

Right to Buy Additional Information (RTB1A form)

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

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

- ✓ You were a council tenant and were living in your home when it was transferred to Flagship Housing Group Limited
- ✓ 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 5 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 may be eligible

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:

- The Flagship Housing Group Limited Website
- The Government's Right to Buy Website
- For budgeting and financial advice, contact the Money Advice Service: 0300 500 5000

This form is used in conjunction with the RTB1 form to assess your eligibility for the Preserved Right to Buy. When you have completed this form, send it by recorded delivery with the RTB1 form to: Flagship Housing Group Limited, 31 King Street, Norwich, NR1 1PD for the attention of the Legal Team.

Before you send this form to Flagship Housing Group Limited

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 or any outstanding possession orders
- Have declared arrangements you have with creditor (people or companies you owe money to) and still owe money to
- Have you and the joint applicant(s) read and signed the declaration form?

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 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 Flagship 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 Flagship'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(s) of the property and any family member(s) who wish to share the Right to Buy:

	You	Joint applicant 1	Joint applicant 2
Surname			
First Name(s)			
Date of Birth			
National Insurance number			
Address of your current home			
Contact telephone number			
Email address			
<p>Have you or your joint applicant(s) ever been known by any other name? If Yes, please give details:</p>			

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.

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.

1. Do you or the joint applicant(s) own or have an interest in a residential property or land in the UK or abroad?

Yes No

Address of property:

.....

Value of property:

If you don't live there, why not?

.....

2. Have you or the joint applicant(s) ever purchased a Local Authority property through the Right to Buy or other government home purchase scheme? If yes, please give details and include any documents if possible

Yes No

Address of property:

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Value of discount (£):

Name of Landlord:

Date of purchase:

If you don't live there, why not?

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3. Other than your current tenancy, do you or the joint applicant(s) hold another tenancy or joint tenancy anywhere in the UK?

Yes No

Address of property:
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Value of property:

If you don't live there, why not?
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Please continue overleaf to Part C: Money Laundering Regulations

Part C: Money Laundering Regulations

We are required to comply with the Money Laundering Regulations and in particular 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.

In answering this question you must complete each of the six boxes below.

1. I/we intend to pay cash

Yes No

If Yes, please give details:

How much?.....

Where from? (I.e. savings).....

.....

Account Name	Amount	Document Provided

2. I/we intend to get a mortgage

Yes No

If Yes, please give details below together with a copy of your mortgage offer if you have one.

Mortgage provider name:

Amount of mortgage

Income declared for mortgage

3. I/we intend to use a cash gift

Yes No

If Yes, please give details:

Who from:

Relationship (e.g. Parent, friend etc).....

Amount:

Please provide original account statements showing the source of funds. A letter from the person providing the funds confirming the details of the loan/gift plus original I.D. document for the person giving the loan/gift and residency proof.

4. I/we intend to use an inheritance

Yes No

If Yes, please give details:

Who from:

Relationship (e.g. Parent, friend etc).....

Amount:

Please provide original account statements showing the source of funds. A letter from the person providing the funds confirming the details of the loan/gift plus original I.D. document for the person giving the loan/gift and residency proof.

5. I/we intend to use the proceeds from a sale or realisation of an asset

Yes No

If Yes, please give details:

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6. Other

Yes No

If Yes, please give details:

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Please continue overleaf to Part D: Debts and Court Orders

Part D: Debts and Court Orders

Please answer these questions in full.

Bankruptcy

Have you or the joint applicant(s) ever been made bankrupt?

Yes No

If Yes, please give details:

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Bankruptcy

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

Yes No

If Yes, please give details:

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Debts

Do you or the joint applicant(s) have arrangements with any creditors (people or companies you owe money to) and still owe them money? For example, an Individual Voluntary Arrangement (IVA) or Debt Relief Order (DRO).

Yes No

If Yes, please give details:

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Court Orders

Are you or have you been subject of possession proceedings or have an outstanding court order for breach of tenancy (e.g. rent arrears, anti-social behaviour)?

Yes No

If Yes, please give details:

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Part E: Declaration and Signatures. Please read before signing

All applicants must sign this declaration.

I/We grant Flagship Housing Group Limited 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; 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 Flagship's Right to Buy team if you require further information at: righttobuy@flagship-group.co.uk.

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 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.
- I/We understand that the property I am applying to buy must be my only or principal home, both now and throughout the duration of my application.
- I/We will let Flagship Housing Group know about any change in my circumstance or joint applicant circumstance which might affect my claim.

Tenant 1	Tenant 2
Signature	Signature
Full name	Full name
Date of birth	Date of birth
Date	Date

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