

## HOW DO I FILL IN THE APPLICATION FORM?

The information below should help you complete the form. If you need any further help, let us know and we will assist you in any way we can.

Please complete **ALL** sections of the form. Draw a line through the sections that do not apply to you - do not leave them blank or we may think that you have forgotten to fill in that section. **YOUR APPLICATION WILL NOT BE REGISTERED UNLESS YOU HAVE COMPLETED ALL SECTIONS.**

### **Part A: The Property**

Enter the FULL address of your home. Your Landlord is “Stafford & Rural Homes”.

### **Part B: The Tenant(s)**

Only the tenant(s) should complete this section. The tenant(s) is/are the person(s) whose name appears on your tenancy agreement.

Other qualifying applicants should complete Part C.

### **Part C: Family Members Sharing in The Right to Buy**

Family members may share in the Right to Buy even though they are not the legal tenants, if

- They are 18 years or older
- The property is their only or principal home, AND
- They have lived in the property throughout the last twelve months. (We may need you to provide evidence of this).

Please note that all correspondence will be addressed to the legal tenant only but the name of the family member sharing will be included on the conveyance.

### **Part D: Discount**

1. Please list ALL the addresses at which you have lived, in this and any other areas, as a public sector tenant or as the SPOUSE of a public sector tenant.
2. Please give details of any NAME CHANGES e.g. following divorce or separation. This makes it easier for your records to be traced so that we can give you the correct discount.

### **Part E: Previous Discount**

1. If you have previously bought a property under the RTB scheme, please write the address(es) and the date(s) purchased. This is important in calculating the discount to which you will be entitled in this application.

## **Part F: Tenant's Improvements**

1. Please list ALL the improvements you have made to your home AT YOUR OWN COST. Do not include any works completed by the Council or by Stafford & Rural Homes.
2. If you have not made any improvements to your home, please draw a line through this section.

## **Part G: Signatures**

- The LEGAL TENANTS of the property should complete and sign the TOP section.
- Those who are not the legal tenants but QUALIFY TO SHARE IN THE RIGHT TO BUY, should complete and sign the MIDDLE section
- Legal tenants that DO NOT WISH TO BUY should complete and sign the BOTTOM section. Their tenancy WILL END when the property is sold to the other tenant(s).

## **Part H: Declaration of Bankruptcy and Other Orders**

The separate form attached to the front of the main application MUST be completed, even if you answer "No" to each question. **YOUR APPLICATION WILL NOT BE REGISTERED IF YOU DO NOT RETURN THIS FORM.**

## **Household Details Questionnaire**

We need to collect this information so that we can monitor the outcome of our sales policy. The information you give us will be used to ensure that we are providing, and can continue to provide, affordable low cost home ownership.

The National Housing Federation, the Housing Corporation and the Office of the Deputy Prime Minister may also use information from you and other purchasers across the country, so that decisions can be made about what housing is needed in the future. Any information passed on will not have your name on it and cannot be used in any way that would affect you directly.

Should you need any assistance filling in this form then please ask – this can be done if you visit the office or when we visit your home.

**We hope the above has been of some help but should you need further advice about completing the application or on any aspect of the Right to Buy procedure, please do not hesitate to contact the Right to Buy Officer on Freephone 0800 111 4554 or direct line 01785 216681**