



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 the RTB1 Application Form. **Both of these forms must be completed and returned to Fareham Borough Council, together with proof of ID and the supporting documentation this form requests you to provide.**

Failure to submit both the RTB1 Application Form, this Additional Form, Photo ID and the supporting documentation at the same time may cause delays.

Your application to purchase your home will be subject to certain checks being made of the information you supply, for example credit checks.

Your identity and residence and that of anyone else forming part of the application will be verified by an Investigations Officer, who will also examine proof of funds intended to be used in the proposed purchase, being either personal savings or gifted funds. Checks will also be made regarding anyone intending to gift funds and the provenance of those funds.

These are all standard security checks which are performed 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

Part B: Identity (Interview required)

Part C: Residency (Interview/Visit required)

Part D: Benefits and Employment

Part E: Financial

Part F: Solvency

Part G: Declaration

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

Part B: Identity

Please provide **one form of photo identification per applicant, confirming the identity of all those intending to purchase the property**. Acceptable forms of identification include:

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

Photographs or colour digital scans of these documents are acceptable; black and white photocopies are not.

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)
- **Credit Card Statement**
- **Bank Statement**

Additional- If you are a non-tenant family member sharing the right to buy, you may be asked to 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 by each person forming part of this application.

Please note that you are under a continuing duty to update the benefits department with all changes of circumstances, particularly the amount of your savings and receipt of an inheritance. A failure to provide any of the information required above is also likely to delay the completion of the right to buy process.

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

Current Employment

Please provide details in the table below of the employment of each person forming part of this application.

	Tenant	Joint Tenant or other person included in this application
Employers Name		
Employers Address		
Job title		
Date Employment Started		
Annual Salary		
<p>If an applicant is self-employed, please tell us the company name, if you are a sole trader or a limited company, business address and nature of your business. Use a separate piece of paper if required.</p>		
	Tenant	Joint Tenant or other person included in this application
Company Name		
Sole Trader		
Limited Company		
Company Number		
Business Address		
Nature of Business		
Date self-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) Do you intend to obtain a mortgage for the whole value of the purchase? (Often lenders will accept use of the discount you are offered as a virtual deposit)

No Yes *If yes, please give details:*

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

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:*

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 gifting you the money:

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. **The same applies for the person gifting you the funds.**

If the funds are personally amassed savings, they are required to provide bank statements to clearly show that the funds have accumulated in their own bank account and as a result of their own personal saving activity.

You and the person gifting funds will be required to complete a Confirmation of Gifted Funds Agreement which is a legally binding document which confirms that the person gifting funds seeks no legal interest in the property. This is required because we can only sell a property to our tenant or a family member who can prove that they have resided in the property for one year and no-one else.

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. **This should be provided at the earliest opportunity – no application will be allowed to complete without it.**

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. **This should be provided at the earliest opportunity – no application will be allowed to complete without it.**

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:*

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:*

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, including an IVA, 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 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. 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 2018.

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

Full Name

Date of Birth

Date of Birth

National Insurance Number

National Insurance Number

Date

Date

Part G: Declaration and signatures - Continued

Tenant 2:

Family Member 2

Signature

Signature

Full Name

Full Name

Date of Birth

Date of Birth

National Insurance Number

National Insurance Number

Date

Date

Tenant 3:

Family Member 3

Signature

Signature

Full Name

Full Name

Date of Birth

Date of Birth

National Insurance Number

National Insurance Number

Date

Date