

TIPS ON FILLING OUT YOUR APPLICATION FORM

Please read **'Your Right to Buy Your Home'** **BEFORE** you complete the application form [Your Right To Buy Your Home A Guide \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/424242/Your_Right_To_Buy_Your_Home_A_Guide.pdf)

Use this guide with the RTB1 application form

Please note that you cannot buy your home if: -

- A court makes a possession order saying you must leave your home
- You are an undischarged bankrupt or have other legal problems with debt

PART A: The property

Write down the full address, including post code of the property you are currently the tenant of

Your landlord is **Dover District Council**

PART B: The tenant(s)

This is where you list those people who are named on your tenancy agreement, even if they don't wish to be included in the Right to Buy. This is not the section to include other occupants or family members.

Please write the full name(s) including any middle names of each tenant.

e.g. Bill A Smith in full might be **WILLIAM ARTHUR SMITH**

Remember to tick the boxes asking if this property is your only or principal home and whether or not you wish to buy. Sometimes, on joint tenancies, only one tenant wishes to buy.

Proof of Identity and address will be required from all parties included on the Right to Buy application form. You will need to bring original documents in, in person, to the Council Offices at Whitfield so that they can be checked and verified as authentic.

- Acceptable forms of identity are full UK or EU driving licences including a photo UK or EU passport
- Acceptable forms of address are bank statement, utility bill and HMRC letter no older than 3 months old

Family member(s) sharing the right to buy

Write here anyone who wishes to join in the right to buy who is resident and has lived there for at least the past twelve months but remember.

1. They must be a family member, spouse, civil partner, son, daughter, parent etc. **Proof of relationship must be provided, e.g. a FULL birth certificate for son/daughter, marriage certificate for husband/wife**
2. They must live in the property as their only or main home. **They must be able to provide proof that they live there and have done so continuously over the previous 12 months. Acceptable evidence would be:**
 - driving licence, certificate of motor insurance document, HMRC tax notification letter, benefits agency letter, and
 - 3 utility bills/bank statements/pay slips addressed to the family member at that address spread over the past 12 months.

- If they are unable to provide the above, they can do a statutory declaration through a solicitor stating their name, address and that they have lived at the address for the previous 12 months as their only and principal home.
3. They must be aged 18 or over

PART C: Qualification and discount

1. (page 4) CURRENT TENANCY

List here your current tenancy.

2. (pages 5-6) PREVIOUS TENANCY DETAILS

List here any previous tenancies you have held with us or any other local authority, housing association, armed forces etc where **your** name has been on the tenancy agreement.

You can also list:

Previous tenancies held by your spouse/civil partner

Previous tenancies of your spouse/civil partner's **ex-partner** (if they were married at the time or if they were living together at the time of death)

If your parents previously held the tenancy write down any tenancy you have taken over (succeeded) from a parent.

If you are not sure which tenancies to include you should list ALL COUNCIL and HOUSING ASSOCIATION tenancies and we will contact, you if we need any more information.

AUTHORITY TO DISCLOSE – Please complete page 7 if you have held tenancies with any other landlords.

PART D: Previous discount

Tell us about any other properties you may have bought under the Right to Buy scheme from this or any other local authority or housing association. You only need to include previous applications if they completed, and you became the owner of that property.

PART E: Tenant(s) improvements

Give us details of any improvements you have done and paid for while you have been living in the property.

They may have increased the market value of the property so if we know about them, we can pass the information on to our valuer who won't include them in his final estimated value of the property.

PART F: Signatures

Page 10 - Sign here if you are a tenant or joint tenant of the property you currently live in.

Also give us your full name(s), date of birth, the date you signed the application form and a contact number just in case we need any more information.

Page 11 -Top of the page - Sign here if you **are** a tenant but you **do not** wish to join in the Right to Buy and have entered NO in Part B on page 3.

Page 11 - Middle of the page - Sign here if you are not a tenant but you wish to join in the Right to Buy and have completed Part B (page 3).

PLEASE REMEMBER TO COMPLETE AND INCLUDE THE INSOLVENCY DECLARATION AND THE ANTI MONEY LAUNDERING FORM WITH YOUR APPLICATION