

Basildon Council Useful Tips on Completing a Right to Buy Application

Please go through the application form using this guide. Your form WILL be returned if not fully completed

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 is Basildon Borough Council.

PART B: The tenant(s) and family member(s) wishing to share the Right to Buy -

Tenant Table The full names, including any middle names of everyone listed on your **tenancy agreement only** E.g., RICK SMITH may be RICHARD JAMES SMITH. (Anyone over the age of 18 who also signed the tenancy agreement when you moved into the property, even if they no longer live with you) 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 but they must still be named and sign the form.

Family Member Table The full names, including any middle 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: Qualification and discount - Details of your current and all previous public sector tenancies, (no private landlords) this can include Housing Associations in the UK. You will need dates, names of all tenants, full 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 tenancies all applicants must complete and sign this page. This section gives us authority to contact any landlords listed in Part C. We can use the time you lived in these properties to calculate your discount.

PART D: Previous discount - 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 you have NOT previously bought a property through any of the above schemes and this section is not applicable **please write N/A** anywhere on this page. **Your application form will be returned if you fail to complete this or indicate not applicable.** You do not need to give details of applications only purchases.

PART E: Tenants 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 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. **Do not need list any improvements made by Basildon Council** i.e. new kitchen or bathroom, tiling or flooring.

PART F: Signatures - Signatures of all **tenants who want to buy**. Signature & full name followed by your **date of birth and today's date** in the next box, add your telephone number and email address.

The first set of boxes on the next page are for **tenants who do NOT** wish to share the Right to Buy. If other tenants no longer live in the property with you they will still need to sign the form.

The second set of boxes are for **family members who are not tenants** but want to share the Right to Buy.

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