

## **Right to Buy Check List**

To ensure that your application is dealt with promptly and within the legal time frame, please ensure that the following documentation is submitted with the Right to Buy application and sent back to the Right to Buy Officer at the Council Offices, Beeston:

1. RTB1 form – please ensure this is fully completed and any signatures are signed in the relevant sections. Also ensure that all tenancies held with a Local Authority or Housing Association (current and previous) are noted on the form
2. Right to Buy Additional Information form
3. Please supply (for all applicants) a copy of Photographic ID and three forms of proof of address: one recent, one pre-12 months of the date of application and one in-between. This can be in the form of a utility bill, for example mobile phone bill, or bank statements, Council tax demand letters etc. If you do not want to send them by post, copies can be taken from any of Broxtowe Borough Council's Cash Offices or Reception at the Council Offices, Beeston. In order to share the Right to Buy, you must have lived in the property for twelve months and it must be your principle home.
4. Additional Information Form – please ensure this is fully completed and any signatures are signed in the relevant sections. Please return with supporting documentation
5. Proof of funds
  - Proof of your mortgage offer if you are taking out a mortgage
  - Proof of purchase funds showing that you hold the funds required to purchase the property
  - If the funds are being gifted to you, we will need to see IF and proof of funds for the person gifting the funds
6. Signed Authority to Disclose form (inside RTB1 form – page 7) – please sign this part if you held a previous tenancy with another authority. This gives us permission to gain access to your tenancy records to confirm the dates you were a tenant, which will then count towards your discount.
7. Standard Equalities Monitoring form (optional)

Thank you for your co-operation.