



Department for  
Communities and  
Local Government

## Notice claiming the Right to Buy (RTB1 form)

Please use this form if you are a council or housing association tenant and wish to purchase your home under the Right to Buy or Preserved Right to Buy schemes.

**You could be eligible for a Right to Buy discount if:**

- ✓ You are a council tenant OR you were a council tenant and were living in your home when it was transferred to your current housing association landlord
- ✓ The property is your only or main home
- ✓ You have been a public sector tenant (usually a tenant of a council or a housing association) for at least 3 years
- ✓ You don't live in sheltered housing or other housing particularly suitable for elderly or disabled people
- ✓ Your home is not due to be demolished
- ✓ You don't have any legal problems with debt
- ✓ You don't have any outstanding possession orders

If you can answer 'yes' to these statements, you are probably eligible but your landlord will need to confirm this.

Remember, buying your home is a big decision. If you haven't done so already, you should get impartial financial and legal advice before buying. **You can get free information and advice from:**

- Your landlord
- The Government's Right to Buy website: [www.communities.gov.uk/righttobuy](http://www.communities.gov.uk/righttobuy) and helpline: 0300 123 0913
- The Government's booklets – *Want to make your home your own?* and *Your Right to Buy your Home*
- For legal matters contact your local Citizens Advice Bureau: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)
- For budgeting and financial advice, contact the Money Advice Service: 0300 500 5000; [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)

**When you have completed this form, take it or send it by recorded delivery to your landlord. If you take it by hand, ask for a receipt. You should keep a copy of the completed form.**

## Part A: The property

**Note:**

You can only claim the Right to Buy discount if you are a tenant of this property.

Give the following details:

Address of the property you wish to buy  
(including postcode)


Name of your landlord

--

Please turn the page

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

### Notes:

#### Tenant

1. You have the right to be a tenant if your name appears on the tenancy agreement, rent book or rent card. If you are unsure whether you are a tenant, you should check with your landlord.
2. You can only claim the Right to Buy if the property is your 'only or main home'. If you are applying to buy jointly with other tenants, only one of you needs to live in the property as your 'only or main home'.
3. The agreement of any tenant who does not wish to buy must be obtained before you claim the Right to Buy. They should sign Part F of this notice. Their tenancy will end when you buy the property.

#### Family member

1. You may share the Right to Buy with up to three family members over the age of 18. They must be a spouse, civil partner or wider family member, but do not have to be tenants themselves. Wider family members must have also lived in the property as their main home for at least the last 12 months.
2. If you are unsure whether someone qualifies as a family member for this purpose, you should check with your landlord. You can ask your landlord to allow family members who haven't lived with you for 12 months to buy with you, but they do not have to agree to this.

Fill in the table below for each tenant of the property, and then for any family member(s) who are not tenants but wish to share the Right to Buy with you.

	Title	Full name	Do they wish to buy (Y/N)?	Only/main home (Y/N)
Tenant 1				
Tenant 2				
Tenant 3				

	Title	Full name	Have they lived in this property for the last 12 months (Y/N)?	Do they wish to buy (Y/N)?	Relationship to tenant (son, etc)	Only/main home (Y/N)
Family member 1						
Family member 2						
Family member 3						

## Part C: Qualification and discount

### Note:

You must have been a public sector tenant for at least three years to qualify to buy your home at a discount.

You do not need to have spent the full three years in your present home or with your present landlord. In some circumstances periods which another person (such as your husband, wife or civil partner) has spent as a public sector tenant or armed forces occupier can count towards your qualifying period.

The longer you have been a tenant, the bigger the discount you could be eligible for. Maximum discount levels apply. For details of the current discount levels, please go to [www.communities.gov.uk/righttobuy](http://www.communities.gov.uk/righttobuy).

Please give details of:

- Your current tenancy
- Previous tenancies
- Previous tenancies of your **spouse/civil partner**
- Previous tenancies of your spouse/civil partner's **ex-partner** (if they were married at the time or if they were living together at the time of death)
- If you are claiming a tenancy that was not in your name please tell us your relationship to the tenant of that address
- You should also sign the '**Authority to Disclose**' form if you are claiming a previous tenancy with a different landlord so that we can confirm the details.

### Current tenancy

Property address (including postcode)		
Name of tenant 1		
Name of tenant 2		
Name of tenant 3		
Date tenancy started (MM/YY)		
Have you ever been known by any other name?	Yes    No	If 'yes' - give details

### Previous tenancy details

Name of tenant	
Landlord of the property (e.g. name of council/housing association)	
Property address (including postcode)	
Enter date tenancy started (MM/YYYY)	
Enter date tenancy ended (MM/YYYY)	

### Previous tenancy details

Name of tenant	
Landlord of the property (e.g. name of council/housing association)	
Property address (including postcode)	
Enter date tenancy started (MM/YYYY)	
Enter date tenancy ended (MM/YYYY)	

### Previous tenancy details

Name of tenant	
Landlord of the property (e.g. name of council/housing association)	
Property address (including postcode)	
Enter date tenancy started (MM/YYYY)	
Enter date tenancy ended (MM/YYYY)	

### Previous tenancy details

Name of tenant	
Landlord of the property (e.g. name of council/housing association)	
Property address (including postcode)	
Enter date tenancy started (MM/YYYY)	
Enter date tenancy ended (MM/YYYY)	

### Previous tenancy details

Name of tenant	
Landlord of the property (e.g. name of council/housing association)	
Property address (including postcode)	
Enter date tenancy started (MM/YYYY)	
Enter date tenancy ended (MM/YYYY)	

### Previous tenancy details

Name of tenant	
Landlord of the property (e.g. name of council/housing association)	
Property address (including postcode)	
Enter date tenancy started (MM/YYYY)	
Enter date tenancy ended (MM/YYYY)	

Please turn the page

# Authority to disclose

Please complete this form if you have claimed any tenancy with another landlord. It will help us to process your application more quickly.

Name(s):

Address:

  
  
  

Postcode:

Date (DD/MM/YYYY):

I have provided details of all previous tenancies in my application form for the Right to Buy (RTB1) and I give consent for my landlord to request and receive any information relating to any previous tenancy I have claimed towards my qualification criteria and discount entitlement for the Right to Buy.

**All tenants must sign this form, even if they aren't joining in the Right to Buy**

## Tenants' signatures:

Signed (Tenant 1):\*

Signed (Tenant 2):\*

Signed (Tenant 3):\*

## Family members' signatures:

Signed (Family member 1):\*

Signed (Family member 2):\*

Signed (Family member 3):\*

\* Sign by hand after printing completed form

## Part D: Previous discount

**Note:**

You may get a lower discount if you purchased through Right to Buy on another home (or a different government scheme). The amount of your previous discount, less any amount repaid, will be taken into account when determining the discount value for your current purchase.

Give details below of any previous purchase, at a discount, from a public sector landlord (see the list of public sector landlords at the end of this form) which you or your husband, wife or civil partner, or deceased husband, wife or civil partner, have made. If you are making a joint application, provide details in relation to each purchaser.

Address of the property  
(including postcode)

  
  
  

Name of your landlord

Date of purchase  
(MM/YYYY)

Name of purchaser(s)

Yes

No

Have you ever repaid any of the discount given?

If 'Yes', how much?

When?

Address of the property  
(including postcode)

  
  
  

Name of your landlord

Date of purchase  
(MM/YYYY)

Name of purchaser(s)

Yes

No

Have you ever repaid any of the discount given?

If 'Yes', how much?

When?



## Part E: Tenants' improvements

**Note:**

When the property is valued, any improvements which you have made will not be included in the valuation. You should use this application form to give details of any improvements you have made which you think may affect the valuation. This could include central heating, double glazing, a fitted kitchen or a new bathroom suite.

The value of improvements will also be ignored where they were carried out by either:

- your predecessor in the same tenancy (including an introductory tenancy at the start of the tenancy); or
- a family member who was a secure or introductory tenant of the property immediately before you under a different tenancy.

Give the following details of any tenants' improvements to the property (tick those that apply):

General decoration	<input type="checkbox"/>	Give details:
Flooring	<input type="checkbox"/>	Give details:
Kitchen fittings	<input type="checkbox"/>	Give details:
Bathroom fittings	<input type="checkbox"/>	Give details:
Garden landscaping	<input type="checkbox"/>	Give details:
Other?	<input type="checkbox"/>	Give details:

## Part F: Signatures

To the best of my/our knowledge and belief the information that has been provided on this form is true, complete and correct. I/we understand it is used in determining my/our eligibility for the Right to Buy.

I/we understand that if I/we give false or misleading information or I/we 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 me/us including court action and the recovery of property.

### Tenant 1:

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

Phone number

Email address (optional):

### Tenant 2:

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

Phone number

Email address (optional):

### Tenant 3:

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

Phone number

Email address (optional):

\* Sign by hand after printing completed form

**Tenant(s) not wishing to buy:**

**Note:**

Your tenancy will end if the purchase goes ahead.

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

**Family member 1 (who is not a tenant but is sharing the Right to Buy):**

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

**Family member 2 (who is not a tenant but is sharing the Right to Buy):**

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

**Family member 3 (who is not a tenant but is sharing the Right to Buy):**

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

\* Sign by hand after printing completed form

# Before you send your form to your landlord

Before you send this application form to your landlord, make a copy and check that you have completed the following:

The full address of the property you want to buy (make sure you have included the area where you live and the full postcode).

The name of your landlord e.g. Nottingham City Council.

The full names of everyone listed on your tenancy agreement/rent book (e.g. RICK SMITH would probably be RICHARD JAMES SMITH). Make sure you tick the boxes to say whether the property is each tenant's only or principal property, and if they wish to buy. On joint tenancies, not all tenants may wish to buy.

The full names of any 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 18.

Details of your current and previous public sector tenancies. Make sure you have completed dates, names of tenants, addresses and name of landlord for your tenancies, those of your spouse/civil partner, those of your former spouse/civil partner who you have divorced or who has died, parents who previously held the tenancy.

Details of any discount previously received under the Right to Buy or other government home ownership schemes, for example Right to Acquire. You do not need to give details of applications, only purchases.

Details of any improvements you have made to the property. The improvements may have increased the value of the property. If you disclose them in your application, the value of the improvements will not be included in the valuation of the property so you don't pay twice.

Signatures of everyone listed on your tenancy agreement/rent book and any family members who wish to share the Right to Buy with you. Make sure all tenants sign in the correct place.

**Have YOU signed the form (Part F)?**

## STOP – HAVE YOU CHECKED YOU HAVE INCLUDED ALL THE INFORMATION on page 12?

### What happens next?

Tear this section off and use to keep a note of important dates and information as you go through the process

Please fill this in as you go along:

1. Now you have completed your application, make a copy and take or send it by recorded delivery to your landlord. If you take it in person, don't forget to get a receipt.

Did you get a receipt? Receipt date and number:

2. Landlord confirms if you are eligible (RTB 2 form) – your landlord has up to 4 weeks from receipt of your application to reply confirming whether you have the Right to Buy, or 8 weeks if you have been with your current landlord for less than 3 years. **My landlord should confirm or deny my eligibility by:**

3. Receive an offer – your landlord has to send your offer notice within a specific time from the date you receive your RTB2 confirming your eligibility. This is within 8 weeks where your home is freehold (usually houses or bungalows); or within 12 weeks where it is leasehold (usually flats or maisonettes).

**I should receive my offer notice by:**

This offer notice, which is known as a s125 notice, sets out:

- The landlord's valuation of your property\*, your discount, the price you'll pay.
- Any structural problems the landlord knows about.
- Any terms and conditions of the purchase.
- *For leasehold properties only*, the s125 offer notice will also include an estimate of the service charges that you will need to pay over the next 5 years.

\* If you are not happy with your landlord's valuation you have the right to ask for an independent valuation by a District Valuer.

4. Decide if you want to go ahead with your Right to Buy – you have up to 12 weeks to accept your landlord's offer. It's during this time that you'll need to arrange a mortgage or loan if you need one, get a survey and hire a solicitor. Get independent financial and legal advice (if you haven't already done so) and check you understand all the costs before you sign anything. **I need to respond to my landlord's offer by:**

5. Complete the purchase – Once you're happy with your landlord's terms and have arranged how you will pay for your home, carry on and complete your purchase.

It's usually during this time that you pay your stamp duty (if applicable) and finalise and sign the paperwork. Your solicitor will advise you and help with arrangements for these final stages of the process.

**I could be a homeowner on:**



## Public sector landlords (see Parts C and D)

Community councils  
Local Authorities  
New town corporations  
Parish councils  
Urban development corporations

Housing Action Trusts  
Registered social landlords (but not co-operative housing associations)

Government departments  
Ministers of the Crown  
Secretary of State (in some circumstances)

Area electricity boards  
Fire and rescue authorities  
Internal drainage boards  
National Health Service trusts and foundation trusts  
Passenger transport executives  
Police authorities  
Water authorities

AFRC Institute for Grassland and Animal Production  
Agricultural and Food Research Council  
British Airports Authority  
British Broadcasting Corporation  
British Coal Corporation  
British Gas Corporation  
British Railways Board  
British Steel Corporation  
British Waterways Board  
Central Electricity Generating Board  
Church Commissioners  
Civil Aviation Authority  
Coal Authority  
Electricity Council  
English Sports Council  
Environment Agency  
Historic Buildings and Monuments Commission for England  
Housing Corporation  
Lake District Special Planning Board  
Lee Valley Regional Park Authority  
Medical Research Council  
National Bus Company  
Natural England (in some circumstances)  
Natural Environment Research Council  
Peak Park Joint Planning Board  
Post Office  
Science and Engineering Research Council  
Sports Council  
Transport for London

Trinity House (in some circumstances)  
United Kingdom Atomic Energy Authority  
United Kingdom Sports Council

### In Wales:

Countryside Council for Wales  
National Assembly for Wales (in some circumstances)  
National Library of Wales  
National Museum of Wales  
Sports Council for Wales

### In Scotland:

Councils  
Development corporations  
Housing associations (in some circumstances)  
Water authorities  
Commissioners of Northern Lighthouses  
Highlands and Islands Enterprise  
North of Scotland Hydro-Electric Board  
Scottish Homes  
Scottish Natural Heritage  
Scottish Sports Council  
South of Scotland Electricity Board

### In Northern Ireland:

District councils  
Education and Library Boards  
Registered housing associations  
Fire Authority for Northern Ireland  
Northern Ireland Electricity Service  
Northern Ireland Housing Executive  
Northern Ireland Policing Board  
Northern Ireland Transport Holding Company  
Sports Council for Northern Ireland

### In respect of housing co-operative agreements

In England and Wales, a local housing authority, new town corporation, or the Development Board for Rural Wales.

In Scotland, a local housing authority.

**And any predecessor of these landlords.**

## 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