements they made to the property will also be ignored.
3. You should give details of any such improvements you have made if you think they may affect the value of the property e.g. central heating, double glazing, a fitted kitchen or a new bathroom suite.

Part H: Signatures

Please note: if you deliberately give false information you may be prosecuted.

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

I claim the Right to Acquire. To the best of my knowledge and belief the information given in this notice is true.

Tenant 1

Full name

Signature

Date

Email
address

Phone
number

Tenant 2

Full name

Signature

Date

Email
address

Phone
number

Tenant 3

Full name

Signature

Date

Email
address

Phone
number

Tenant 4

Full name

Signature

Date

Email
address

Phone
number

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

I agree to share the Right to Acquire. To the best of my knowledge and belief the information given in this notice is true.

Family member 1

Full name

Signature

Date

Email
address

Phone
number

Family member 2

Full name

Signature

Date

Email
address

Phone
number

Family member 3

Full name

Signature

Date

Email
address

Phone
number

Family member 4

Full name

Signature

Date

Email
address

Phone
number

3. To be completed by each joint tenant not wishing to buy (your tenancy will end if the purchase goes ahead).

I do not wish to claim the Right to Acquire. I agree to the above purchaser(s) exercising the Right to Acquire.

Tenant 1

Full name

I understand my tenancy will end if the purchase goes ahead.

Yes

No

Signature

Date

Email address

Phone number

Tenant 2

Full name

I understand my tenancy will end if the purchase goes ahead.

Yes

No

Signature

Date

Email address

Phone number

Part I: Previous discount

Have any of the applicants ever bought a property under the Right to Buy or Right to Acquire scheme? If 'yes' please provide the following details.

Yes

No

Which applicant(s) received the discount?

Was the discount shared with others applying to buy this property?

Was any of the discount repaid? If "yes", how much and when?

Yes

No

Part J: Current property details

Please help us to avoid any issues during the application process by answering the questions below.

Has your property been adapted to suit your housing needs?

If yes, please describe the adaptation.

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.

Adapted? Yes No

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 a shed or outhouse etc.

Garden? Yes No

Shed/outhouse? 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.

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

If your property is a flat: give us as much information about your block as possible. e.g. what floor is your flat on? How many flats are on your floor? How many floors are in the building? Is your flat on one level only, or split across two or more levels? Is there a lift?

Part K: How will you buy the property?

Please confirm how you intend to finance the purchase of your property. Please tick the relevant option(s) and give details.

Cash	Yes	No
Mortgage	Yes	No
Gifted funds	Yes	No
Loan	Yes	No
Other	Yes	No

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

Yes No

Part L: Other names

Name of applicant 1:

Have they ever been known by any other name? If 'yes' please give details.

Yes No

Name of applicant 2:

Have they ever been known by any other name? If 'yes' please give details.

Yes No

Name of applicant 3:

Have they ever been known by any other name? If 'yes' please give details.

Yes No

Name of applicant 4:

Have they ever been known by any other name? If 'yes' please give details.

Yes No

Part M: Insolvency declaration

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

Part N: Other properties

Name of applicant 1:

Do they own or have an interest in any residential property or land in the UK or abroad? If 'yes' please give details, including the property address and if you don't live there, the reason for that.

Named on mortgage Registered owner Other Neither

Are they named on a tenancy agreement at any other property? If 'yes' please give details, including the property address, Landlord and if you don't live there, the reason for that.

Yes No

Name of applicant 2:

Do they own or have an interest in any residential property or land in the UK or abroad? If 'yes' please give details, including the property address and if you don't live there, the reason for that.

Named on mortgage Registered owner Other Neither

Are they named on a tenancy agreement at any other property? If 'yes' please give details, including the property address, Landlord and if you don't live there, the reason for that.

Yes No

Name of applicant 3:

Do they own or have an interest in any residential property or land in the UK or abroad? If 'yes' please give details, including the property address and if you don't live there, the reason for that.

Named on mortgage Registered owner Other Neither

Are they named on a tenancy agreement at any other property? If 'yes' please give details, including the property address, Landlord and if you don't live there, the reason for that.

Yes No

Name of applicant 4:

Do they own or have an interest in any residential property or land in the UK or abroad? If 'yes' please give details, including the property address and if you don't live there, the reason for that.

Named on mortgage Registered owner Other Neither

Are they named on a tenancy agreement at any other property? If 'yes' please give details, including the property address, Landlord and if you don't live there, the reason for that.

Yes No

Part O: Authority to Disclose

Note: You only need to complete the authority to disclose if one or both of the following statements applies.

- You have been a Home Group tenant for less than three years.
- One or more of the applicants have previously bought a property at a discount from a public sector landlord.

I/we hereby declare my/our consent for Home Group Limited to obtain information from my/our previous landlord(s) of confirmation of my/our past tenancy details.

Current address:

Name of applicant 1:

Signature:

Date:

Name of applicant 2:

Signature:

Date:

Name of applicant 3:

Signature:

Date:

Name of applicant 4:

Signature:

Date:

Part P: Signatures and declaration

I/we the applicant/applicants understand that the Right to Acquire 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 RTA1 application form is true, complete and correct.

I/we the applicant/applicants understand the information provided by me/us is used in determining my/our eligibility for the Right to Acquire.

I/we the applicant/applicants understand that if I/we give false or misleading information or I/we omit information for the purpose of gaining the Right to Acquire, it may be regarded as a criminal offence and action could be taken against me/us including court action and the recovery of property.

Name of applicant 1:

Signature:

Date:

Name of applicant 2:

Signature:

Date:

Name of applicant 3:

Signature:

Date:

Name of applicant 4:

Signature:

Date:

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:

Home Group Tenant Sales
One Strawberry Lane
Newcastle upon Tyne
NE1 4BX