

RIGHT TO ACQUIRE APPLICATION – FRAUD CHECKS

Thank you for your request for the above application to purchase your dwelling.

Please note in order to prevent fraud we need to carry out Identity and Residency checks and therefore require you to supply for **every applicant named** one of the following **photocopies will not be accepted**. **If your name differs on your photo identification or Residency proof, please provide supporting documents for the difference in name, marriage certificate, deed poll etc.**

VALID IDENTITY CHECKS:

(Each applicant needs to submit original in person to our offices for us to copy and certify that it is a true likeness), we accept the following:

- Valid (in date) Full UK or EU driving licence including photograph
- Valid (in date) 10 year UK or EU passport with photograph
- Valid (in date) EU identity cards
- Valid (in date) Blue Badge
- Valid (in date) UK identity card for foreign nationals/ residence permit issued by the Home Office
- Valid (in date) UK certificate of naturalisation.
- EEA member state identity card
- Photographic registration cards for self-employed individuals in the construction industry - CIS4
- Firearms or shotgun certificate

If you cannot attend our offices in person the photo ID must be certified by a professional person to authenticate that the picture is of you:

- Your ID must be certified by a professional person or someone well-respected in your community ('of good standing') who has known you for at least for 2 years.
- The professional must write on the copy being submitted
 - **'Certified to be a true copy of (Insert type of ID used and including i.e. Passport number/Drivers license number) original seen by me and that is a true likeness of (applicants name)'.**
- Print professional name, date, signature, adding their occupation, address and telephone number.

Who can certify a document	Who cannot certify a document:
<ul style="list-style-type: none"> • Councillor • Minister of religion • Dentist • Chartered accountant • Solicitor or notary • Teacher or lecturer • Legal Executive 	<ul style="list-style-type: none"> • Related to you • Living at the same address • In a relationship with you

If you have no photo Identity documentation:

Please supply a certified picture of yourself. This must be certified by a professional who is not related to you but has known you for at least two years as above.

RESIDENCY CHECKS:

(Original documentation dated within the past 3 months and must contain your name, address, the date and not produced from internet):

- P45, P60 or pay slip (That's received via post not electronically)
- a current benefit or pension claim letter, book or card
- a Utility Bill (gas, electric, satellite television, landline phone bill)
- Current years Council Tax bill
- HMRC self-assessment letters or tax demand
- Current UK driving licence (but only if not used for the name evidence and must have been issued within 3 months)
- Bank, Building Society or Credit Union statement or passbook (That's received via post not electronically unless printed by the bank and stamped by them)
- Benefit book or original notification letter from Benefits Agency

If buying with a Family member

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 only principle home for at least the last 12 months prior to application submission date.

You will need to provide:

- Valid (in date) Identity checks
- Residency checks dated within 3 months of the application received date
- Residency check that is dated 12 months prior to the application.
- Proof that they are related to you – i.e. If niece or nephew we will need birth certificate of niece, her mother and yourself to link you all.
 - Birth certificate of applicant
 - Birth certificate of mother of applicant to link to tenant
 - Marriage certificate (if Applicable).

Please provide the above information when submitting your application, or your application will not be progressed. It will only be based on the date when all Fraud Information is received.

We must see the original for us to certify to be a true copy of the original for fraud prevention for our file, photocopies will no longer be accepted.

Please note that your discount entitlement will run from the start of your Council tenancy until the date of us receiving your application. Should you wish to benefit fully from your discount it is worked out in full years, so ensure you apply after the anniversary of your tenancy start date. The property's market value is also based at the date of receiving your application in full.

If you have been subject to an order of the court for unpaid rent, this time will be taken from your discount entitlement up to the order being satisfied. Discharge of Order from the Court will be required prior to submitting your application or it will be denied.

Please return application to: **New Homes and Commercial
Freebridge Community Housing
Juniper House
Austin Street
Kings Lynn
PE30 1DZ**

Right to Buy Guidance is available from

https://www.gov.uk/housing-local-and-community/homebuying#guidance_and_regulation

Dear Tenant/s and Joint applicant/s

Please can each person whom wishes to be included in the purchase of the property, answer the below questions in order for us to process your Right to Buy application. Please note only enter your name as tenant if your name is on the tenancy, if not please put as Applicant 1.
Please note we won't be able to process your application without this.

Your Address

Tenant 1 (Full Name)

Signed

Applicant 1 (Full Name)

Signed

Applicant 2 (Full Name)

Signed

Applicant 3 (Full Name)

Signed

	Tenant 1	Applicant 1	Applicant 2	Applicant 3
Have you, the tenant/ Applicant been obliged to give up possession of the tenanted property in pursuance of an order of the court or will be obliged to at a date notified in the order?	Y / N	Y / N	Y / N	Y / N
Do you, the tenant/ Applicant have a bankruptcy petition pending against you?	Y / N	Y / N	Y / N	Y / N
Are you, the tenant/ Applicant an undischarged bankrupt?	Y / N	Y / N	Y / N	Y / N
Have you, the tenant/ Applicant made an arrangement with creditors the terms of which remain to be fulfilled (e.g. a formal arrangement under either the Deed of Arrangement Acts 1914 or the Insolvency Act 1986, such as an Individual Voluntary Arrangement)	Y / N	Y / N	Y / N	Y / N
Have you, the tenant/ Applicant claimed the Right to Buy/Preserved Right to Buy before?	Y / N	Y / N	Y / N	Y / N
<p>Have you considered how you are funding the purchase of the property through a mortgage or cash sale?</p> <p>Please note that buying home can be the biggest single investment you could make and a lot to think about. You are responsible for how you finance buying your home. If you are obtaining a mortgage, you must have a solicitor acting on your behalf.</p> <p>Please refer to below link to HM government website for affordability and advice.</p> <p>https://www.ownyourhome.gov.uk/scheme/right-to-buy/can-i-afford-it/</p>				

Data Protection Fair Processing Notice

Freebridge Community Housing (Freebridge) is a Registered Provider of Social Housing. Freebridge needs to collect certain information about its tenants and leaseholders in order to be able to act as a responsible landlord, and to fulfil its statutory duties. The information gathered in this form will be used by Freebridge and shared only with authorised third party partners in meeting its obligations, and in order to inform its service users from time to time about the services it can offer. Freebridge have systems and procedures in place to protect data. It is your responsibility to keep Freebridge informed of any changes to your personal information.

If you have any queries regarding the collection and use of this information, please contact your Housing Officer or Freebridge's Data Protection Officer.

Our Commitment to Your Privacy

You may have heard in the media recently that there are some changes in data protection law coming into effect on 25 May. There is **no action required** from you, other than to be aware of our Privacy Notice.

The General Data Protection Regulation (GDPR) is a really positive step towards giving you more control over how your data is used and how you may wish to be contacted. The changes will also help better protect your personal data. We have updated our Privacy Notice to reflect these changes.

As a Right to Acquire applicant and tenant, you are at the heart of what we do and your trust is important to us, so we want to make sure you understand what these changes mean and we have included a copy of our Privacy Notice for you for information.

Yours sincerely



Freebridge Data Protection Officer
Email: DataProtectionOfficer@Freebridge.org.uk



Ministry of Housing,
Communities &
Local Government

Right to Acquire

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

Note: When you have completed this notice, please send it directly to your landlord. Please do NOT send it to Homes England or to the Ministry of Housing, Communities and Local Government.

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 this information about [the Right to Acquire](#) eligibility requirements on Gov.uk.
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 directly to your landlord.** Your landlord is the organisation to which you pay your rent.
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:

Public sector landlords 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 Ministry of Housing, Communities and Local Government (MHCLG) 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.
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.

Monthly earnings (after deductions such as tax, national insurance etc. – includes working tax credit but not the child care element)	
Weekly Child Tax Credit (this does not include Child Benefit)	
Weekly Occupational/Stakeholder Pension (including SERPs)	
Weekly State Benefits	

(this does not include Child Benefit, Housing Benefit or Council Tax Benefit)	
Other Weekly Income (this does not include income from investments)	

Savings

Total savings of purchaser(s) before any deposit is paid (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 (month/year)	
Tenancy End Date (month/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 (month/year)	
Tenancy End Date (month/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 (month/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.
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	Tenant 2	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	Family member 2
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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	Tenant 2
Signature		
Full name		
Date		
Phone number		
Email address (optional)		