

# **Guide to completing your application form (RTB1)**

To ensure that your form is processed as efficiently as possible, please use the following guidance to complete your form:

## **Part A: The property**

The full address of the property you want to buy. Remember to include the area where you live and the full postcode.

The name of your landlord – Broxtowe Borough Council

## **Part B: The tenant(s)**

The full names of everyone listed on your tenancy agreement (or “rent book”).

For example RICK SMITH would probably be RICHARD JAMES SMITH. Remember to tick the boxes to say whether the property is each tenant’s only or principal property, and if they wish to buy. On joint tenancies, not all tenants may wish to buy.

## **Part C: Family member(s)**

The full names of family members who wish to share the Right to Buy with you. They must be a spouse, civil partner or wider family members and over 18. Wider family members must have also lived in the property as their main home for at least the last 12 months, and will need to provide proof of this.

## **Part D: Qualification and discount**

Details of your current and previous tenancies. You will need dates, names of tenants, addresses and name of landlord for your tenancies. This includes those of your spouse/civil partner, those of your former spouse/civil partner who you have separated from/divorced, or who has died, and parents who previously held the tenancy.

Details of any other properties you have bought under the Right to Buy scheme, or at a discount through any other Government scheme, for example.

## **Part E: Previous discount(s)**

Details of any discount previously received under the Right to Buy. You might get a slightly lower discount if you have purchased through Right to Buy on another home. Include details of address of the property purchased, name of landlord and date of purchase.

## **Part F: Tenant’s improvements**

Details of any improvements you have made whilst living in the property. The improvements may have increased the value of the property. If you list them in your application, the value of the improvements will not be included in the valuation of the property so you don’t pay twice.

## **Part G: Signatures**

Signatures of all tenants.

**Make sure all tenants sign in the correct place.** On page 13, the first set of boxes are for family members who are not tenants but want to share the Right to Buy. The second set of boxes are for tenants who do not wish to share the Right to Buy.