

Council or Housing Association tenants

FACTSHEET

Your
Right
to Buy

Guide to completing your application form (RTB1)

If you are eligible and feel ready to apply for the Right to Buy, you need to fill out the RTB1 application form. You can download it at www.communities.gov.uk/righttobuy on the 'How to apply' page. Make sure you have the following information to hand before you fill out your application form:

The full address of the property you want to buy:

Remember to include the area where you live and the full postcode.

The name of your landlord:

e.g. Basildon Borough Council.

The full names of everyone listed on your tenancy agreement:

e.g. RICK SMITH would probably be RICHARD JAMES SMITH. Remember to tick the boxes to say whether the property is each tenant's only or principal property, and if they wish to buy. On joint tenancies, not all tenants may wish to buy.

The full names of family members who wish to share the Right to Buy with you:

They must be a family member, spouse or civil partner. Family members must have lived in the property as their main home for at least the last 12 months. There is no set time for spouses or civil partners. They must be over 18.

Details of your current and previous tenancies:

You will need dates, names of tenants, addresses and name of landlord for your tenancies. This includes those of your spouse/civil partner, those of your former spouse/civil partner who you have separated from/ divorced, or who have died, and parents who previously held the tenancy.

Details of any other properties you have bought under the Right to Buy scheme, or at a discount through any other Government scheme, for example Right to Acquire:

You do not need to give details of applications, only purchases.

Details of any improvements you have made whilst living in the property:

The improvements may have increased the value of the property. If you list them in your application, the value of the improvements will not be included in the valuation of the property so you don't pay twice.

Signatures of all tenants:

Make sure all tenants sign in the correct place. The boxes on page 12 are for tenants who want to buy. The first set of boxes on page 13 are for family members who are not tenants but want to share the Right to Buy. The second set of boxes on page 13, are for tenants who do not wish to share the Right to Buy.