



**BRENTWOOD  
BOROUGH COUNCIL**

# Right to Buy Additional Information

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 are a council tenant
- ✓ The property is your only or principal home
- ✓ You have been a public sector tenant for at least 3 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 are probably eligible, once your application has been received we shall be able to confirm your eligibility.

**This form is used to consider your eligibility for a Right to Buy. It is used in conjunction with the RTB1 Application Form. When you have fully completed both these forms and provided copies of your identification documents please send them to Brentwood Borough Council, Housing Services, Town Hall, Ingrave Road, Brentwood, Essex, CM15 8AY. Alternatively you can bring them in by hand, please ask for a receipt.**

Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex, CM15 8AY  
01277 312500 [www.brentwood-council.gov.uk](http://www.brentwood-council.gov.uk)

# Before you send this form to Brentwood Borough 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 member(s) 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 any other property or land in the UK or abroad

Have clearly 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

**Have you, and all the Joint Applicant(s), read the declaration and signed the form?**

**Failure to complete this form, the RTB1 Application Form in full, and providing copies of your photo identification documents, may delay your application 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 council tenant to apply for the Right to Buy. Check if your name appears as the tenant on your Tenancy Agreement. If you are unsure whether you or others are the tenants, you should check with the Council's Housing Department.

## Part A: Tenant/s details

Each tenant must complete the following details using their full names:

Tenant 1		Tenant 2 (Joint Tenant)	Relationship of Tenant 1 to Tenant 2
Surname			
First Name(s) (Full)			
Title ( Mr, Mrs, Ms or Other)			
Sex (Male or Female)			
Date of Birth			
Your National Insurance Number			
Address of your Current Home			
Day Time Phone Number			
Mobile Phone Number			
Email Address			
Have you or your joint applicant ever been known by any other name	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If Yes – give details:  <b>Yes</b> <b>No</b> If Yes – give details:	<b>Tenant 1:</b> _____  <b>Tenant 2 :</b> _____	

## Part A: Tenant/s family members details

Please answer these questions in full.

Each family member wishing to share the Tenants Right to Buy must complete the following details:

	Family Member 1	Family Member 2	Family Member 3
Surname			
First Names (Full names)			
Title ( Mr, Mrs, Ms or Other)			
Relationship to Tenant(s)			
Sex (Male or Female)			
Date of Birth			
Your National Insurance Number			
Address of your Current Home			
Day Time Phone No.			
Mobile Phone No.			
Email Address			
Have you ever been known by any other name? If <b>yes</b> , please provide full details or write "not applicable"			

## Part B: Other Properties and Tenancies

**Other Properties:** Please answer these questions in full, using a separate sheet of paper if necessary.

Do you or the joint applicant (Tenant 2) 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.

<b>Tenant 1:</b>	Yes	No	<b>Tenant 2:</b>	Yes	No
<i>If yes, please provide details below:</i>					
Your Name	Address of Property	Value of Property	If you don't live there, why not?		
<p>Have you or the joint applicant (Tenant 2) ever purchased a Local Authority property through the Right to Buy scheme?</p> <p><b>Tenant 1:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>                      <b>Tenant 2:</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date of Purchase _____                      Date of Purchase _____</p> <p><i>If yes, please provide details and include any documents if possible</i></p>					
Your Name	Address of Property	Name of Local Authority	If you don't live there, why not?		
<p>Other than your current tenancy, do you or the joint applicant (Tenant 2) hold another tenancy or joint tenancy anywhere in the UK?</p> <p><b>Tenant 1:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>                      <b>Tenant 2:</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide details below:</i></p>					
Your Name	Address of Property	Name of Local Authority	If you don't live there, why not?		

## Part B: Other Properties and Tenancies (family members)

Please answer these questions in full, using a separate sheet of paper if necessary.

Do you 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.**

<p><b><i>Each Family Member to circle:</i></b></p> <p><b>Family Member 1</b>      Yes              No</p> <p><b>Family Member 2</b>      Yes              No</p> <p><b>Family Member 3</b>      Yes              No</p>			
Your Name	Address of Property	Value of Property	If you don't live there, why not?
<p>Have you ever purchased a Local Authority property through the Right to Buy scheme?</p> <p><b><i>Each Family Member to circle:</i></b></p> <p><b>Family Member 1</b>      Yes              No              Date of Purchase _____</p> <p><b>Family Member 2</b>      Yes              No              Date of Purchase _____</p> <p><b>Family Member 3</b>      Yes              No              Date of Purchase _____</p> <p><b><i>If yes, please provide details below and include any documents if possible</i></b></p>			
Your Name	Address of Property	Value of Discount	Name of Local Authority

## 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.**

Is the purchase by means of a mortgage?

Yes

No

***If yes, please provide details of the proposed lender:***

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If you are not using a mortgage, please answer the questions A, B, C and D.

A) Is the money a gift?

***If yes, please provide details of the person giving you the money:***

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B) Is the purchase by means of an inheritance

Yes

No

***If yes, please provide details and proof of inheritance:***

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C) Are you using existing savings?

Yes

No

***If yes, please provide details and evidence:***

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D) If none of the above applies, are there any other means by which you will be funding the Purchase?

Yes

No

***If yes, please provide details:***

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## Part D: Insolvency Declaration – Section 121 Housing Act 1985

This declaration must be completed by each tenant and their family member wishing to share the right to buy

<b>Do you have a Bankruptcy petition pending against you?</b>	<b>Name</b>	<b>Delete as applicable</b>
Tenant 1		Yes / No
Tenant 2		Yes / No
Family Member 1		Yes / No
Family Member 2		Yes / No
Family Member 3		Yes / No

<b>Do you have any current Bankruptcy Orders against you?</b>	<b>Name</b>	<b>Delete as applicable</b>
Tenant 1		Yes / No
Tenant 2		Yes / No
Family Member 1		Yes / No
Family Member 2		Yes / No
Family Member 3		Yes / No

<b>Have you made a composition or arrangement with your creditors (people or companies you owe money to for example an IVA or DRO) and not yet fulfilled the terms of the composition or arrangement?</b>	<b>Name</b>	<b>Delete as applicable</b>
Tenant 1		Yes / No
Tenant 2		Yes / No
Family Member 1		Yes / No
Family Member 2		Yes / No
Family Member 3		Yes / No



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

All applicants must sign this declaration.

**I/We grant Brentwood Borough Council permission to make any enquiries needed to confirm the information provided 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 will 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 us if you require further information: [housing@brentwood.gov.uk](mailto:housing@brentwood.gov.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 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.**

**Tenant 1:**

Full Name:

Date:

Signature:

**Tenant 2:**

Full Name:

Date:

Signature:

**Family Member 1:**

Full Name:

Date:

Signature:

**Family Member 2:**

Full Name:

Date:

Signature:

**Family Member 2:**

Full Name:

Date:

Signature: