



How to Complete Your Right to Buy Application Form (RTB1)

This information sheet has been written to help all Tenants who have the Right to Buy to correctly fill in their (RTB1) application form. It has been designed to help our clients fill the RTB1 in correctly. If this form is filled in correctly the first time it will enable your council to process your application in a timely manner.

Part A: The Property

Make sure you fully complete your current address and post code in the box provided, opposite this box put the name of your Council in.

Part B: The tenant(s) and family member(s) wishing to share the right to buy

At least one tenant who is on the tenancy agreement must be included in the application, however the right to buy can be shared with up to 3 family members providing they are 18 years or over and have lived in the property as their main or principal home for the last 12 months.

The top table should be completed by all the tenants named on the tenancy agreement, and you should indicate that they want to be involved in the application.

The bottom table should be completed by all family members who are living in the property and they are over 18, regardless as to whether they are to be included on the application. Please ensure that you indicate whether each family member wishes to be included on the application or not.

Part C: Qualification & Discount

This section must be completed by all the named tenant(s) who wish to buy. You must confirm when your tenancy with your land lord started, and provided full details of any other properties you have had with other registered social landlords.

Authority to Disclose

If you are claiming for tenancies with other land lords you will need to provide us with their address and the address of the property and they time you lived there. There are several boxes to fill in please ensure these are filled in and the dates that you lived there. The disclosure needs to be signed by app parties that are wishing to exercise the right to buy (helps with data protection)

Part D: Previous Discount

Please only complete this section if you have purchased under the right to buy scheme previously.

Part E: Tenants Improvements

If you have made and significant improvements to your home whilst you have been a tenant and wish these to be taken into consideration when we are calculating your discount, please provide full details of the work carried out and how much it cost to have the work done. If your land lord has carried out any work this cannot be included.

Part F: Signatures

All the tenants who are wishing to buy must sign this on page 10. They should complete their full names, date of births, contact telephone number & email address (if they have them). Each signature must be dated.

Tenants not wishing to be included in the application should sign and date at the top of page 11, they need to include their full names and date of births.

Family members wishing to share the right to buy sign the application in the lower signature boxes on page 11, they must include their full name, date of birth, signature and dated.

ONCE FILLED IN PLEASE SEND IT BACK IN THE SELF-ADDRESSED ENVELOPE WE HAVE PROVIDED, AND MAKE SURE YOU HAVE USED THE ROYAL MAILS RECORDED DELIVERY SERVICES TO KEEP A TRACK OF THE APPLICATION...

