

In accordance with Gateshead Council's legal duty to prevent fraud we now require **all** tenants **and** family members to provide evidence, which **must** be given **in person**, as detailed below:

Please note we **cannot** accept your application without documents proving both ID and residency from all applicants as detailed below. Absence of any documents will result in your application being returned to you without being registered.

PROOF OF ID – All applicants to provide

Tenants and family members must provide either a:

- Valid Passport, or
- Valid UK Photo Card Driving Licence

If none of the above are available, one of the following must be provided:

- Birth Certificate
- Marriage Certificate
- Bus Pass
- Signed recent photo from solicitor confirming ID

PROOF OF RESIDENCY – All applicants to provide

Tenants and family members must also provide TWO documents PER PERSON from the list below as proof of residency covering the last 12 months from the application date:

E.g. Application submitted August 2019, ONE document provided must be dated August 2018 and ONE document must be dated August 2019

- Utility Bill (Gas/Elec)
- Home/Mobile Phone Bill
- Credit Card Statement
- Payslips showing address
- Pension Documents
- DWP Letters

CHANGE OF NAME

If you are married or have changed your name at any point you will also be required to provide document(s) which reflect this change of name

- Marriage Certificate
- Divorce Papers
- Deed Poll Documents

PLEASE NOTE WE DO NOT ACCEPT COUNCIL TAX BILLS, BANK STATEMENTS OR RENT STATEMENTS AS PROOF OF RESIDENCY

To prevent and detect fraud, all applications will be forwarded to the Council's Corporate fraud team for comprehensive checks and for verification of the information supplied, and we may share information held by us with other bodies responsible for auditing or administering public funds and with credit reference agencies. The Council is committed to zero tolerance on all aspects of fraud, and will investigate any suspected fraud with a view to criminal prosecution and recovery of property obtained through fraudulent acts.

Gateshead Council have an Anti Money Laundering Policy and as such the Council has a legal responsibility to prevent criminal activity through money laundering. Any unusual, suspicious or large scale monetary transactions need to be reported to the Council's Money Laundering Officer.

For this reason you will be required to complete a declaration and provide evidence to support the financing of your Right to Buy (RTB) purchase. Your application can not be completed until the Corporate Fraud Team have verified all sources of funds and are satisfied all checks have been made and verified.

Providing false or misleading information or withholding information could result in prosecution.

We would also advise you to be aware of companies offering free assistance with applications under the Right to Buy scheme. These companies may be earning commission from introducing customers to both insurance and mortgage brokers. Companies of this kind may not have the required authorisation from the Financial Conduct Authority, meaning that they could be avoiding complying with the rules regarding the independence of their advice, as well as the requirement to register the identities of authorised individuals within the company with the FCA. You can check whether or not a firm is registered with the Financial Conduct Authority online at www.register.fca.org.uk or by phone on 0800 111 6768.

Under the Right to Buy scheme you are entitled to use any qualifying tenancies you have held with any local authority or registered social landlord in regard to qualification for the Right to Buy and in the calculation of your entitlement to discount. Please note that Gateshead Council and The Gateshead Housing Company only hold documents in relation to former tenancies for a limited period of times. Should you wish to use historical tenancies as part of your Right to Buy application we may ask you to provide documents to prove your tenancy dates. If you are unable to provide relevant documents you may not be able to use these tenancies in relation to your Right to Buy application.

If you have any queries please contact me on telephone number 0191 433 3000, extension 2212 /3852 or via email at RTB@Gateshead.gov.uk.