

Application form - Voluntary Right to Buy for housing association tenants

Please use this form if you are a housing association tenant and wish to purchase your home under the voluntary Right to Buy scheme for Housing Association tenants.

You could be eligible for a discount under the voluntary Right to Buy scheme if:

- ✓ You are a housing association tenant
- ✓ You are not eligible for the Preserved Right to Buy or Statutory Right to Buy scheme (i.e. if your home used to be owned by the council, but they sold it to a housing association while you were living in it)
- ✓ You are not a shared ownership tenant
- ✓ The property is your only home at the point of sale
- ✓ You have been a public sector tenant (usually a tenant of a council or a housing association) for at least 3 years
- ✓ You do not have any rent arrears
- ✓ You don't have any outstanding possession orders
- ✓ You are not subject to bankruptcy proceedings
- ✓ You are not subject to an anti-social behaviour order or notice of intent to seek possession for breach of tenancy conditions

Full eligibility criteria are set out on the Government's website at www.righttobuy.gov.uk. We will check your details against all of the criteria to ensure you are eligible.

If you think you are eligible, to proceed with an application:

1. **You must first register your interest through the Government's website** <https://midlands.righttobuy.gov.uk> and obtain a unique reference number (URN). We are not permitted to accept applications without a URN. There may be times when the Government's website is closed to new applications. We have no control over that and if you have any questions you should contact the Right to Buy Agents for more information.
2. **You should obtain impartial financial and legal advice. Remember, buying your home is a big decision.** It's a good idea to find out if you can afford to purchase and maintain your home before you make an application.

You can get free information and advice from:

- Our website: www.sanctuary-housing.co.uk
- The Government's Right to Buy website: www.righttobuy.gov.uk.
- The Right to Buy Agents – a free, impartial source of information funded by the Government. You can phone them on 0300 123 0913 or contact them via the website: www.righttobuy.gov.uk/agent-service.
- Your local Citizens Advice Bureau, for legal advice: www.citizensadvice.org.uk
- The Money Advice Service, for budgeting and financial advice: 0300 500 5000; www.moneyadviceservice.org.uk.

When you have completed this form, send it to: VRTB@sanctuary-housing.co.uk

It's a good idea to keep a copy of the completed form.

Section One: Property and Tenancy Details

Please read the following notes:

1. You can only apply for the voluntary Right to Buy discount if you are a tenant of this property and you have a unique reference number from the Government's website.
2. Please make sure you are applying to the right landlord. If you apply to the wrong landlord, your unique reference number may be void and you may have to reapply.
3. You must not sell, let or sub-let the property within 5 years of purchase. If you do so, you will be liable to repay some or all of the voluntary Right to Buy discount, according to the terms set out in the sales contract. If this causes significant financial distress, your ex-landlord may be willing to grant you permission to let the property, but you must seek their agreement first.

Digital Gateway Unique Reference number

PROPERTY AND TENANCY DETAILS	
Address	
Postcode	
Council or Borough	
Current tenancy start date	
<p>You must have a minimum of 3 years tenancy with a housing association or public sector landlord such as a local authority (see Appendix 2 for full list). This does not have to be in one go - you may have split your tenancy over a number of separate periods. (Unfortunately, we cannot consider temporary tenancies / accommodation).</p>	
How long in total have you been a tenant of a public sector landlord? (excluding temporary tenancies / accommodation)	<input type="text"/> YEARS AND <input type="text"/> MONTHS

Previous tenancies: (Please list all landlords for your public sector tenancies)			
You will need to send proof of tenancy from all your previous landlords for the total public sector tenancy period you are claiming with your application. This can either be a letter from your previous landlord or copies of your previous tenancy agreements.			
Name of landlord	Full property address (including postcode)	Tenancy start date	Tenancy end date

Current property details			
Current Property type* (Please tick)	House: <input type="checkbox"/>	Bungalow: <input type="checkbox"/>	Flat/Maisonette: <input type="checkbox"/>
*Only self-contained properties are eligible; you cannot buy part of a dwelling.			
How many bedrooms are there in your property?			
Has your property been adapted to suit your housing needs?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
If Yes, please describe the adaptation			
Did you receive any direct funding to make any adaptations – i.e. grant to carry out works such as an access slope?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
If Yes, please provide details of what you received			
Do you have access to a garden?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
If Yes, is it shared or private garden?	Shared: <input type="checkbox"/>	Private: <input type="checkbox"/>	
Do you share any other facility such as laundry?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
If Yes, please describe shared service			
Do you have any parking available?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
If so, is it allocated/ private/ first come, first served?			
Do you have use of a shed?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Do you have use of a garage?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	

Home improvements			
Only improvements such as a new bathroom, kitchen or extension will be considered as a home improvement. General decoration/maintenance is NOT classed as an improvement. It will be decided during the valuation process whether your improvements have had an impact on the property value, possibly resulting in the home improvement value being deducted from the overall purchase price.			
List the improvements made to your property	Date improvement made	Landlord approval granted for improvements?	Evidence provided with application
		Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

Section Two: Source of funding

Source of Funding	
You MUST set out how you intend to fund the purchase price of the property minus the voluntary Right to Buy discount.	
How do you intend to fund your purchase?	
Mortgage Lender (bank or building society) Please specify the name of your lender, if known.	<input type="checkbox"/>
Loan from another authorised lender	<input type="checkbox"/>
Mortgage and Savings (evidence of savings will be required)	<input type="checkbox"/>
Personal Savings	<input type="checkbox"/>
Loan from members of your family*	<input type="checkbox"/>
Loan from another individual*	<input type="checkbox"/>
Gift from members of your family*	<input type="checkbox"/>
Gift from another individual*	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>
<p>*If you are buying your home with the help of a family contribution, we will need additional information. This will include:</p> <ul style="list-style-type: none"> • Full name, address and contact details for the family member supplying the funding. • Evidence of the source of funding. We would need to see a bank statement from the family member showing where the money comes from, as well as proof of the money being transferred into your UK bank account. • A photocopy of the driving licence or passport of the person giving you the money, together with written confirmation from them of their full name, address, nature of your relationship with them and details of the loan or gift. 	

WARNING!

Please be wary of unregistered companies offering to support your purchase in exchange for a stake in the property now or in the future. We will be checking the legitimacy of such companies with the Financial Conduct Authority.

If you enter into an agreement with a third party that involves selling the property to that third party some time in the future in exchange for funding the purchase, you will have to forfeit some or all of the discount.

Please ensure you take independent legal and/or financial advice before entering into any agreement with a third party.

Section Three: Applicants' Details

Please read the following notes:

Tenant

1. You are a tenant if your name appears on the tenancy agreement, rent book or rent card. If you are unsure whether you are a tenant, you should check with your landlord.
2. You can only claim the voluntary Right to Buy discount if the property is your only home and you have lived there for a minimum of 12 months. If you already own a property, it must be sold before you complete the purchase of your housing association home.
3. If you are applying to buy jointly with other tenants, all applicants need to have lived in the property as their only home for at least the last 12 months.
4. The agreement of any tenant who does not wish to buy must be obtained before you apply to purchase your home. They should sign Part G of this notice. Their tenancy will end when you buy the property.

Family member

1. You may apply to purchase your home with up to three family members over the age of 18. A family member is:
 - i. the tenant's husband, wife or civil partner; or someone who lives with the tenant as if they were their husband, wife or civil partner
 - ii. the tenant's parent, grandparent, child, stepchild, grandchild, brother, sister, uncle, aunt, nephew or niece
 - iii. the parent, grandparent, child, stepchild, grandchild, brother, sister, uncle, aunt, nephew or niece of the tenant's husband, wife or civil partner.

They do not have to be tenants themselves **but they must have also lived in the property as their main home for at least the last 12 months**, and if they already own a property it must be sold before the completion of the purchase of your housing association home.

2. If you are unsure whether someone qualifies as a family member for this purpose, you should check with your landlord. Family members who haven't lived in the property can contribute to the purchase costs but they cannot acquire a stake in the property.

If any of the applicants change during the application process, your application will be rendered void and you will need to start a new application and obtain a new unique reference number.

Tenant(s) Details

All tenants must sign the statutory declaration in Section 4 of this application.

Tenants whose names appear on the tenancy agreement, and who do NOT wish to take part in the purchase MUST sign the declaration in Section 4 confirming that they understand that their tenancy will end once the property is sold and they will have no legal right to live at the property as a tenant.

Ethnicity

Please enter the ethnicity for those on the tenancy agreement and for all other household members. The list of ethnicities is below. You can also state that you'd prefer not to say.

White	Asian/Asian British	Mixed/multiple ethnic groups	Black/African Caribbean/Black British	Other ethnic group
English/Welsh/Scottish/Northern Irish/British	Indian	White and Black Caribbean	African	Arab

Irish	Pakistani	White and Black African	Caribbean	Any other ethnic group, please describe
Gypsy or Irish Traveller	Bangladeshi	White and Asian	Any other Black/African/Caribbean background, please describe	
Any other White background, please describe	Chinese	Any other Mixed/ Multiple ethnic background, please describe		
	Any other Asian background, please describe			
Prefer not to say				

Full names of those listed in the tenancy agreement	Date of Birth	Ethnicity	Age	Are you joining in the purchase?	
1.				Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
2.				Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
3.				Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
4.				Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

Other Occupant(s) Details						
Please provide details of ALL other occupants (Do not list those already listed above)						
Full name	Date of Birth	Ethnicity	Age	Relationship to tenant	Are you joining in the purchase?*	
1.					Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
2.					Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
3.					Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
4.					Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
*If you answer Yes, you must complete the Purchaser details in full below						

Household type

Please note that dependent children are those aged under 16 years living with at least one parent, or aged 16 to 18 years in full-time education, excluding all children who have a spouse, partner or children living in the household. Independent children are any person aged over 18 or those 16-18 who are not in full-time education living in a family with his or her parent(s) or grandparent(s).

Please only tick one of the following boxes:

Couple with dependent children

Couple with independent children only

Couple with no children

Lone parent with dependent children

Lone parent with independent children only

Other, please state

Disability and long term illness

Does any member of your household have any physical or mental health conditions or illnesses lasting or expected to last for 12 months or more?

Yes No Prefer not to say

Purchaser Details	
Each person who will be party to the purchase of the property under the voluntary Right to Buy MUST complete this section separately. Please remember, all parties to the purchase need to provide evidence that they have lived in the property for a minimum of 12 months.	
Details of Purchaser 1	
Title (Mr/Ms/Mrs/Miss/other)	
First name	
Middle names	
Surname	
Gender	Male: <input type="checkbox"/> Female: <input type="checkbox"/> Other: <input type="checkbox"/>
Date of birth	
National Insurance number	
Mobile number	
Work / home number	
Email address	
Citizenship	
Are you British or EU/EEA citizen?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If not, is your passport stamped with 'indefinite leave to remain'?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Employment Details	
Job title / occupation	
Name and address of current employer	
Start date of current employment	
Income	
Total gross ANNUAL income before deductions	
Regular ANNUAL bonuses and/or overtime	
Any other ANNUAL income (e.g. benefits)	
Total savings held (excl. pensions)	
Are you currently subject to bankruptcy proceedings ?	
Housing history	
Do you currently own, jointly own or have any legal interest in any property?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, provide full address and dates of ownership:
Have you in the past owned, jointly owned or had any legal interest in any property?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, provide full address and dates of ownership:
Do you hold any other tenancies or joint tenancies?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, provide full address and dates of tenancy:

Previous Discount	
Give details of any previous purchase of property at a discount from a public sector landlord (see Appendix 2) which you or your spouse or civil partner or deceased spouse or civil partner have made, where the discount was not later paid back .	
Have you ever purchased a home under the statutory Right to Buy, Preserved Right to Buy or Right to Acquire?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, please provide the landlord, date of purchase, price of purchase and level of discount:
Details of Purchaser 2	
Title (Mr/Ms/Mrs/Miss/other)	
First name	
Surname	
Gender	
Date of birth	
National Insurance number	
Mobile number	
Work / home number	
Email address	
Citizenship	
Are you British or EU/EEA citizen?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If not, is your passport stamped with 'indefinite leave to remain'?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Employment Details	
Job title / occupation	
Name and address of current employer(s)	
Start date of current employment	
Income	
Total gross ANNUAL income before deductions	
Regular ANNUAL bonuses and/or overtime	
Any other ANNUAL income (e.g. benefits)	
Total savings held (excl. pensions)	
Are you currently subject to bankruptcy proceedings?	
Housing history	
Do you currently own, jointly own or have any legal interest in any property?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, provide full address and dates of ownership:
Have you in the past owned, jointly owned or had any legal interest in any property?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, provide full address and dates of ownership:
Do you hold any other tenancies or joint tenancies?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, provide full address and dates of tenancy:

Previous Discount	
Give details of any previous purchase at a discount from a public sector landlord (see Appendix 1) which you or your spouse or civil partner or deceased spouse or civil partner have made, where the discount was not later paid back	
Have you ever purchased a home under the statutory Right to Buy, Preserved Right to Buy or Right to Acquire?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, please provide the landlord, date of purchase, price of purchase and level of discount:
Details of Purchaser 3	
Title (Mr/Ms/Mrs/Miss/other)	
First name	
Surname	
Gender	
Date of birth	
National Insurance number	
Mobile number	
Work / home number	
Email address	
Citizenship	
Are you British or EU/EEA citizen?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If not, is your passport stamped with 'indefinite leave to remain'?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Employment Details	
Job title / occupation	
Name and address of current employer(s)	
Start date of current employment	
Income	
Total gross ANNUAL income before deductions	
Regular ANNUAL bonuses and/or overtime	
Any other ANNUAL income (e.g. benefits)	
Total savings held (excl. pensions)	
Are you currently subject to bankruptcy proceedings?	
Housing history	
Do you currently own, jointly own or have any legal interest in any property?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, provide full address and dates of ownership:
Have you in the past owned, jointly owned or had any legal interest in any property?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, provide full address and dates of ownership:
Do you hold any other tenancies or joint tenancies?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, provide full address and dates of tenancy:

Previous Discount	
Give details of any previous purchase at a discount from a public sector landlord (see Appendix 2) which you or your spouse or civil partner or deceased spouse or civil partner have made, where the discount was not later paid back	
Have you ever purchased a home under the statutory Right to Buy, Preserved Right to Buy or Right to Acquire?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, please provide the landlord, date of purchase, price of purchase and level of discount:
Details of Purchaser 4	
Title (Mr/Ms/Mrs/Miss/other)	
First Name	
Surname	
Gender	
Date of Birth	
National Insurance Number	
Mobile Number	
Work/home number	
Email address	
Citizenship	
Are you British or EU/EEA citizen?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If not, is your passport stamped with 'indefinite leave to remain'?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Employment Details	
Job Title/Occupation	
Name and Address of Employer(s)	
Date started employment	
Income	
Total gross ANNUAL income before deductions	
Regular ANNUAL bonuses/overtime	
Any other ANNUAL Income (e.g. benefits)	
Total savings held (excl. pensions)	
Are you currently subject to bankruptcy proceedings?	
Housing history	
Do you currently own, jointly own or have any legal interest in any property?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, provide full address and dates of ownership:
Have you in the past owned, jointly owned or had any legal interest in any property?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, provide full address and dates of ownership:

Do you hold any other tenancies or joint tenancies?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, provide full address and dates of tenancy:

Previous Discount

Give details of any previous purchase at a discount from a public sector landlord (see Appendix 2) which you or your spouse or civil partner or deceased spouse or civil partner have made, where the discount was not later paid back

Have you ever purchased a home under the statutory Right to Buy, Preserved Right to Buy or Right to Acquire?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	If Yes, please provide the landlord, date of purchase, price of purchase and level of discount:

Details of Household Income

The following section on household income and expenditure should be completed for your total household income. Your household will typically include members of your family who currently live in the property. It can be defined as one person living alone, or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room, sitting room or dining area.

Please do not leave any rows blank. If any rows are not relevant to you, e.g. if you do not currently receive any social security benefits please indicate this by entering 'N/A'.

Combined with the information you are providing on household size and composition, this information will enable government to better understand the characteristics of those accessing the Voluntary Right to Buy. It will inform analysis by both government and independent, third party researchers on how successful the pilot is in delivering its policy objectives.

Please note that **gross income** refers to earnings before deductions are made in light of taxes and benefits. **Net income** is gross income minus deductions (e.g. income tax, national insurance contributions and payments to occupational pension).

It will be used as part of a methodology called equivalisation that adjusts household income to account for the different financial resource requirements of different household types. It is used by the [Office for National Statistics](#).

Sources of income	Annual	Weekly	Monthly
	Please only fill in one box per row , e.g. if you fill in your annual net income, do not also provide your monthly net income.		
Net income, including tax credits (i.e. after deduction of income tax, National Insurance and occupational pension contributions)			
Total social security benefits (including Housing Benefit, Council Tax Benefits, Child Benefit and Retirement Pension)			
Other sources of income, e.g. <ul style="list-style-type: none"> - Net pension income (excluding state pension income) - Net interest on savings and income from investments - Amount received from former partners for child maintenance - Net income from student loans, grants or scholarships 			

Please specify:			
Deductions from income			
Please only include deductions that you think will not have been included in the section above, e.g. if reporting a monthly net income as seen on your payslip, it is likely that payments to an occupational pension will have already been deducted.			
Payments to occupational and personal pensions if not already deducted in net income			
Other deductions from income, e.g. <ul style="list-style-type: none"> - Payments to personal pension - Amount paid to former partners for child maintenance Please specify:			

Section Four: Declaration(s)

Note. All tenants and family members participating in the purchase must individually sign the declaration. All tenants not participating in the purchase must also sign a declaration to the effect that they are content for the purchase to proceed and that the property sale will end their tenancy.

Declaration – Purchaser(s)

I confirm that the information supplied in my application is true to the best of my knowledge and belief. I have not withheld any information which may have a bearing on my application. I confirm that I am aware of my obligation to inform my landlord should any of my circumstances change during the course of my application, and that failure to do so may result in my application being terminated.

I understand that the information I have supplied in my application may be disclosed to other departments and/or organisations – such as local authorities and other landlords – for the purpose of assessing this application.

I understand that my landlord may approach other agencies such as my employers, benefits agency, mortgage lender and credit referencing agencies to confirm my residency and for the prevention and detection of fraud.

I understand that my landlord may share my personal details with the Ministry of Communities and Local Government (MHCLG), Homes England, and a third party research provider, who will process my personal data for the purposes of administering the pilot, and for research and evaluation purposes. Further information is available on the MHCLG website.

I understand that my landlord and/or MHCLG may share my name and contact details with a third party research provider, so they can contact me to ask me follow up questions to understand how well the pilot is working, as part of an independent evaluation.

I understand that my landlord complies with the UK's anti-money laundering legislation. Therefore they will require confirmation from me regarding how I intend to fund my purchase. If I am using savings to fund this transaction, I will provide evidence as to where these funds originate. I acknowledge that my landlord may also need to conduct further checks with credit reference agencies to confirm my identity and comply with legislation. I understand that such checks may take time and may impact on the time it takes to process my application.

I understand that if I give false or misleading information or I omit information for the purpose of gaining the Voluntary Right to Buy for Housing Association tenants, it may be regarded as a criminal offence and action could be taken against me including court action and the recovery of property.

Purchaser 1

Full name	Signature	Date	Tenant
			Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Purchaser 2

Full name	Signature	Date	Tenant
			Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Purchaser 3

Full name	Signature	Date	Tenant
			Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Purchaser 4

Full name	Signature	Date	Tenant
			Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Declaration – Tenants not wishing to buy

I confirm that I am content for the above named to purchase the above named property under the voluntary Right to Buy Scheme.

I confirm that as a tenant of the said property, I understand that my tenancy will terminate at the completion of the sale of the property and I understand that I will no longer have any tenancy rights to the property from the date the property is sold. I confirm that as a tenant of the said property, I am aware that it is the recommendation of my landlord that I seek independent legal advice before making this declaration.

Tenant 1		
Full name	Signature	Date
Tenant 2		
Full name	Signature	Date
Tenant 3		
Full name	Signature	Date

Data Protection

The information you are providing in this application will be used to help determine if you are eligible for the Voluntary Right Buy and, if successful, process your application.

Sanctuary Housing Association / Sanctuary Affordable Housing Limited, the ‘Data Controller’ is responsible for the collection, processing, storage and safe keeping of personal data in relation to your application to the Voluntary Right to Buy pilot. We manage personal data in accordance with the Data Protection Act 2018.

The collection and processing of your personal data is necessary for the performance of a task carried out in the public interest to meet a function of the Crown, a Minister of the Crown or a government department. We do not require your consent to share or process your data, but you do have the right to know how and for what purpose your data is being collected, held and used. In addition, you have the right to obtain confirmation that your data is being processed, and to access your personal data. You also have the right to have any incorrect personal data corrected.

The information provided may be shared with other organisations as part of the application process and/or for evaluation purposes. The organisations it may be shared with include:

- Other housing associations participating in the pilot, particularly if you are using the portable discount
- The National Housing Federation (NHF) for monitoring purposes.
- The Ministry of Housing, Communities and Local Government (MHCLG) for monitoring purposes, and for evaluation work and research.
- Homes England for monitoring purposes, and for purposes of payment of the discount.
- Organisation(s) appointed on behalf of the Ministry of Housing Communities and Local Government (MHCLG) to undertake evaluation work and research.
- Other organisations as necessary for confirming your eligibility and providing assurance needed for the prevention of fraud and other illegal activities.

In signing this application form you confirm that:

- You understand how your personal and personal sensitive data will be used by the Association, and that you agree to your information be processed accordingly.
- You understand that information that you provide as part of your application will be shared with third parties for the purposes of identifying and preventing fraud, money laundering and/or any other illegal activity, as well as for auditing purposes, and that where such activity of any kind is uncovered, not only will it result in the cancellation of your application, but may also result in further action being taken by the authorities or by your landlord.

- You understand that your Housing Association may share your personal data with other organisations as needed to process your application and for evaluation and research purposes, and that this may include more sensitive, “special category” data such as your race, and details of any disability.
- You understand that your Housing Association may approach other organisations to ask for personal and personal sensitive data and other relevant information about you as needed to process your application, and that these organisations may provide the Housing Association with this data.

More Information

Our detailed Privacy Notice is available on request or at <https://www.sanctuary-housing.co.uk/rtb-privacy-statement>. This includes details of how you can request to see information the Association holds about you, how long we retain information for and how to make a complaint.

MHCLG’s Privacy Notice is available at <https://righttobuy.gov.uk/wp-content/uploads/2018/09/MHCLG-VRtB-Pilot-Privacy-Notice.pdf>.

For more information on the Association’s approach to data protection, please contact the Data Controller on **01905 334000** or e-mail Data.Protection@sanctuary-housing.co.uk.

Appendix 1 - Before you send your form to your landlord

Before you send this application form to your landlord make a copy and check that you have completed the following, together with supporting evidence where indicated.

- The full address of the property you want to buy (make sure you have included the area where you live and the full postcode).
- The name and address of your landlord.
- The full names of everyone listed on your tenancy agreement/rent book (e.g. RICK SMITH would probably be RICHARD JAMES SMITH). Make sure you tick the boxes to say whether the property is each tenant's only property, and if they wish to buy. On joint tenancies, not all tenants may wish to buy.
- The full names of any family members who wish to share the VRTB with you. They must be a family member, spouse or civil partner. They must have lived in the property as their main home for at least the last 12 months, and have sold any other properties before purchase of the housing association property. They must be over 18. You must also provide evidence of this alongside your application.
- Details and evidence (for example, tenancy agreements) of your current and previous public sector tenancies. Make sure you have completed dates, names of tenants, addresses and name of landlord for your tenancies, those of your spouse/civil partner, those of your former spouse/civil partner who you have divorced or who has died.
- Details of any discount previously received under the Right to Buy or other government home ownership schemes, for example Right to Acquire. You do not need to give details of applications, only purchases.
- Details of any improvements you have made to the property. The improvements may have increased the value of the property. If you disclose 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 everyone listed on your tenancy agreement/rent book and any family members who wish to share the VRTB with you. Make sure all tenants and family members sign in the correct place.
- Have YOU signed the Declaration at Section 4?**

STOP – HAVE YOU CHECKED YOU HAVE INCLUDED ALL THE INFORMATION on page [13]?

What happens next?

1. **[If you have completed a paper application, send it to us at the following address: [xxx]]**
2. **Acceptance/denial of your application.** We will review the application form and evidence you have provided. We may also ask for further information. Once we are satisfied with the information you have provided, we will contact you confirming whether you have the voluntary Right to Buy for housing association tenants, and whether your property is available for purchase under our sales policy. If your property is not available to buy but you are eligible, we (or another housing association) will offer you an alternative property/properties to purchase in line with our portable discount policy. Information about our policy on sales and on the portable discount can be found at: [www.xxx]
3. **Fees.** If we accept your application and your property is available to buy, you will need to send us a (non-refundable) application fee of £250. You need to send this within 4 weeks of the date on the acceptance notice. If you do not send your fee within 4 weeks, your application will be cancelled. The application fee is refundable at the point of purchase.
4. **Valuation.** We will arrange for a Royal Institute of Chartered Surveyors (RICS) qualified surveyor to value the property for sale. [You will need to choose from a list we have compiled of local valuers or ask us to do this]. Upon completion of the valuation, we will send you an offer notice. This offer notice will set out:
 - The RICS qualified surveyor's valuation of your property*, your discount, the price you'll pay.
 - Any structural problems the landlord knows about.
 - Any terms and conditions of the purchase.
 - *For leasehold properties (and some freehold properties where applicable), your offer notice will also include an estimate of the service charges that you will need to pay over the next 5 years.*

* If you are not happy with the valuation you can ask for a second valuation at your own cost from another RICS qualified surveyor from the approved list.. You may want to check the cost of a second valuation before proceeding.
5. Decide if you want to go ahead with your VRTB – you have up to 12 weeks to accept our offer. It's during this time that you'll need to arrange a mortgage or loan if you need one, get a survey and instruct a solicitor. Get independent financial and legal advice (if you haven't already done so) and check you understand all the costs before you sign anything. If you do not respond within 12 weeks the valuation lapses and you would need to restart the application process, including paying another application fee.
6. **Complete the purchase.** Once you're happy with our landlord's terms and have arranged how you will pay for your home, carry on and complete your purchase.

It's usually during this time that you pay your stamp duty (if applicable) and finalise and sign the paperwork. Your solicitor will advise you and help with arrangements for these final stages of the process.

Appendix 2 - Public sector landlords whose tenancies contribute to Voluntary Right to Buy eligibility

Note. Your time as a tenant of the following list of landlords may contribute to the eligibility period for calculating the voluntary Right to Buy discount. It does not mean that you can buy your home under the voluntary Right to Buy if you are currently a tenant of one of these landlords. If in doubt, please check that your landlord is a party to the voluntary Right to Buy scheme.

Community councils
Local Authorities
New town corporations
Parish councils
Urban development corporations

Housing Action Trusts
Registered social landlords (but not co-operative housing associations)

Government departments
Ministers of the Crown
Secretary of State (in some circumstances)

Area electricity boards
Fire and rescue authorities
Internal drainage boards
National Health Service trusts and foundation trusts
Passenger transport executives
Police authorities
Water authorities

AFRC Institute for Grassland and Animal Production
Agricultural and Food Research Council
British Airports Authority
British Broadcasting Corporation
British Coal Corporation
British Gas Corporation
British Railways Board
British Steel Corporation
British Waterways Board
Central Electricity Generating Board
Church Commissioners
Civil Aviation Authority
Coal Authority
Electricity Council
English Sports Council
Environment Agency
Historic Buildings and Monuments Commission for England
Housing Corporation
Lake District Special Planning Board
Lee Valley Regional Park Authority

Medical Research Council
National Bus Company
Natural England (in some circumstances)
Natural Environment Research Council
Peak Park Joint Planning Board
Post Office
Science and Engineering Research Council
Sports Council
Transport for London
Trinity House (in some circumstances)
United Kingdom Atomic Energy Authority
United Kingdom Sports Council

In Wales:

Countryside Council for Wales
National Assembly for Wales (in some circumstances)
National Library of Wales
National Museum of Wales
Sports Council for Wales

In Scotland:

Councils
Development corporations
Housing associations (in some circumstances)
Water authorities
Commissioners of Northern Lighthouses
Highlands and Islands Enterprise
North of Scotland Hydro-Electric Board
Scottish Homes
Scottish Natural Heritage
Scottish Sports Council
South of Scotland Electricity Board

In Northern Ireland:

District councils
Education and Library Boards
Registered housing associations
Fire Authority for Northern Ireland
Northern Ireland Electricity Service

Northern Ireland Housing Executive
Northern Ireland Policing Board
Northern Ireland Transport Holding Company
Sports Council for Northern Ireland

In respect of housing co-operative agreements

In England and Wales, a local housing authority, new town corporation, or the Development Board for Rural Wales.

In Scotland, a local housing authority.

And any predecessor of these landlords