



## 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. This additional form is used in conjunction with RTB1 Application Form. Both of these forms must be completed and returned to Fareham Borough Council.

Your application to purchase your home will be subject to certain checks being made of the information you supply, for example credit checks. You will be asked to attend an interview by a Council Officer to verify your and any joint applicant's identity.

The Council's Investigations Officer will visit you in your home to discuss your chosen funding option(s) regarding the purchase of your home, as you will have indicated on this form, to ensure that the Council is not part of a financial transaction that could amount to handling the proceeds of crime (money laundering).

## Before you return this form to Fareham Borough Council...

### Check that you have completed:

Part A:	Personal Details	<input type="checkbox"/>
Part B:	Identity (Interview required)	<input type="checkbox"/>
Part C:	Residency (Interview/Visit required)	<input type="checkbox"/>
Part D:	Benefits and Employment	<input type="checkbox"/>
Part E:	Financial (Interview/Visit required)	<input type="checkbox"/>
Part F:	Solvency	<input type="checkbox"/>
Part G:	Declaration	<input type="checkbox"/>

Failure to complete this additional form and the RTB1 application form in full may delay your application from being processed.

- ✓ By completing this form you are confirming 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 that 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.

## Part A: Personal Details - Tenant(s)

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 applicants.

	Tenant 1	Tenant 2	Tenant 3
<b>Surname</b>			
<b>First Name(s)</b>			
<b>Title (Mr, Mrs, Ms, Miss or Other)</b>			
<b>National Insurance Number</b>			
<b>Correspondence address</b>			
<b>Daytime Phone Number</b>			
<b>Mobile Phone Number</b>			
<b>Email Address</b>			
<b>Has any person named on this form ever been known by any other name?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If Yes- give details	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If Yes- give details	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If Yes- give details

## Part A: Personal Details – Continued – Family Member(s)

Please give the following details for each family member who wishes to share the Right to Buy:

	Family Member 1	Family Member 2	Family Member 3
<b>Surname</b>			
<b>First Name(s)</b>			
<b>Title (Mr, Mrs, Ms, Miss or Other)</b>			
<b>National Insurance Number</b>			
<b>Correspondence address</b>			
<b>Daytime Phone Number</b>			
<b>Mobile Phone Number</b>			
<b>Email Address</b>			
<b>Has any person named on this form ever been known by any other name?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If Yes- give details	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If Yes- give details	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If Yes- give details

## Part B: Identity

Please provide **one** form of identification documentation per applicant (preferably photographic), confirming the identity of all those purchasing the property. Acceptable forms of identification include:

- **UK or EU Passport**
- **Full UK or EU Driving Licence**
- **EU Identity Card**

**All applicants must present these documents in person.** The Council's Right to Buy Officer will contact you to make a suitable appointment.

For Office Use Only			
	Tenant 1	Tenant 2	Tenant 3
Photographic Identity Confirmed?			
	Family Member 1	Family Member 2	Family Member 3
Photographic Identity Confirmed?			

## Part C: Residency

Please provide at least two forms of proof of residency documentation per applicant confirming the address of those purchasing the property. Acceptable forms of residency documentation include:

- **P45, P60 or Pay Slip**
- **Recent Utility Bill** (no more than three months old)
- **Recent Council Tax Bill**
- **Credit Card Statement**
- **Bank Statement**

All applicants must present these documents in person.

**Additional-** If you are a non-tenant family member sharing the right to buy please provide chronological proof of residency for the last 12 months. A good example of this would be 12 months' worth of bank statements.

For Office Use Only			
	Tenant 1	Tenant 2	Tenant 3
Residency Documentation Confirmed?			
	Family Member 1	Family Member 2	Family Member 3
Residency Documentation Confirmed?			

## Part D: Benefits and Employment

### Benefits

**Please provide details in the table below of any form of state benefits currently being claimed.**

Please note that you are under a continuing duty to update with all changes relating to the finance of the property. A failure to provide any of the information required above is also likely to delay the completion of the right to buy process.

<b>Applicant</b>	<b>Full Name</b>	<b>Type of Benefit(s) Received</b>	<b>Value (£) of Benefit(s) Per Calendar Month</b>
Tenant 1			
Tenant 2			
Tenant 3			
Family Member 1			
Family Member 2			
Family Member 3			

### Current Employment

	<b>Tenant</b>	<b>Joint Tenant</b>
Employers Name		
Employers Address		
Date Employment Started		
Annual Salary		

## Part E: Financial

In order to process your application and complete the purchase, you are asked to provide the following information. This is so we can ensure that the Council is not part of a financial transaction that could amount to handling the proceeds of crime (money laundering).

Please provide details below as to the source of the funds that will be used to purchase the property.

### Please answer these questions in full

A) Is it by means of a mortgage for the whole value of the purchase?

No  Yes  *If yes, please give details:*

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Have you already approached a mortgage lender? If so please give details below:

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If you are planning to purchase with the use of a mortgage, you are required to provide a copy of your mortgage offer letter as soon as possible, as without it, your application cannot be allowed to continue. **This document will only be required once a formal Landlord's Offer Notice (also known as a Section 125 Notice) has been issued in respect of your application.**

### **If you are not using a mortgage or only part-funding the purchase by way of a mortgage, please answer questions B, C, D, E, F and G.**

B) Are you using existing savings?

No  Yes  *If yes, please give details:*

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If you are planning to purchase with cash (No mortgage) using personal savings, you are required to provide proof of the origin of these funds (ie Bank statements showing when these funds entered your bank account/control and where any funds originated. If the funds are personally amassed savings, you are required to provide bank statements to clearly show that the funds have accumulated in your own bank account and as a result of your own personal saving activity



C) Are you using gifted funds? No  Yes

*If yes, please give details including the name and address of the person giving you the money:*

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If funds have been gifted to you, you are required to provide Bank statements showing when these funds entered your bank account/control and where any funds originated. In addition, you are also required to provide a legal document which can be handled by your conveyancing Solicitor confirming that anti-money laundering checks have been carried out and that the company are satisfied that all gifted funds used for the purchase of the property have been legally obtained and are gifted with no financial interest in the property being offered as a result of the gift arrangement.

D) Are you using funds loaned to you by a family member or friend?

No  Yes

If funds are being loaned to you, you are required to provide a similar legal document which can be handled by your conveyancing Solicitor confirming that anti-money laundering checks have been carried out and that the company are satisfied that all loaned funds used for the purchase of the property have been legally obtained and giving an explanation of the loan arrangement and repayment schedule and declaring that the loan arrangement is legally binding. Also, that the funds are loaned with no financial interest in the property being offered as a result of the loan arrangement.

E) Are you using funds loaned from a financial institution?

No  Yes

If funds are being loaned to you by a financial institution/loan company, you are required to provide a copy of your loan agreement.

F) Is the purchase by means of an inheritance?

No  Yes  *If yes, please give details:*

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If funds are available to you by means of an inheritance, you are required to provide a copy of the Will and Probate documents together with Bank statements showing the funds entering your bank account/control.

G) If none of the above applies, are there any other means by which you will be funding or part-funding the purchase?

No  Yes  *If yes, please give details:*

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Fareham Borough Council is happy to work with you to realise your goal of owning your own property. However, in order to allow your application to continue, we must be sure of how you intend to fund the purchase of the property in question. This is because Fareham Borough Council cannot be part of any money laundering activity and therefore, all aspects of your application must be transparent. No application will be allowed to complete without the correct documentation being supplied.

## Part F: Solvency

Please answer 'YES' or 'NO' to all of the following questions in this section

Does any person named on this application form have a bankruptcy petition pending or Receiving Order in force against them?

No  Yes

*If yes, please give details including the name of the person affected:*

Has any person named on this application form made a composition or arrangement with creditors, the terms of which remain to be fulfilled?

No  Yes

*If yes, please give details including the name of the person affected:*

Is any person named on this application form an undischarged bankrupt?

No  Yes

*If yes, please give details including the name of the person affected:*

## Part F: Solvency – Continued

Is any person named on this application form a person in relation to whom a moratorium period under a debt relief order applies?

No  Yes

*If yes, please give details including the name of the person affected:*

## Part G: Declaration and Signatures

### Please read before signing

**All applicants are asked to sign this declaration**

**I/We grant Fareham Borough Council permission to make any enquiries needed to confirm the information given on this form.**

The information that you provide or which is obtained from other sources will be used by the Council to check accuracy of information provided. The Council has a duty to protect the public funds and may use your information for the prevention and detection of fraud. For further information about the National Fraud Initiative see [www.fareham.gov.uk/dpnfi](http://www.fareham.gov.uk/dpnfi). The information may also be used for auditing, monitoring, statistical and other research. Some of the information we hold may be shared with other Council or Governments departments, agencies and similar organisations (including law enforcement agencies and credit reference agencies) to enable them to perform their duties or for comparison purposes. The information we hold about you is normally retained for seven years.

**Fareham Borough Council is the “Data Controller” under the terms of the Data Protection Act 1998.**

**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 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:**

**Family Member 1**

Signature

Signature



Full Name & Date of Birth

Full Name & Date of birth



Date

Date

## Part G: Declaration and signatures - Continued

**Tenant 2:**

**Family Member 2**

Signature

Signature

Full Name & Date of Birth

Full Name & Date of birth

Date

Date

**Tenant 3:**

**Family Member 3**

Signature

Signature

Full Name & Date of Birth

Full Name & Date of birth

Date

Date