

Right-to-Buy Insert

This document forms an essential part of your application to purchase your home and **MUST** be completed by all applicants and returned to Reading Borough Council.

Court Proceedings

1. Is there a Court Order in existence as a result of which the tenant(s) of the house or flat are obliged to give up possession? Yes No

Financial

2. Does any person named in Part B or Part C of the RTB1 Notice have a bankruptcy petition pending or receiving order in force against them? Yes No
3. Has any person named in Part B or Part C of the RTB1 Notice made an arrangement with creditors, the term of which remain to be fulfilled? Yes No

If YES, please give the full name of each person concerned:

4. Is any person named in Part B or Part C of the RTB1 Notice an undischarged bankrupt? Yes No

If YES, please give the full name of each person concerned:

5. Does any person named in Part B or Part C of the RTB1 Notice have a Debt Relief Order? Yes No

If YES, please give the full name of each person concerned:

Address

Email address

Size & type of property

How many people live in the property

Adults

Children under 16

Tel No:

Mobile:

Applicants signature(s):

Signature

Applicant
1

Print Name
(including
middle
names)

Signature

Applicant
2

Print Name
(including
middle
names)

Signature

Applicant
3

Print Name
(including
middle
names)

Signature

Applicant
4

Print Name
(including
middle
names)

Date:

**PLEASE ENSURE THAT THE SIGNATURE OF ALL TENANTS AND OCCUPANTS
APPLYING ARE PLACED ON THIS FORM**

The Council is committed to policies and services which do not discriminate unfairly against people on the basis of sex, race, age physical or mental ability or income. To help us meet these aims we need some information about you - we only use this information to monitor the delivery of our services.

Thank you for supporting this.

Please complete the form fully and return it with your application to purchase your home.

Ethnicity

Please tick	Applicant 1	Applicant 2	Applicant 3	Applicant 4
How would you describe your ethnic origin?				
Asian or Asian British				
<i>Bangladeshi</i>				
<i>Indian</i>				
<i>Pakistani</i>				
<i>Other (please state)</i>				
Black or Black British				
<i>African</i>				
<i>Caribbean</i>				
<i>Other (please state)</i>				
Chinese				
<i>Chinese</i>				
<i>Other (please state)</i>				
Mixed				
<i>White and Asian</i>				
<i>White and Black African</i>				
<i>White and Black Caribbean</i>				
<i>Other (please state)</i>				
White				
<i>British</i>				
<i>Irish</i>				
<i>Other (please state)</i>				
Disabilities				
Are you registered disabled?				
<i>Yes</i>				
<i>No</i>				
Gender				
Are you?				
<i>Male</i>				
<i>Female</i>				
<i>Transgender</i>				
<i>Non-binary/non-conforming</i>				
<i>Prefer not to respond</i>				

Date of Birth

Applicant 1

Applicant 3

Applicant 2

Applicant 4

National Insurance No.

Applicant 1

Applicant 3

Applicant 2

Applicant 4

Income

Do you or your partner receive any of the following means tested benefits? If so please indicate which benefit(s):

Please tick	Applicant 1	Applicant 2	Applicant 3	Applicant 4
<i>Income Support</i>				
<i>Working or Child Tax Credits</i>				
<i>Housing Benefits</i>				
<i>Council Tax Support</i>				
<i>Job Seekers Allowance</i>				
<i>ESA</i>				
<i>Universal credit</i>				

How do you intend to purchase the property?

Mortgage

Cash

Money borrowed from family/friends

Through a finance company on condition of sale

How would you describe your working status?

Please tick	Applicant 1	Applicant 2	Applicant 3	Applicant 4
<i>Full time employee 30 hours +/-week</i>				
<i>Self employed full or part time</i>				
<i>Part time employee -30 hours/week</i>				
<i>Unemployed and available for work</i>				
<i>Permanently sick or disabled</i>				
<i>Wholly retired from work</i>				
<i>Looking after the home</i>				
<i>Full time education,college or university</i>				
<i>Government supported training programme (eg. Modern apprenticeship/training for work)</i>				

Garages

Integral garages, and garages let as part of the tenancy, are automatically included in the sale of the property. However, if you rent a garage separately you can ask to have it included in the sale.

Land

Front and back gardens are automatically included in the sale of the property. Some tenants have other land next to their home which they use and look after and which they may like to have included in the sale. The Council will consider all such requests in a reasonable manner. If you have a piece of land like this, which you want to buy, please describe it and draw a sketch plan.

If the land is part of a communal area or if you have not been maintaining it, the area cannot be included in the sale.

Flats

If you live in a flat or maisonette:

Which floor your is your flat on:	
How many other flats in the block	

Do you have an individual garden? Yes No

Do you have a shed? Yes No

Does your property have tunnel access to the rear? If so please indicate which rooms go over the tunnel. Yes No

Valuation

Are you happy for the valuer to inspect the property? Yes No

Preferred day and time:
(Monday-Friday, 8.30am-5pm)

Any issues/limitations to be aware of?
(i.e pets, parking, no photos, no access to X room, preferred gender of surveyor etc.)

Are you applying to purchase with the assistance of a company offering to help tenants? Yes No

Anti Money Laundering Declaration Regulations 2007

The personal data you supply on this form will be processed in accordance with the Data Protection Act 1998. It may be shared with other council services and partners where such sharing is necessary for the discharge of statutory functions (including the detection and prevention of fraud).

Information provided may be shared with other departments for the purpose of preventing and detecting fraud.

This declaration must include each person participating in the Right to Buy Purchase and all parties will need to print name, sign and date the document - this is relevant in all cases. Failure to do this may delay your application.

Name:

Property Address:

1. Please provide at least two forms of identification documentation (one must be photographic), confirming the identities and addresses of all those purchasing the property or any person providing money to those purchasing the property, examples include passport, driving licence, birth certificate, bank statements, credit card, utility bills, mobile phone bills and wage slips.

Name	Address	Documents provided

2. Please specify who will be the owner(s) of the property, if more than one person, and specify the percentage of ownership, i.e. 50/50, 60/40.

Name	Percentage of ownership

3. Please provide details and copy documentation as to the source of the monies, to be used in making the purchase i.e. mortgage, loan, savings, investment policies, inheritance, any other means.

If family and friends are lending or gifting money, please provide a copy of account statements and a letter from those providing the funds, confirming the nature and details of any loan or gift.

Any persons specified other than the purchaser should provide documentation specified at point 1.

Name	Method of purchase	Source of funds	Documents provided

4. Do you own or have an "interest" in any other property in the UK or elsewhere in the world? If yes please provide details.

Address	Details of ownership/interest

The applicant is under a continuing duty to update Reading Borough Council with all changes relating to the finance of the purchase.

Any person knowingly making a false statement or representation in securing services, property or the "Right To Buy"; which causes a loss, material gain, evasion of a liability or pecuniary advantage for the benefit of themselves or another; may be prosecuted under any and all relevant legislation.

Date:

Date:

Print Name:

Print Name:

Signature:

Signature:

Date:

Date:

Print Name:

Print Name:

Signature:

Signature:



Reading
Borough Council

Working better with you

During the right to buy purposes we will need to pass your details onto a third party in order to have an EPC (Energy performance certificate) carried out.

Please sign below to confirm you are happy for your details to be passed to a third party.

Tenant 1 Signature:

Print Name:

Date:

Tenant 2 Signature

Print Name:

Date:

Tenant 3 Signature:

Print Name:

Date:

Tenant 4 Signature:

Print Name:

Date: