

RIGHT TO BUY APPLICATION

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 (**Please note that you must bring in the original for us to photocopy and certify to be a true copy of the original for fraud prevention purposes, photocopies will not be accepted**):

Valid Identity checks: (Each applicant needs to submit in person in the office their Photo ID – if any are unable to come in they will need their photo ID to 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, writing 'Certified to be a true copy of the original seen by me' and applicants name on the document
- signing and dating it
- printing their name under the signature
- adding their occupation, address and telephone number

Who can certify a document	The person you ask should not be:
<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

- 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 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)

If your name differs on your photo identification please provide supporting documents for the difference in name, marriage certificate, deed poll etc.)



Also for Residency checks (dated from 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)
- 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

We only accept originals, documents printed from the internet will not be accepted.

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 main home for at least the last 12 months

You will need to provide as detailed above and in addition to:

- 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

Please provide the above information when submitting your application, until the above information is received your application will not be progressed.

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.

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.

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 we won't be able to process your application without this.

Your Address

Tenant 1 (Full Name)

Signed

Tenant 2 (Full Name)

Signed

Applicant 1 (Full Name)

Signed

Applicant 2 (Full Name)

Signed

	Tenant 1	Tenant 2	Applicant 1	Applicant 2
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

Have you considered how you are funding the purchase of the property through a mortgage or cash sale?

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.

Please refer to below link to HM government website for affordability and advice.

<https://www.ownyourhome.gov.uk/scheme/right-to-buy/can-i-afford-it/>

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