



## **Right to Buy Process and Timeline**

1. Application form RTB1 is completed by applicant(s).
2. Red Kite sends a written decision, Form RTB2, within four weeks of the application date, or eight weeks if enquiries have to be made of a previous landlord.
3. If the Right to Buy is denied, your application will be cancelled at this stage.
4. If the Right to Buy is accepted, Red Kite will instruct a professional valuer to inspect your home by appointment. The valuer will send a valuation report to Red Kite.
5. The Notice of Purchase Price (Section 125 Notice), which is your formal sale offer, will be sent within eight weeks, or 12 weeks if a flat, of the RTB2 date.
6. Response:
  - If you disagree with the valuation, contact Red Kite within three months and request a determination of value by the District Valuer. Red Kite will make all the arrangements and send a revised Section 125 Notice within four weeks of receiving the determination of value from the District Valuer
  - Otherwise, return your decision form to Red Kite within 12 weeks
  - After 12 weeks, Red Kite sends a reminder that you should respond within a further 28 days
  - Your application is cancelled if you do not return your decision form
7. Decision:
  - Either proceed with your application – you will need to arrange a mortgage or other funding and appoint a solicitor at this stage, or
  - Withdraw – Red Kite will cancel your application. You may cancel your application at any time before you complete your purchase
8. If you are proceeding, you will need to provide evidence of a firm mortgage offer or other funding. When received, Red Kite will order the plans of your home and instruct its solicitors to prepare the necessary legal papers. These will be sent direct to your nominated solicitor.



9. If you do not buy your home within three months after returning your decision form, Red Kite will send you a Preliminary Notice to Complete. This gives you 56 days to complete your purchase.
10. If you do not buy your home within the 56 day period, Red Kite will send you a Final Notice to Complete. This gives you a further 56 days to complete your purchase. Red Kite will cancel your application if you do not complete your purchase within this period.
11. Completion of purchase – you pay the full purchase price for your home and complete your purchase on a day agreed between you, your solicitor and Red Kite.