

Right to Buy – Additional Information

This form should be completed in full and returned along with the supporting documents requested to Islington Council with your RTB1 Right to Buy Application Form

Please note: We will carry out comprehensive checks at every stage of your application. The information you provide will be shared with credit agencies and other council departments including Council Tax and Housing Benefit to prevent illegal activity. Your personal information will otherwise be treated as strictly confidential. This form and the documents you supply with this form will be saved to your tenancy file.

Failure to complete this form in full may delay your application.

Please check that you:

Have told us whether or not you own or have an interest in any property or land in the UK or abroad

Have declared how the property purchase will be funded

Have declared any bankruptcy, whether dissolved or not

Have declared arrangements you have with creditors (people or companies you owe money to)

All applicant(s) have read the Declaration and signed the form

You also confirm that:

- ✓ To the best of your knowledge and belief the information that has been provided on this form is true, complete and correct.
- ✓ You understand the information is used to determine your eligibility for the Right to Buy.
- ✓ You understand that if you give false or misleading information or you omit information for the purpose of gaining the Right to Buy, it may be regarded as a criminal offence and action could be taken against you. This could include court action and the recovery of property.

Part A: Your details and the details of any other person applying jointly with you

Please answer these questions in full using the page at the end of the form or a separate piece of paper if necessary.

Provide details for each tenant or family member of the property who is applying jointly for the Right to Buy.

Tenant 1			
Surname		Title	
First name(s)			
Date of birth			
National Insurance number			
Current address			
Daytime phone number		Mobile phone number	
Email address			
Have you been known by another name?	YES / NO. If yes, provide details:		

Tenant 2			
Surname		Title	
First name(s)			
Date of birth			
National Insurance number			
Current address			
Daytime phone number		Mobile phone number	
Email address			
Have you been known by another name?	YES / NO. If yes, provide details:		

Family member 1 (wishing to share the Right to Buy)			
Surname		Title	
First name(s)			
Date of birth			
National Insurance number			
Current address			
Daytime phone number		Mobile phone number	
Email address			
Have you been known by another name?	YES / NO. If yes, provide details:		
Relationship to main applicant			

Family member 2 (wishing to share the Right to Buy)			
Surname		Title	
First name(s)			
Date of birth			
National Insurance number			
Current address			
Daytime phone number		Mobile phone number	
Email address			
Have you been known by another name?	YES / NO. If yes, provide details:		
Relationship to main applicant			

Part B: Other properties, previous Right to Buy applications / purchases and previous tenancies

Please answer this section in full using a separate piece of paper if necessary.

Provide this information whether or not you currently live in the other property.

1. Other properties

Do you or any joint applicant own or have an interest in a residential property or land in the UK or abroad?

Yes No

If yes, please provide details:

Name of applicant	Address of property or land	Please indicate applicant's interest in the property or land and provide date acquired			
		Owner	Tenant	Inheritance	Other

2. Previous Right to Buy applications / purchases

Have you or any joint applicant previously purchased a local authority property through Right to Buy?

Yes No

If yes, please provide details.

Name of applicant	Address of property	Value of discount	Date of application / purchase	Name of local authority

Part B (continued):

3. Other tenancies or joint tenancies

Do any of the applicants hold another tenancy or joint tenancy anywhere in the UK?

Yes

No

If yes, please provide details.

Name of applicant	Address of property	Dates of tenancy (start/end)	Name of landlord or local authority

Part C: Money Laundering Regulations

Islington Council is required to comply with policies adopted worldwide by financial and government authorities to prevent the use of laundering systems to disguise the proceeds of crime. We are required to verify the identity and permanent address of all applicants and details of how you intend to fund the purchase of the property. **Please note: We will request confirmation and further detail about the funding of your purchase when your application proceeds towards completion.**

1. Do you intend to use a mortgage?

Yes No

If yes, how much of the purchase sum will be funded from the mortgage?

2. Do you intend to use cash from your savings or a gift?

Yes No

If yes, please provide details of the source of the funds e.g. savings account, inheritance, family contribution.

3. If none of the above apply, how are you funding the purchase of your home?

Part D: Debts and Court Orders

Please answer these questions in full using a separate piece of paper if necessary.

1. Bankruptcy	
Is any applicant currently bankrupt, have a bankruptcy pending or ever been declared bankrupt?	
Yes <input type="checkbox"/>	No <input type="checkbox"/> If yes, please provide details below
Name of applicant	
Details of bankruptcy (date of order, reference number)	
Name of applicant	
Details of bankruptcy (date of order, reference number)	
2. Court Orders	
Has any applicant ever received a County Court Judgment (CCJ) or Money Judgment?	
Yes <input type="checkbox"/>	No <input type="checkbox"/> If yes, please give details below
Name of applicant	
Details of CCJ or Money Judgment	
Name of applicant	
Details of CCJ or Money Judgment	

Part D (continued):

3. Debt arrangements	
Do any of the applicants have arrangements with creditors (people or companies you owe money to e.g. an Individual Voluntary Arrangement (IVA) or Debt Relief Order (DRO))?	
Yes <input type="checkbox"/>	No <input type="checkbox"/> If yes, please give details below
Name of applicant	
Details of debt arrangement	
Name of applicant	
Details of debt arrangement	

Part E: Money owed to the council

Do you or any joint applicant owe money e.g. rent or storage / parking rental charges to Islington Council?

I do not owe any money to the council

I owe money to the council - please provide details below

Name of applicant		Do you have a payment plan?
Rent / parking rental arrears?	Account number: Amount owed:	Yes / No
Council Tax arrears?	Account number: Amount owed:	Yes / No
Housing Benefit overpayment?	Account number: Amount owed:	Yes / No
Former rent arrears?	Account number: Amount owed:	Yes / No

Part F: Applicants' Declaration and signatures

All applicants sharing the Right to Buy must sign and date this form to confirm that the information provided is true, complete and accurate.		
<p>1. I/We confirm that I/we grant Islington Council permission to make any enquiries needed to confirm the information given on this form.</p> <p>2. I/We have provided details of all previous tenancies in the application form for the Right to Buy and I/we give consent for Islington Council to request and receive any information relating to any previous tenancy I/we have claimed towards the qualification criteria and discount entitlement for this Right to Buy application.</p> <p>3. To the best of my/our knowledge and belief, the information that has been provided on the form is true, complete and correct. I/we understand that it is used in determining my/our eligibility for the Right to Buy.</p> <p>4. I/We understand that if I/we give false or misleading information or I/we omit information for the purposes of gaining the Right to Buy, it may be regarded as a criminal offence and action could be taken against me/us, including court</p>		
Name of applicant	Signature	Date

Privacy Notices: Islington Council is committed to protecting your privacy when you use council services.

The Housing Privacy Notice explains how the council uses information about you, the ways in which we protect your privacy and some of the rights you have in relation to our handling of your data and can be viewed online at: <https://www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice/housing-department-privacy-notice>.

We are required under Section 6 of the Audit Commission Act 1998 to participate in the National Fraud Initiative data matching exercise. The data held by Islington Council will be used for cross-system and cross authority comparison for the prevention and detection of fraud. The complete National Fraud Initiative privacy notice can be viewed online at: <https://www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice/national-fraud-initiative>.

Notes / additional details