

Right to buy – Additional Information Form

This form must be completed by all applicants and returned with the RTB1 form

Your details, and details of any person applying jointly with you

	<u>You</u>	<u>Joint Applicant</u>
Surname		
First Name		
Title (Mr, Mrs, Ms, or other)		
Sex		
Date of birth		
National Insurance Number		
Address of your current home		
Daytime contact number		
Mobile number		
Email address		
Percentage of ownership e.g. 100%, 50%		

Other people who will be housed with you

Tell us about other people who live with you now and will be housed with you when you buy. (Your own details should be provided in Section 1 under 'Your Details')

	<u>Occupant one</u>	<u>Occupant two</u>	<u>Occupant three</u>	<u>Occupant four</u>
Surname				
First Name				
Sex				
Date of Birth				
National Insurance Number				

	<u>Occupant one</u>	<u>Occupant two</u>	<u>Occupant three</u>	<u>Occupant four</u>
Relationship to you				

Other properties and tenancies

Do you own or part 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.

You : Yes No

Joint applicant: Yes No

If you have answered yes, please provide details:

	<u>Your Name</u>	<u>Address of property</u>	<u>Value of property</u>	<u>If you do not live there, please explain why not?</u>
Applicant one				
Joint applicant				

Have you ever purchased a Local Authority property through the Right to Buy scheme?

You : Yes No

Joint applicant: Yes No

If you have answered yes, please provide details:

	<u>Your Name</u>	<u>Address of property</u>	<u>Value of property</u>	<u>If you do not live there, please explain why not?</u>
Applicant one				
Joint applicant				

Do you intend to let the property once completion has taken place?

You : Yes No

Joint applicant: Yes No

If yes, please provide details of when you intend to let it out and to whom.

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Other than your current tenancy, do you hold another tenancy or joint tenancy anywhere in the UK?

You : Yes No

Joint applicant: Yes No

If you have answered yes, please provide details:

	<u>Your Name</u>	<u>Address of property</u>	<u>If you do not live there, please explain why not?</u>
Applicant			
Joint Applicant			

Please provide four forms of identification for all applicants, confirming both name and address.
(Please note one of these must be photographic, for example passport or driving licence)

	<u>Name</u>	<u>Documents provided</u>
Applicant:		
Joint applicant:		

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 that the policy, adopted worldwide by financial and government authorities to prevent the use of laundering systems to disguise the proceeds of crime, is achieved.

You are therefore requested to supply details of how you intend to fund the purchase of your home.

Is it by means of a mortgage?

Yes No

If yes, please provide details of who the provider is and provide evidence such as a Decision in Principle.

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Are you using a broker/financial advisor to arrange a mortgage/loan?

Yes No

If yes, please supply all details below

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If the answer above is no, please complete the following where applicable.

A) If the money to fund the home purchase is a gift, please supply the name, address and relationship to you of whom is gifting you the funds.

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Please provide us with the following for the person(s) that are gifting the funds:

- A photocopy of proof of identification (for example: passport or driving licence). If they are unable to provide photographic ID, please provide a copy of their birth certificate
- A letter from the person(s) providing the funds, confirming their relationship to you and nature and conditions of any loan or gift
- A copy of their bank account statements evidencing where the funds are currently held

B) Is the purchase by means of an inheritance?

Yes No

If yes, please provide details of when you received the inheritance and how much you received.

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C) Are you using existing savings?

Yes No

If yes, please provide the amount of savings you hold, which financial institutes the accounts are with and whose names the accounts are in.

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

Yes **No**

If yes, please provide details:

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Have you or the joint applicant ever been or are currently bankrupt?

You : Yes No

Joint applicant: Yes No

If yes, please provide details including who was made bankrupt, the date of the bankruptcy order and the amount involved.

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Is there a pending bankruptcy charge against you or the joint applicant?

You : Yes No

Joint applicant: Yes No

If yes, please provide details including who, the date of the order and the amount.

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Do you or the joint applicant have arrangements with any creditors (people or organisations you owe money to) and still owe them money?

You : Yes No

Joint applicant: Yes No

If yes, please provide details including who has the arrangement, the date of the arrangement, the total arrangement amount, the current balance and who the arrangement is with.

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Declaration

I/We declare that all the information given in this application is true to the best of my/our knowledge.

I/We understand that any misleading or false statements may result in the cancelling of this application.

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

I/We understand that to give false information, or withhold information, is an offence and that a person found guilty of an offence may be liable to a substantial fine.

I/We agree to inform the Council, in writing, of prosecutions and/or any changes in my/our circumstance. Failure to do so may result in my/our application being cancelled.

	<u>Signature</u>	<u>Date signed</u>
Applicant		
Joint applicant		

This section must be completed if this application form has been filled in by someone else at your request.

I declare that this form has been completed for me at my request. The form has been read to me and I agree that all the details filled in on behalf of me are the correct details as stated by me.

	<u>Signature</u>	<u>Date signed</u>
Applicant		
Joint Applicant		
Person who has completed the form		

Please provide the name and address of the person who has completed the form.

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Please note, a soft credit check will be undertaken to ensure that the Council complies with Anti-Money Laundering regulations. This is used to confirm the information provided. This will not leave a trace on your credit report.