

Right to Buy additional information form

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 can answer 'yes' to all the following statements:

- you are a council tenant OR you were a housing association tenant and were living in your home when it was transferred to Harlow 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

Harlow Council will need to confirm your eligibility for the Right to Buy and we use this form to do this. We use this form alongside the RTB1 claim form and supporting evidence.

To submit your Right to Buy application, send your completed forms and supporting evidence by recorded delivery to Harlow Council or email them to homeownership@harlow.gov.uk. If you submit your application in person, make sure you obtain a receipt. You should keep a copy of the completed forms and evidence, for your reference.

Before you send this form to Harlow 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	
Given details of the property you are applying to purchase under the Right to Buy	
You and any joint applicants have read and signed the declaration	

Failure to complete this form, the RTB1 claim form and supply the required evidence may delay the processing of your application.

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 of the property and any family members who wish to share the Right to Buy:

Details	You	Your joint applicant	Third joint applicant	Relationship to tenant
Surname				
First names				
Title (Mr, Mrs, Ms or other)				
Sex (male, female or other)				
Date of birth				
Your National Insurance				

number				
Address of your current home				
Day time phone number (essential)				
Mobile phone number				
Email address				

Did you or your joint applicant succeed to the tenancy?	Yes	No	If yes, give date of succession
Have you or your joint applicant applied to buy this property before?	Yes	No	If yes, give the year
Have you or your joint applicant ever been known by any other name?	Yes	No	If yes, give details

Part B: Other properties and tenancies

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 applicants 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	Yes	No
Joint applicants	Yes	No

If you answered yes, please give details:

Your name	Property address	Property value	If you don't live there, why not?

Have you or the joint applicants ever purchased a local authority property through the Right to Buy scheme?		
You	Yes	No
Joint applicants	Yes	No

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

Your name	Property address	Purchase date	Discount value	Landlord name	If you don't live there, why not?

Other than your current tenancy, do you or the joint applicants hold another tenancy or joint tenancy anywhere in the UK?		
You	Yes	No
Joint applicants	Yes	No

If you answered yes, please give details:

Your name	Property address	Local authority name	If you don't live there, why not?

Part C: Money laundering regulations

We are required to comply with the money laundering regulations and 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.

Question	Yes	No	If yes, please give details
----------	-----	----	-----------------------------

Is it by means of a mortgage?			
Is the money a gift? If yes, you'll need to provide evidence of the funds and their source.			
Is the purchase by means of an inheritance? If yes, you'll need to provide evidence of the funds and their source.			
Are you using existing savings? If yes, you'll need to provide evidence of the funds and their source.			
If none of the above applies, are there any other means by which you will be funding the purchase?			

Part D: Debts and court orders

Please answer these questions on **bankruptcy** in full.

Have you or the joint applicants ever been made bankrupt?		
You	Yes	No
Joint applicants	Yes	No

If you answered yes, please give details and supply a copy of your bankruptcy discharge certificate:

Is there a bankruptcy pending against you or the joint applicants?
--

You	Yes	No
Joint applicants	Yes	No

If you answered yes, please give details:

Do you or the joint applicants have arrangements with any creditors (people or companies you owe money to for example an IVA or DRO) and still owe them money?		
You	Yes	No
Joint applicants	Yes	No

If you answered yes, please give details:

Part E: Property details

How is the property best described?	House	
	Bungalow	
	Flat	
	Maisonette	
Does the property have a garden?	A private garden	
	A shared garden	
	No garden	

How many bedrooms does the property have?							
If flat or maisonette, which floor is the property situated?							
Does the property have solar panels?		Yes	If yes, were these installed by Harlow Council?				Yes
		No					No
Does the property have a loft?							Yes
							No
Has the property been adapted?							Yes
							No
Is the property specifically for the elderly over 60?							Yes
							No
Do you have access to a housing warden?							Yes
							No
Do you have use of a store shed or cupboard? If yes, you must provide its number along with a description of its location. Please enclose a photo of its location if possible.							Yes
							No
Do you rent a garage?	Yes	If yes, what is its address?		If yes, is the garage located within the boundaries of the property?	Yes	If yes, was the garage offered with your tenancy agreement?	Yes
	No				No		No

Part F: Declaration and signatures

Please read before signing.

All applicants must sign this declaration.

I/We grant Harlow 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 or 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 about the use of data collected in this form data.protection@harlow.gov.uk or [visit our website](#).

I/We agree to Thirdfort carrying out identity and financial checks and I/we have read the information sheet on this free service.	Yes	No
I/We agree to receiving Right to Buy notices by email and I/we understand that for joint applications, emails will be sent to all applicants.	Yes	No

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.

Person	Signature	Full name	Date of birth	Date
Tenant 1				
Family member 1 (who is not a tenant but is sharing the Right to Buy)				
Tenant 2				
Family member 2 (who is not a tenant but is sharing the Right to Buy)				