



## Right to Acquire

### RTA1: Tenant's notice of intention to claim the Right to Acquire

Notes: please read these notes carefully

This notice is for use by assured/secure tenants of Registered Providers (RPs)\* who wish to claim the Right to Acquire their homes.

1. Please read the booklet 'Guide to the Right to Acquire'. You can get a copy from your landlord.
2. You are advised to take your own independent legal and financial advice before completing your purchase. Please note any costs associated with obtaining this advice will be payable by you.
3. If you have any questions about the scheme you should speak to your landlord.
4. It is important that you answer all questions as fully as possible.
5. When you have filled in this notice, please send it to your landlord.
6. Keep a copy of the completed form for yourself. Completing this form does not guarantee that you will be able to purchase your property. Your landlord will advise you in writing whether you are able to purchase the property under the Right to Acquire.
7. Please note if you are currently in the process of purchasing your property under the Right to Buy or Preserved Right to Buy you cannot proceed with a purchase under the Right to Acquire unless you withdraw your other claims.
8. Please ensure you complete this form correctly as any false information provided may lead to prosecution.

#### Important:

This organisation must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

The information may also be used for statistical surveys, which means we may pass this information, in confidence, to the Department of Communities and Local Government (DCLG) and agencies working on our and their behalf.

\*Housing Associations are also known as Registered Providers.

### Part A: The property

Address of property you wish to buy	Name of your landlord



## Part B: The tenant(s)

Please give the following details of **all tenants** who live in the property.

Title	Full name	Is the property the tenant's only or principal home (Y/N)?	Does he or she wish to buy (Y/N)?

### NOTES:

1. You will be a tenant if your name appears on the tenancy agreement, rent book or rent card.
2. You can only claim the Right to Acquire if the property is your only or principal home. (If you are applying to buy jointly with other tenants, only one tenant need satisfy this requirement).
3. The agreement of any joint tenant who does not wish to be included in the purchase must be obtained before you claim the Right to Acquire.
4. They should sign Part H of this notice. Their tenancy will end when you buy the property.

## Part C: Family member(s) sharing the Right to Acquire

If you wish to share the Right to Acquire with any member of your family who is not a tenant, give their details below.

	Title	Full name	Relationship to you	Is the property their only or principal home (Y/N)?	Have they lived with you throughout the last twelve months (Y/N)?
Family member 1					
Family member 2					
Family member 3					

### Notes

1. Your spouse/partner may share the Right to Acquire with you if the property is their only or principal home.



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2. Other members of your family may share the Right to Acquire if the property is their only or principal home and they have lived with you throughout the last 12 months (or a shorter period accepted by your landlord). A person living with you as your spouse/partner, but not actually married to you, is regarded as a member of your family.
  
3. You may share the Right to Acquire with up to 3 members of your family who are not themselves tenants.

## Part D: Details of income

NOTE: The Government collects information on the incomes of people buying their homes under the Right to Acquire. It uses this information to help it take decisions on future funding and policy in relation to social housing. Please assist in this process by adding the income details of you and your partner (if applicable).

**Gross annual income** – this **includes** state benefits, **except** Housing Benefit and Council tax benefit. It does **not include** income from investments. Please round up or down to the nearest pound.

	Amount	Used in Mortgage Application? (Please delete as appropriate)
Person 1		Yes/No
Person 2		Yes/No

**Net annual income of purchaser(s)** - This includes **all** income **except** Child Benefit, Housing Benefit, Council Tax Benefit and income from investments. Please round up or down to the nearest pound.

<b>Monthly earnings</b> (after deductions such as tax, national insurance etc. – includes working tax credit but <b>not</b> the child care element)	
<b>Weekly Child Tax Credit</b> (this does <b>not</b> include Child Benefit)	
<b>Weekly Occupational/Stakeholder Pension</b> (including SERPs)	
<b>Weekly State Benefits</b> (this does <b>not</b> include Child Benefit, Housing Benefit or Council Tax Benefit)	
<b>Other Weekly Income</b> (this does <b>not</b> include income from investments)	

### Savings

<b>Total savings of purchaser(s) <u>before any deposit is paid</u></b> (please round to nearest £10)	
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## Part E: Qualification

To qualify for the Right to Acquire, you need to have been a public sector tenant for at least three years (please see note below). However, you do not need to have been living in your current home for three years; previous public sector tenancies, including those with a branch of the armed forces, can also count towards the qualifying period.

### 1. Present tenancy

When did your tenancy begin (dd/mm/yyyy)      \_\_/\_\_/----

Have you been a tenant at your current address for three years or more? (please delete as appropriate)

Yes – go to part F

No – go to question 2

### 2. Previous tenancies

#### i) Time you spent as a public sector tenant

Tenancy Start Date (mth/year)	Tenancy End Date (mth/year)	Address of Property	Name of landlord (or branch of armed forces)

Continue on a separate sheet if necessary.

#### ii) Time spent living with a public sector tenant. You may have been the spouse/partner of a public sector tenant in which case you may be able to count this time towards your qualifying period. Time spent aged 16 and over living with a parent who was a public sector tenant may count if you took over the parent's public sector tenancy.

Tenancy Start Date (mth/year)	Tenancy End Date (mth/year)	Address of Property	Name of landlord (or branch of armed forces)

Continue on a separate sheet if necessary.

Note:



A public sector tenant is a tenant of any housing association, local authority or any other public sector landlord.

## Part F: Previous discount

Please give details below of any previous property purchase at a discount from a public sector landlord which you (or your spouse/partner) have undertaken.

Property Address	Landlord Name	Purchaser Name	Date of Purchase (mth/year)	Amount of discount received

Note:

The amount of any discount on a previous purchase from a public sector landlord, less any sum later repaid, may be deducted from the discount allowed on your present purchase.

## Part G: Tenants' improvements

Please give details below of any improvements you or any other tenants have made to the property.

Description of improvement	Name of tenant who made the improvement

Notes:

1. When the property is valued to fix the price, any improvements which you have made will be ignored so that the value is based on the condition of the property without your improvements. Some improvements may not make any difference to the value e.g. decorations.



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2. If a member of your family, or your former spouse/partner, was the tenant of the property immediately before you, any improvements they made to the property will also be ignored.
3. You should give details of any such improvements you have made if you think they may affect the value of the property e.g. central heating, double glazing, a fitted kitchen or a new bathroom suite.

## Part H: Signatures

Remember, if you deliberately give false information you may be prosecuted

### 1. To be completed by each tenant wishing to buy:

I claim the Right to Acquire.

To the best of my knowledge and belief the information given in this notice is true.

#### Tenant 1

Signature

Full name

Date

Phone number

Email address (optional)

#### Tenant 2

Signature

Full name

Date

Phone number

Email address (optional)

#### Tenant 3:

Signature

Full name

Date

Phone number

Email address (optional)



**2. To be completed by each family member (who is not a tenant) sharing the Right to Acquire**

I agree to share the Right to Acquire  
To the best of my knowledge and belief the information given in this notice is true.

**Family member 1**

Signature

Full name

Date

Phone number

Email address (optional)

**Family member 2**

Signature

Full name

Date

Phone number

Email address (optional)

**3. To be completed by each joint tenant not wishing to buy (your tenancy will end if the purchase goes ahead).**

I do not wish to claim the Right to Acquire  
I agree to the above purchaser(s) exercising the Right to Acquire

**Tenant 1**

Signature

Full name

Date

Phone number

Email address (optional)

**Tenant 2**

Signature

Full name

Date

Phone number

Email address (optional)

## Right to Buy (RTB1)/Right to Acquire (RTA1) Additional Information Form

Please complete this form in full if you are a Watford Community Housing tenant applying to purchase your home under the Preserved Right to Buy or the Right to Acquire scheme. This form is used in conjunction with the RTB1 or the RTA1 Form to assess your eligibility. When you have completed this form, it must be returned, along with the relevant RTB1/RTA1 form to:

The Home Ownership Officer, Watford Community Housing, Gateway House, 59 Clarendon Road, Watford, WD171LA.

Please note that the following original documents will need to be produced, but only when requested:

- Tenant(s)- one form of original, valid photo identification (passport/photo driving license), plus any other documentation requested to support their application.
- All other applicants- two forms of original, valid identification each. Both must confirm full name & address, one being photo identification (passport/photo driving license). The other, bank statements/utility bills covering the past 12 months up to the point of application. You may also be required to provide evidence of your relationship to the tenant(s) if this is requested. This may include documents such as birth/marriage certificates etc.



## Part A: Tenant(s) and all other applicants' details

	Applicant 1 (Tenant)	Applicant 2	Applicant 3	Applicant 4
Title (Mr/Mrs)				
First Name(s)				
Surname				
Date of Birth				
National Insurance No.				
Current home address				
Daytime Telephone No.(s)				
Email address				

Other people who will be housed with you but are not applying (children, relatives etc.)

Tell us all about the other people who live with you now and/or will be housed with you when you buy (Applicants details should be in the section above).

Title (Mr/Mrs)	First Name	Surname	Relationship to Tnt(s)	Date of Birth

**Part B: Other Properties and Tenancies – Please answer all questions**

1) Do any of the applicants own/part own or have an interest in any other residential property or land in either the UK or abroad?

YES  NO  **If YES, please give full details below:** These questions must be completed, whether or not you currently live there.

Name(s) of owners/interested parties	Full Address of Property	Property Value £	If you do not live there now, why not?

2) Have any applicants previously purchased a Local Authority/Housing Association property through the Right to Buy/Right to Acquire?

YES  NO  **If YES, please give full details below:**

Name(s)	Address of Property(s)	Name of Local Authority/HA	If you don't live there now, why not?

3) Are your intentions to let the property in question once completion has taken place?

YES  NO  **If YES, please give full details below:**

Details of where you will live	All other relevant information, inc confirmation that your lenders are aware that this property will be let

4) Other than this tenancy, do any of the applicants hold any other sole or joint tenancy anywhere in the UK?

YES  NO  If YES, please give full details below:

Name(s)	Address of Property & who the property is owned by	If you don't live there now, why not?

5) Do you currently rent a garage from Watford Community Housing?

YES  NO  If YES, please provide the address and details below:

Name(s)	Address of Property & who the property is owned by	If you don't live there now, why not?

**Part C: Money Laundering Regulations** - Please answer all questions

Watford Community Housing are required to comply with Money Laundering Regulations and in particular to verify the identity and permanent address of all applicants. This is to ensure that the policy, adopted worldwide by financial and government authorities to prevent the use of laundering systems to disguise the proceeds of crime, is achieved. You are therefore required to supply details of how you intend to fund the purchase of your home. Please complete the following questions, making sure that all applicants are included and sign the declaration at the end of this form.

Is this purchase being made by means of:

1) A mortgage?

YES  PARTIALLY  NO  If YES or PARTIALLY, please give full details below:

Applicant(s) named on mortgage	Income(s) declared for mortgage

- Please provide us with a copy of your mortgage offer (if you have one) and complete and sign the Mortgage Reference Section on page 6 Part D.

2) A gift/loan?

YES  PARTIALLY  NO  If YES or PARTIALLY, please give full details below:

Applicants Name(s) Money Gifted / loaned too	Full Name(s) & contact details of Gifter(s)/lender(s)	Lender's Relationship to tenant(s)	Reason for gifting/lending funds

If the answer to question B) is YES or PARTIALLY, you will also be required to provide us with the following, but only when requested:

- A clear colour copy of the gifter/lenders photo identification (passport/driving licence) and proof of UK residency
- A signed letter from the person providing the funds, confirming their relationship to you and the nature/conditions of any loan/gift; and
- Copies of bank account statement(s), evidencing where the funds came from and are now currently held.

3) An inheritance?

YES  PARTIALLY  NO  If YES or PARTIALLY, please give full details below:

Name(s) of Applicant(s) who Inherited funds	Inherited from (name/relationship)	Date received	Amount received £

- Bank statement(s) and document(s) evidencing where the funds came from and are currently held are to be provided, but only when requested

4) Existing savings?

YES  PARTIALLY  NO  If YES or PARTIALLY, please give full details below:

Name of Applicant(s)	Savings Total £	Name(s) on account	Name of Bank/Building Society

- Bank statement(s) for the account(s) where the funds are held, showing the last 12 months of activity are to be provided, but only when requested

5) If none of the above applies, how will you be funding the purchase (proceeds of a sale/realisation of assets(s) etc.)?

Please provide full details below and enclose all supporting documentation:

6) Are you using a broker/financial advisor to arrange a mortgage/loan?

YES  NO  If YES, please supply all details below, including their contact information:

### Part D: Mortgage References

During the course of your application to obtain a mortgage, it is likely that your proposed lender will contact Watford Community Housing for a Landlords Reference. In order that we might reply to them promptly, please confirm and sign below;

Do you intend to fund this purchase by means of a Mortgage?

YES  NOT APPLICABLE  If yes, all applicants must be noted below and must sign and date;

I/We (enter all applicants' names)

Hereby give authority to Watford Community Housing to divulge information regarding the tenancy to the mortgagers if so requested.

Full name(s) and signature(s) of all applicants:

Print Name & Sign:	Date:
Print Name & Sign:	Date:
Print Name & Sign:	Date:
Print Name & Sign:	Date:

## Part E: Bankruptcy

To be eligible for the Right to Buy/Right to Acquire schemes, you cannot be an undischarged bankrupt or the subject of a possession order. Tenant(s) and any other applicant(s) sharing the Right to Buy/Right to Acquire must therefore complete the following questions:

- 1) Is there a court order in existence as a result of which tenant(s) or family member(s) of this property are obliged to give up possession?

YES  NO  If YES, please provide full details below:

Name of Tenant(s) / Family member(s)	Details of Court Order

- 2) Have any of the applicants been or are currently bankrupt?

YES  NO  If YES, please provide full details below:

Name(s) of bankrupt Applicant(s)	Date(s) of bankruptcy order(s)	Amount(s) involved £	Does this Bankruptcy still apply?



3) Has any person named on this application had a bankruptcy petition pending or receiving order against them?

YES  NO  If YES, please provide details below:

Name of Applicant	Date of Order	Amount involved £

4) Have any of the applicants made a composition or arrangement with any creditors (people / organisations they owe money to), the terms of which remain unfulfilled?

YES  NO  If YES, please provide details below:

Name of Applicant with arrangement	Date of Arrangement	Total Arrangement Amount £	Current Balance £	Who the Arrangement is with

Full Name(s) and Signature(s) of all applicants:

Print Name & Sign:	Date:
Print Name & Sign:	Date:
Print Name & Sign:	Date:
Print Name & Sign:	Date:

**Part F: If Form RTB1/RTA1 and this Additional Information form were completed on your behalf**

This section must be completed if this application has been completed by someone other than the Tenant(s)/applicant(s)themselves

I/We declare that this form has been completed for me/us at my/our request. The form has been read to me/us and I/we agree that all details filled in on my/our behalf are correct and as stated by me/us:

Print Name & Sign:	Date:
Print Name & Sign:	Date:
Print Name & Sign:	Date:
Print Name & Sign:	Date:
Signature of person who completed this form:	Date:

Contact details of person who completed this form:

Name	Address & Contact details

## Part G: Staff and Relative/Associate Declaration of Interest

1) Watford Community Housing Staff: This section is to be completed by all applicant(s) who are Watford Community Housing Group staff members:

*If this section applies to you, please tick the box below*

I am a staff member of the Watford Community Housing Group and, as such, can confirm that this application has been noted on my Declaration of Interest Form and that I have also informed my line manager and the Assistant Company Secretary in accordance with the Watford Community Housing Declaration of Interest Policy.

Staff Member's name \_\_\_\_\_

2) Watford Community Housing Staff Relative/Associate: This section is to be completed by any applicant who is a close relative or associate of a Watford Community Housing staff member:

*If this section applies to you, please tick the box below*

I am connected to a staff member of the Watford Community Housing Group. I can confirm that I have informed them that I am making this application, enabling them to declare this application and our connection as required.

Staff Member's name \_\_\_\_\_

Name of Relative/Associate \_\_\_\_\_

## Part H: Applicant(s) Declaration

- I/We declare that all the information given in this application is true to the best of my/our knowledge
- I/We understand that any misleading or false statements may result in the cancelling of this application
- I/We grant Watford Community Housing permission to make any enquiries needed to confirm the information given on this form
- I/We hereby give authority to Watford Community Housing to divulge information regarding the tenancy to the mortgagers, if so requested
- I/We understand that to give false information, or withhold information, is an offence and that any person found guilty of such an offence may be liable to a substantial fine
- I/We agree to inform Watford Community Housing, in writing, of any prosecutions and/or any changes in my/our circumstance. Failure to do so may result in my/our application being cancelled

Print Name & Sign:	Date:
Print Name & Sign:	Date:
Print Name & Sign:	Date:
Print Name & Sign:	Date:

## Before you send this form to Watford Community Housing

Both the Additional Information Form and your RTB1/RTA1 Form must be sent to Watford Community Housing together.

Please check that you have completed:

- The full address of the property
- The full names of everyone listed on your application and any family members over the age of 18 who wish to share the application with you
- Details of any discount previously received under the Right to Buy/Acquire or other Government home purchase scheme
- Whether or not you own or have an interest in property or land in the UK or abroad
- All relevant questions have been completed correctly and in full

You and all other applicant(s) have:

- Declared how the property purchase will be funded
- Declared any bankruptcy whether dissolved or not or any outstanding possession orders
- Declared arrangements you have with creditors (people or companies you owe money to) and still owe money to
- Have all read and signed the declaration(s)?

Failure to complete this form and the accompanying RTB1/RTA1 Form clearly and in full, will delay your application being processed and may require you to complete both forms again, in full. You must also confirm that:

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