

## RTB Application Guidance Notes

### RTB Application – Step by Step Guide

**Page 2 – Part A** - Fill in the address of the property you would like to purchase.

**Page 2 – Part A** - State the name of your landlord – (**St Leger Homes**)

**Page 3 – Part B** – The first set of boxes are to be completed by the tenant(s) of the property. The second sets of boxes are to be completed by non tenant(s) who would like to buy with the tenant(s) of the property. (Non tenants can only apply if they have lived in this property as their only home for the last 12months.)

**Page 4 – Part C** – To be completed by the tenant(s) Please state your current tenancy.

**Page 5 & 6 - Part C** – To be completed by the tenant(s) and Non tenant(s) (eg) husband, wife or civil partner who has had previous tenancies with DMBC / St Leger Homes, other local authorities, Housing Associations, Police Authorities or the Armed Forces. This section can also include tenancies of people you were previously married to who had a public sector tenancy.

**Page 7 - Authority to Disclose** – Applicants that are applying for Right to Buy will need to complete this section if they have had any previous tenancies or purchases with any other local authorities, housing associations or any public sector. To be completed by the tenant(s) and non-tenants(s) stating your current information.

**Page 8 - Part D** - This section is to be completed by the tenant(s) or Non tenant(s) who have previously purchased a public sector property and received a previous discount.

**Page 9 – Part E** – Please state any improvements you have made to the property.

**Page 10 – Part F** - To be completed by the tenant(s) of the property who wish to buy.

**Page 11 Part F** – To be completed by tenant(s) of the property who do not wish to buy.

**Page 11 Part F** – To be completed by non-tenant(s) of the property who wish to buy.

**Page 12 – Before you send your form to your landlord** – Check your application and make sure you have filled in all the relevant information.

**Page 13 – What happens next** – Keep this section so that you can record information relating to your Right to Buy Application.

**Paperwork that must be provided with your Right to Buy Application.**

**Insolvency declaration** – To be completed by all applicants wishing to purchase Tenant(s) & Non tenant(s). Any person(s) that is gifting the monies to complete a cash sale, or person(s) to be named on the mortgage.

**Disclosure of Information** – To be completed by all applicants wishing to purchase Tenant(s) & Non tenant(s). Any person(s) that is gifting the monies to complete a cash sale, or person(s) to be named on the mortgage.

**Proof of Photo ID** – To be provided by all applicants wishing to purchase Tenant(s) & Non tenant(s) or any person(s) that is gifting the monies to complete a cash sale. (E.g. *Passport or Driving Licence*).

**Proof of National insurance number** - To be provided by all applicants wishing to purchase Tenant(s) & Non tenant(s) or any person(s) that is gifting the monies to complete a cash sale. (*National Insurance card/wage slips/benefit letters*)

**Authorisation Form (Proxy)** – If anyone is to act on behalf of the applicant(s) applying for Right to Buy, then they will be required to attend the Right to Buy appointment to complete an authorisation form. The person(s) acting on behalf will also be required to provide photo I.D.

**Paperwork that you may need to provide with your Right to Buy Application depending on your circumstances.**

**Proof of 12 months Occupation** – To be provided by non-tenant(s) sharing the Right to Buy. *A utility bill or bank statement dated 12 months ago will suffice.*

**Proof of Marriage** – A Marriage Certificate is to be provided by non-tenant(s) who are married to the tenant of the property and would like to share the Right to Buy.

**Please check your application and the information to be provided that is relevant to your circumstances, as this may delay your application.**

**Please contact the Right to Buy Team on 01302 862809 to book an appointment to submit your application form.**