

Tenant's Notice Claiming the Right to Acquire

NOTES:- PLEASE READ THESE NOTES CAREFULLY

1. This notice is for use by assured / secure tenants of Registered Social Landlords (RSLs)* who wish to claim the Right to Acquire their homes.
2. Please read the booklet 'Guide to the Right to Acquire'. You can get a copy from your landlord.
3. 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.
4. If you have any questions about the scheme you should speak to your landlord.
5. It is important that you answer all questions as fully as possible.
6. When you have filled in this notice send it to your landlord.
7. 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 through the Right to Acquire scheme.
8. Please note if you are currently in the process of purchasing your property under the Right to Buy or Preseved Right to Buy you cannot proceed with a purchase under the Right to Acquire unless you withdraw your other claims.
9. Please ensure you complete this form correctly as any false information provided may lead to prosecution.

IMPORTANT NOTE:

We 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 Office of the Deputy Prime Minister and agencies working on our and their behalf.

* Housing Associations are also called Registered Social Landlords.

To the landlord

PART A: The Property

Give the following details:

ADDRESS OF PROPERTY YOU WISH TO BUY	NAME OF YOUR LANDLORD

PART B: The tenant(s)

Give the following details for each tenant of the property:

SURNAME	OTHER NAMES	IS THE PROPERTY THE TENANT'S ONLY OR PRINCIPAL HOME		DOES HE OR SHE WISH TO BUY?	
		YES	NO	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tick the appropriate box

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. They should sign Part G 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

IS THE PROPERTY THE FAMILY MEMBER'S ONLY OR PRINCIPAL HOME?

HAS HE OR SHE LIVED WITH THE TENANT THROUGHOUT THE LAST 12 MONTHS?

SURNAME

OTHER NAMES

Please tick the appropriate box

YES

NO

YES

NO

RELATIONSHIP TO TENANT

SURNAME

OTHER NAMES

YES

NO

YES

NO

RELATIONSHIP TO TENANT

SURNAME

OTHER NAMES

YES

NO

YES

NO

RELATIONSHIP TO TENANT

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 (for statistical information only but must be fully completed)

Gross annual income include benefits except housing and council tax and exclude income from investments (to nearest pound)

	NAME	AGE	OCCUPATION
Person 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Person 2	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you self employed? (please tick one box) YES NO

Purchaser(s) income excluding housing benefit, council tax benefit and income from investments.

TENANT / JOINT TENANTS' MONTHLY TAKE HOME PAY (after deductions of tax and national insurance)

TENANT/ JOINT TENANTS' WEEKLY OCCUPATIONAL PENSION (including SERPS)

Tenant / joint tenants' total savings before any deposit is paid (to nearest £10)

NOTE

You are reminded that you will be responsible for certain legal costs associated with the purchase of the property, and for its ongoing maintenance and upkeep.

PART E: Qualification

You need to have been a public sector tenant or an armed forces occupier for at least 2 years in total. Unless you are a public sector tenant for the first time on or after 18.01.05 in which case the period is 5 years. You need not have spent these in your present home
 as a public sector tenant or armed forces occupiers can count towards the qualifying period.

1. PRESENT TENANCY

When did your tenancy begin?(dd/mm/yyyy)

Have you been a tenant for 2 years or more?

 YES NO If Yes do not complete question 2**2. PREVIOUS TENANCIES**

(If you have been the tenant of more than one landlord please list these on a separate piece of paper. Remember to provide the name and address of the landlord and the address of the properties you occupied.)

a) Time you spent as a tenant

PERIOD

FROM:

TO:

ADDRESS OF PROPERTY:

NAME OF LANDLORD (OR BRANCH OF ARMED FORCES)

MTH/YEAR

MTH/YEAR

b) 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 over the age of 16 living with a parent who was a public sector tenant may count if the child took over the parents public sector tenancies.)

PERIOD

FROM:

TO:

ADDRESS OF PROPERTY:

NAME OF LANDLORD (OR BRANCH OF ARMED FORCES)

MTH/YEAR

MTH/YEAR

* Tenants relying on previous tenancies in public sector accommodation may include the time spent in any of the armed services as if they were a public sector tenant.

PART F: Previous discount

Give details below of any previous purchase at a discount from a public sector landlord which you (or your spouse / partner or

ADDRESS OF PROPERTY

NAME OF PUBLIC SECTOR LANDLORD

DATE OF PURCHASE (MONTH/YEAR)

NAME OF PREVIOUS PURCHASER

ADDRESS OF PROPERTY

NAME OF PUBLIC SECTOR LANDLORD

DATE OF PURCHASE (MONTH/YEAR)

NAME OF PREVIOUS PURCHASER

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

Give details of any improvements you 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.*
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PART H: Signatures

Remember, if you deliberately give false information you may be prosecuted

To be completed by each tenant wishing to buy:

I claim the Right to Acquire

As far as I know the information given in this notice is true

SIGNATURE	SURNAME	OTHER NAMES	DATE
DAYTIME TEL. NO (IF ANY)			

SIGNATURE	SURNAME	OTHER NAMES	DATE
DAYTIME TEL. NO (IF ANY)			

SIGNATURE	SURNAME	OTHER NAMES	DATE
DAYTIME TEL. NO (IF ANY)			

SIGNATURE	SURNAME	OTHER NAMES	DATE
DAYTIME TEL. NO (IF ANY)			

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

As far as I know the information given in this notice is true

SIGNATURE	SURNAME	OTHER NAMES	DATE

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

SIGNATURE	SURNAME	OTHER NAMES	DATE
