

Gateshead Council

RIGHT TO BUY ADDITIONAL INFORMATION REQUEST FORM

Address:

In order for us to process your application in line with the legislation governing the Right to Buy scheme and also that surrounding Data Protection and Money Laundering, we require you to complete this form and return it with your RTB1 Form. If any question does not apply to you please do not leave it blank, mark it as N/A.

Please be aware that upon acceptance of your offer you will be required to provide ALL of the following documents to The Councils Corporate Fraud Team as appropriate:

- Copy of bank or other financial statements confirming your contribution
- Copy of Mortgage Offer

If other sources of funding are being used to complete the purchase, for example loans or gifts from family or friends you will be required to provide the following:

- Copy of bank or other financial statement confirming source of funds
- A letter confirming the nature and details of any loan or gift and terms of repayment if appropriate
- Copies of identification documents for any family and friends that are providing a contribution

We understand that you may not know how you will be funding your purchase at this stage, however if you do know please provide details below:

Mortgage Inheritance Financial Gift Savings Other

Details.....

PART 1 – GENERAL INFORMATION

Tenant Name	National Insurance Number	Date of Birth
1)		
2)		
3)		
Family Member Name	National Insurance Number	Date of Birth
1)		
2)		
3)		

**Do you, the tenant, receive any benefit towards your rent i.e. Housing Benefit or Universal Credit?
Please note any housing element of your benefit will cease once you purchase your property.**

No		Yes		If yes please provide details of which benefit	
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If anyone on the application has claimed any form of Benefits within the last five years please provide the details (continue on separate sheet if needed):

Name	Type of Benefit	Dates Claimed

PREVIOUS TENANCIES (FAMILY MEMBERS ONLY)

We require any family member wishing to share the Right to Buy to provide a 5 year tenancy history

Name of Family Member	Address of property	From	To

PART 2 - PROPERTY

Does anyone on the application hold another tenancy or joint tenancy anywhere in the UK?

Yes		No	
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If yes, please give details:

Name	Address of property	Estimate of property value	Reason why you don't live in the property

Does anyone on the application own (including part own) a residential property or land in the UK or abroad?

Yes		No	
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If yes, please give details:

Name	Details of property/land	Estimate of property/land value	Reason why you don't live in the property

Has anyone on the application ever purchased any other property from a social landlord (i.e local authority, housing association or registered provider through the Right to Buy Scheme?

Yes		No	
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If yes, please give details:

Name	Address of property	Value of discount	Name of Landlord	Why you no longer live there

Have you, or do you have plans to, enter into a 'Deferred Pre-Sale Agreement'? This is a contract in which you agree to sell this property to a particular person(s)/company at an agreed date

Yes		No	
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If yes, we will need further details of this agreement, including a copy of the contract.

You must notify us if you become aware of any such agreement in relation to this property, even once your purchase has completed.

Do you have plans to rent out your property after purchase?

Yes		No	
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If Yes, please provide further details	
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PART 3 – COURT ORDERS

Please complete the Court Order table below:

Type of Order	Please tick				Details
Are you currently subject to a Possession Order?	Yes		No		
If yes, is there a Court Order in place?	Yes		No		
If yes, is there a Court Hearing Date pending?	Yes		No		
Are you currently subject to a Demotion of Tenancy Order?	Yes		No		
If yes, is there a Court Order in place?	Yes		No		
If yes, is there a Court Hearing Date pending?	Yes		No		
Are you currently subject to an Anti-Social Behaviour Order?	Yes		No		
If yes, is there a Court Order in place?	Yes		No		
If yes, is there a Court Hearing Date pending?	Yes		No		

PART 4 – BANKRUPTCY

We need to establish whether anyone on the application is currently an undischarged bankrupt as the Right to Buy cannot be exercised until they have been discharged.

Is anyone on the application currently bankrupt?

Yes		No	
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If yes, please give details and provide evidence of Bankruptcy Order:

Name	Start & Expected End Date of Bankruptcy Order

Has anyone on the application made a petition for bankruptcy within the last 5 years?

Yes		No	
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If yes, please give details and provide your Bankruptcy discharge letter. You can request this free of charge from the Insolvency Service by emailing discharge.queries@insolvency.gsi.gov.uk:

Name	Start & End Date of Bankruptcy Order

Is anyone on the application aware of any Bankruptcy petitions pending against them submitted within the last 12 months?

Yes		No	
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If yes, please give details and provide necessary documentation to evidence pending petition:

Name	Court Date

Does anyone on the application have arrangements with any creditors – these are people or companies you owe money to for example:

Type of Order	Please tick				Details
Individual Voluntary Arrangement (IVA)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Debt Relief Order (DRO)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
County Court Judgement (CCJ)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Other, please states	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

If yes, please give details:

Name of Creditor	Start Date of Arrangement/Order	End Date of Arrangement/Order

If yes, you will be asked to provide evidence of your arrangement/order.

You should have been provided with a copy of this, but you can request one from the Insolvency Service by emailing insolvency.enquiryline@insolvency.gsi.gov.uk

Once discharged you will be provided with a discharge letter. However, you can request one free of charge from the Insolvency Service by emailing discharge.queries@insolvency.gsi.gov.uk

All applicants must sign this declaration

PART 5 - DECLARATION AND SIGNATURES

I confirm the above details are a true and accurate record and that I am aware that any person knowingly making a false statement may be prosecuted under any relevant legislation.

On signing this declaration, I confirm that:

- I agree the information can be checked now or in the future with relevant Council departments or other organisations as allowed by law to verify this information to prevent and detect fraud and error;
- I will notify the Council of any changes to the above arrangements
- I understand the questions asked in the declaration and confirm that to the best of my knowledge they are a true and accurate representation.

TENANT(S)

Full Name	Signature	Date of birth	Date

FAMILY MEMBER(S) SHARING THE RIGHT TO BUY

Full Name	Signature	Date of birth	Date