



## Right to Acquire

### RTA1: Tenant's notice of intention to claim the Right to Acquire

Notes: please read these notes carefully

This notice is for use by assured/secure tenants of Registered Providers (RPs)\* who wish to claim the Right to Acquire their homes.

1. Please read the booklet 'Guide to the Right to Acquire'. You can get a copy from your landlord.
2. You are advised to take your own independent legal and financial advice before completing your purchase. Please note any costs associated with obtaining this advice will be payable by you.
3. If you have any questions about the scheme you should speak to your landlord.
4. It is important that you answer all questions as fully as possible.
5. When you have filled in this notice, please send it to your landlord.
6. Keep a copy of the completed form for yourself. Completing this form does not guarantee that you will be able to purchase your property. Your landlord will advise you in writing whether you are able to purchase the property under the Right to Acquire.
7. Please note if you are currently in the process of purchasing your property under the Right to Buy or Preserved Right to Buy you cannot proceed with a purchase under the Right to Acquire unless you withdraw your other claims.
8. Please ensure you complete this form correctly as any false information provided may lead to prosecution.

#### Important:

This organisation must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

The information may also be used for statistical surveys, which means we may pass this information, in confidence, to the Department of Communities and Local Government (DCLG) and agencies working on our and their behalf.

\*Housing Associations are also known as Registered Providers.

### Part A: The property

Address of property you wish to buy	Name of your landlord



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## Part B: The tenant(s)

Please give the following details of **all tenants** who live in the property.

Title	Full name	Is the property the tenant's only or principal home (Y/N)?	Does he or she wish to buy (Y/N)?

### NOTES:

1. You will be a tenant if your name appears on the tenancy agreement, rent book or rent card.
2. You can only claim the Right to Acquire if the property is your only or principal home. (If you are applying to buy jointly with other tenants, only one tenant need satisfy this requirement).
3. The agreement of any joint tenant who does not wish to be included in the purchase must be obtained before you claim the Right to Acquire.
4. They should sign Part H of this notice. Their tenancy will end when you buy the property.

## Part C: Family member(s) sharing the Right to Acquire

If you wish to share the Right to Acquire with any member of your family who is not a tenant, give their details below.

	Title	Full name	Relationship to you	Is the property their only or principal home (Y/N)?	Have they lived with you throughout the last twelve months (Y/N)?
Family member 1					
Family member 2					
Family member 3					

### Notes

1. Your spouse/partner may share the Right to Acquire with you if the property is their only or principal home.



2. Other members of your family may share the Right to Acquire if the property is their only or principal home and they have lived with you throughout the last 12 months (or a shorter period accepted by your landlord). A person living with you as your spouse/partner, but not actually married to you, is regarded as a member of your family.
  
3. You may share the Right to Acquire with up to 3 members of your family who are not themselves tenants.

## Part D: Details of income

NOTE: The Government collects information on the incomes of people buying their homes under the Right to Acquire. It uses this information to help it take decisions on future funding and policy in relation to social housing. Please assist in this process by adding the income details of you and your partner (if applicable).

**Gross annual income** – this **includes** state benefits, **except** Housing Benefit and Council tax benefit. It does **not include** income from investments. Please round up or down to the nearest pound.

	Amount	Used in Mortgage Application? (Please delete as appropriate)
Person 1		Yes/No
Person 2		Yes/No

**Net annual income of purchaser(s)** - This includes **all** income **except** Child Benefit, Housing Benefit, Council Tax Benefit and income from investments. Please round up or down to the nearest pound.

<b>Monthly earnings</b> (after deductions such as tax, national insurance etc. – includes working tax credit but <b>not</b> the child care element)	
<b>Weekly Child Tax Credit</b> (this does <b>not</b> include Child Benefit)	
<b>Weekly Occupational/Stakeholder Pension</b> (including SERPs)	
<b>Weekly State Benefits</b> (this does <b>not</b> include Child Benefit, Housing Benefit or Council Tax Benefit)	
<b>Other Weekly Income</b> (this does <b>not</b> include income from investments)	

### Savings

<b>Total savings of purchaser(s) before any deposit is paid</b> (please round to nearest £10)	
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## Part E: Qualification

To qualify for the Right to Acquire, you need to have been a public sector tenant for at least three years (please see note below). However, you do not need to have been living in your current home for three years; previous public sector tenancies, including those with a branch of the armed forces, can also count towards the qualifying period.

### 1. Present tenancy

When did your tenancy begin (dd/mm/yyyy)      \_\_/\_\_/\_\_\_\_

Have you been a tenant at your current address for three years or more? (please delete as appropriate)

Yes – go to part F

No – go to question 2

### 2. Previous tenancies

#### i) Time you spent as a public sector tenant

Tenancy Start Date (mth/year)	Tenancy End Date (mth/year)	Address of Property	Name of landlord (or branch of armed forces)

Continue on a separate sheet if necessary.

#### ii) Time spent living with a public sector tenant. You may have been the spouse/partner of a public sector tenant in which case you may be able to count this time towards your qualifying period. Time spent aged 16 and over living with a parent who was a public sector tenant may count if you took over the parent's public sector tenancy.

Tenancy Start Date (mth/year)	Tenancy End Date (mth/year)	Address of Property	Name of landlord (or branch of armed forces)

Continue on a separate sheet if necessary.

Note:



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A public sector tenant is a tenant of any housing association, local authority or any other public sector landlord.

## Part F: Previous discount

Please give details below of any previous property purchase at a discount from a public sector landlord which you (or your spouse/partner) have undertaken.

Property Address	Landlord Name	Purchaser Name	Date of Purchase (mth/year)	Amount of discount received

Note:

The amount of any discount on a previous purchase from a public sector landlord, less any sum later repaid, may be deducted from the discount allowed on your present purchase.

## Part G: Tenants' improvements

Please give details below of any improvements you or any other tenants have made to the property.

Description of improvement	Name of tenant who made the improvement

Notes:

1. When the property is valued to fix the price, any improvements which you have made will be ignored so that the value is based on the condition of the property without your improvements. Some improvements may not make any difference to the value e.g. decorations.



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2. If a member of your family, or your former spouse/partner, was the tenant of the property immediately before you, any improvements they made to the property will also be ignored.
3. You should give details of any such improvements you have made if you think they may affect the value of the property e.g. central heating, double glazing, a fitted kitchen or a new bathroom suite.

## Part H: Signatures

Remember, if you deliberately give false information you may be prosecuted

### 1. To be completed by each tenant wishing to buy:

I claim the Right to Acquire.

To the best of my knowledge and belief the information given in this notice is true.

#### Tenant 1

Signature

Full name

Date

Phone number

Email address (optional)

#### Tenant 2

Signature

Full name

Date

Phone number

Email address (optional)

#### Tenant 3:

Signature

Full name

Date

Phone number

Email address (optional)



**2. To be completed by each family member (who is not a tenant) sharing the Right to Acquire**

I agree to share the Right to Acquire  
To the best of my knowledge and belief the information given in this notice is true.

**Family member 1**

Signature

Full name

Date

Phone number

Email address (optional)

**Family member 2**

Signature

Full name

Date

Phone number

Email address (optional)

**3. To be completed by each joint tenant not wishing to buy (your tenancy will end if the purchase goes ahead).**

I do not wish to claim the Right to Acquire  
I agree to the above purchaser(s) exercising the Right to Acquire

**Tenant 1**

Signature

Full name

Date

Phone number

Email address (optional)

**Tenant 2**

Signature

Full name

Date

Phone number

Email address (optional)

# Right to Buy/Acquire Additional Information

This form is for use by tenants who wish to claim the right to purchase their home under the Right to Buy/Acquire scheme.

## You could be eligible for a Right to Buy/Acquire discount if:

- ✓ You are a council tenant OR you were a council tenant and were living in your home when it was transferred to Cross Keys Homes
- ✓ Or you have been a Cross Keys Homes tenant (or a housing association tenant) for at least 3 years
- ✓ The property is your only or principal home
- ✓ You don't live in sheltered housing or other housing particularly suitable for elderly or disabled people or your tenancy of an elderly persons dwelling commenced when you were under the age of 60
- ✓ 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 but Cross Keys Homes will need to confirm this.

This form is used to consider your eligibility for Right to Buy/Right to Acquire. It is used in conjunction with the RTB/RTA1 Application Form. Some information requested is duplicated but the information provided is required to help us detect and prevent fraudulent claims. We may also share the information you have provided with other organisations which handle public funds.

If you would like to receive correspondence regarding your Right to Buy/Right to Acquire in larger print, tick here.

If you have any difficulty understanding this form, or any other letter we may send you, we can arrange for it to be explained to you by an interpreter. You will need to tell us your address and the language you speak.

These are also available in braille, large print or audio (CD or cassette tape).

Please contact us on: **01733 385116** for assistance.



# Before you send this form to Cross Keys Homes Ltd, Shrewsbury Avenue, Peterborough PE2 7BZ

Check that you have completed:

The full address of the property you want to buy

The full names of **everyone** listed on your Application and any family members over the age of 18 who wish to share the Right to Buy/Acquire 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 arrangements you have with creditors (people or companies you owe money to) and still owe money to

**Have you and the joint applicant(s) read the declaration and signed the form?**

**Failure to complete this form and the RTB/RTA1 Application Form in full may delay your application from being processed.**

You confirm that:

- To the best of your knowledge the information that has been provided on this form is true, complete and correct and will be used in determining your eligibility for the Right to Buy/Acquire.
- Giving false or misleading information or omitting information for the purpose of gaining the Right to Buy/Right to Acquire may be seen as fraud. This 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 Cross Keys Homes tenant to apply for the Right to Buy/Acquire. Check if your name appears as tenant on your Tenancy Agreement.

## 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/Acquire:

	<b>Tenant</b>	<b>Joint Tenant or 2<sup>nd</sup> applicant</b>	<b>3<sup>rd</sup> Applicant</b>
Surname			
First Names			
Title ( Mr, Mrs, Ms or Other)			
Sex (Male or Female)			
Date of Birth			
Address of your Current Home			
Day Time Phone Number (essential)			
Mobile Phone Number			
Email Address			
Relationship to Tenant	N/A		
Have you ever been known by any other name? (If yes please give details)			

## 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.**

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.

**Answer even if you don't think that you own or have an interest in the property or land.**

**You** No  Yes  **Joint Applicant(s)** No  Yes

*If yes, please give details:*

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

Have you or the joint applicant(s) ever purchased a Local Authority property/Housing Association property through the Right to Buy/Right to Acquire scheme?

**You** No  Yes  **Joint Applicant(s)** No  Yes

Date of Purchase \_\_\_\_\_

*If yes, please give details and include any documents if possible*

Your Name	Address of Property	Value of Discount	Name of Landlord	If you don't live there, please explain why?

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

**You** No  Yes  **Joint Applicant(s)** No  Yes

*If yes, please give details:*

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

## 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 it by means of a mortgage?

No  Yes

If you purchase the property by means of a mortgage you will be required to send Cross Keys Homes a copy of your mortgage offer.

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

A) Is the money a gift?

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

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B) Is the purchase by means of an inheritance

No  Yes  *If yes, please give details:*

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C) Are you using existing savings?

No  Yes  *If yes, please give details:*

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

No  Yes  *If yes, please give details:*

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## Part D: Debts and Court Orders

### Bankruptcy. Please answer these questions in full

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

**You**      No     Yes

**Joint Applicant(s)**    No     Yes

*If yes, please give details:*

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### Bankruptcy

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

**You**      No     Yes

**Joint Applicant(s)**    No     Yes

*If yes, please give details:*

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

All applicants must sign this declaration.

**I/We grant Cross Keys Homes Ltd permission 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; 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.

All personal data will be processed in accordance with the current Data Protection Act and our Data Protection Policy, found on our website.

**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/Acquire.**

**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/Acquire, it may be regarded as a criminal offence and action could be taken against me/us including court action and the recovery of property.**

**Current Address:**

**Tenant :**

Signature

Full name (Print)

Date of birth

Date

**Joint Tenant or Applicant 2 (who is not a tenant but is sharing the Right to Buy/Acquire):**

Signature

Full name (Print)

Date of birth

Date

**Applicant 3 (who is not a tenant but is sharing the Right to Buy/Right to Acquire)**

Signature

Full Name (Print)

Date of Birth

Date

**Applicant 4 (who is not a tenant but is sharing the Right to Buy/Right to Acquire)**

Signature

Full Name (Print)

Date of Birth

Date