



## Right to Buy Additional Information and Declaration

**THIS FORM IS USED TO CONSIDER YOUR ELIGIBILITY FOR THE RIGHT TO BUY YOUR PROPERTY. IT IS USED IN CONJUNCTION WITH THE RTB1 APPLICATION FORM.**

The majority of applications are genuine, however given the value of social housing, both in terms of money and the provision of a home to someone in need, it is important we take steps to prevent fraudulent applications. We must also comply with the Money Laundering Regulations which require us to put certain control measures in place to ensure that the council is not part of a financial transaction that could or might amount to handling the proceeds of crime (money laundering).

As part of our procedure, we ask all applicants to meet with us to check the forms are filled in correctly, check personal I.D, check proof of residency and to make sure funds to purchase are from a legitimate source.

We will carry out comprehensive checks at every stage of your Right to Buy application. The information you provide may be shared and verified with organisations such as credit reference agencies, Council Tax, and Housing Benefit. This is so we can detect and prevent illegal activity, such as fraud and identity theft.

If you apply for the Right to Buy and either give false/misleading information or withhold information you may be prosecuted. The RTB1 application form tells you this. Remember, if we uncover evidence of fraud after you have bought the property you can still be prosecuted.

Once you have filled in your forms please contact a member of the Home Ownership team to arrange a meeting. You will need to bring your forms with you together with proof of ID and residency documentation.

You may wish to keep a copy of the completed forms for yourself.

**Home Ownership Team for Babergh and Mid Suffolk District Councils**  
Mid Suffolk District Council Offices  
Endeavour House  
8 Russell Road  
Ipswich  
IP1 2BX

**Telephone: 01449 724753**

Email: [housing.ownership@baberghmidsuffolk.gov.uk](mailto:housing.ownership@baberghmidsuffolk.gov.uk)

## Before you arrange a meeting with us please 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 any arrangements you have with creditors (people or companies you owe money to) and still owe money to
- **You and the Joint Applicant(s) have read the declaration and signed the form?**

**Failure to complete this form in full and the RTB1 Application form 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.

Applicant 1 signature: ..... Applicant 2 signature: .....

## 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:

	Tenant 1	Joint Applicant	Family Member 1	Family Member 2
Surname				
First names				
Title (Mr, Mrs, Ms or Other)				
Sex (Male or Female)				
Date of Birth				
National Insurance Number				
Address of your current home				
Day Time Phone Number (essential)				
Mobile Phone Number				
Email Address				
Have you or your joint applicant(s) ever been known by any other name	<p><b>Yes    No</b></p> <p>If Yes – give details:</p>			

Applicant 1 signature: ..... Applicant 2 signature: .....

## Part B: Other Properties and Tenancies

**Other Properties: 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 – this includes tenants and family members.**

Do you or the joint applicant(s) 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.

Yes  No  *If yes, please give details:*

Your Name	Address of Property	Value of Property	If you don't live there, why not?

Have you or the joint applicant(s) ever purchased a local authority property through the Right to Buy scheme?

Yes  No  *If yes, please give details and include any documents if possible*

Your Name	Address of Property	Value of Discount	Name of Landlord	Date purchased / date sold

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

Yes  No  *If yes, please give details:*

Your Name	Address of Property	Name of local Authority	If you don't live there, why not?

Applicant 1 signature: ..... Applicant 2 signature: .....

## 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 6 boxes below.**

1. I/we intend to pay cash

Yes  No

Please give further 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 complete details below together with a copy of your mortgage offer. If not available, we will ask for this information at a later stage.

Mortgage provider name .....

Amount of mortgage .....

Income declared for mortgage .....

Applicant 1 signature: ..... Applicant 2 signature: .....

3. I intend to use a cash gift

Yes  No

If yes please give further details

Who from ..... Relationship .....

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 intend to use an inheritance

Yes  No

If yes please give further details

Who from .....

Amount .....

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

5. Sale or Realisation of Asset

Yes  No

If yes, please give details

.....  
.....

6. Other

Yes  No

If yes please give further details

.....  
.....

Applicant 1 signature: ..... Applicant 2 signature: .....

**Please complete all sections**

**Part D: Debts and Court Orders**

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

Yes  No

*If yes, please give details and provide document(s) confirming discharge of bankruptcy:*

Name	Date of order	Reference number

**Bankruptcy**

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

- a receiving order in time against them
- made a composition or arrangement with their creditors the terms of which remain to be fulfilled (you owe people money)
- an un-discharged bankruptcy

Yes  No  *if yes please provide details*

.....

.....

.....

.....

**Debts**

Do you or the joint applicant(s) or family members have arrangements with any creditors (people or companies you owe money to, for example an IVA or DRO) and still owe them money?

Yes  No  *If yes, please give details:*

.....

.....

Applicant 1 signature: ..... Applicant 2 signature: .....

**Debts Owed to the Council**

Do you or the joint applicant(s) or family members have any debts outstanding with the Council e.g. Council Tax, Housing Benefit overpayment?

Yes  No  *If yes, please give details:*

.....

.....

**Part E: Proof of Identity and Residency**

All tenants, Joint tenants and those sharing the Right to Buy are required to provide proof of identity.

From the attached list, which identification is being supplied:

	LIST A		LIST C
	Group 1 I.D.	If not Group 1, 2 documents from Group 2	
Applicant 1			
Applicant 2			
Applicant 3			
Applicant 4			

The original documents should be brought with you when you attend the Right to Buy meeting at Mid Suffolk District Council Offices (address and telephone number on front cover).

Applicant 1 signature: ..... Applicant 2 signature: .....



## Part F: Declaration and Signatures. Please read before signing

All applicants must sign this declaration.

**I/We grant Babergh District Council or Mid Suffolk District Council permission to contact 3<sup>rd</sup> parties 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. For further information, please view the Council's website [http: www.baberghmidsuffolk.gov.uk](http://www.baberghmidsuffolk.gov.uk)

Babergh District Council and Mid Suffolk District Council will undertake to treat any personal information you provide as private and confidential under the terms of The General Data Protection Regulation 2018. This includes names, addresses, phone numbers, emails and so on. The details you provide on this form will be kept private and confidential. However, it may be necessary to share this information with other departments in Babergh District Council or Mid Suffolk District Council, who must comply with the requirements of the General Data Protection Regulation. Please note that by signing this form you are giving Babergh District Council and Mid Suffolk District Council permission to keep details of your personal information in its records.

**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, misleading or incorrect 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.**

**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 the Council know about any change in my circumstance or joint applicant circumstance which might affect my claim.**

**Tenant 1:**

Signature

Date

Full name

**Tenant 2:**

Signature

Date

Full name

**Family member 1**

(who is not a tenant but is sharing the Right to Buy)

Signature

Date

Full name

**Family member 2**

Signature

Date

Full name