

# Useful Tips on Completing a Right to Buy Application

## **PART A - 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**

Basildon Borough Council.

## **PART B - The full names of everyone listed on your tenancy agreement**

E.g. RICK SMITH may be RICHARD JAMES SMITH. Remember to tick the boxes to say whether the property is each tenant's only or principal home, and if they wish to buy. On joint tenancies not all tenants may wish to buy.

## **The full names of family members who wish to share the Right to Buy with you**

They must be a family member, spouse or civil partner. They must have lived in the property as their main home for at least the last 12 months. They must be over the age of 18.

You will need to provide proof of their residency, i.e. Council Tax bills, wage slips, bank statements. If the family member is a spouse we will require a copy of the marriage certificate only.

## **PART C - Details of your current and previous tenancies**

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

## **Authority to disclose**

If you are claiming external tenancy all applicants must complete and sign this page.

## **PART D - Details of any other properties you have bought under the Right to Buy scheme or at a discount through any other government scheme, e.g. Right to Acquire**

If not applicable please state this in the available box. Your application form will be returned if you fail to complete this. You do not need to give details of applications only purchases.

## **PART E - Details of any improvements you have made whilst living in the property**

The improvements may have increased the value of the property. If you disclose them in your application, the value added by the improvements will not be included in the valuation of the property. Any alterations you may have carried out without seeking permission from Basildon Borough Council will have to be declared, as the Right to Buy may be delayed whilst retrospective permission is sought.

## **PART F - Signatures of all applicants**

Make sure all applicants sign in the correct place. The boxes on page 10 are for tenants who want to buy. The first set of boxes on page 11 is for tenants who do not wish to share the Right to Buy. The second set of boxes on page 11 are for family members who are not tenants but want to share the Right to Buy.