

RTB Ref: .....

Property Address .....

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**RIGHT TO BUY ADDITIONAL INFORMATION REQUEST FORM**

In order for us to process your application in line with the legislation governing the Right to Buy scheme and also that surrounding Data Protection and Money Laundering, we require you to complete this form and return it to us in the envelope provided. The envelope is not pre-paid so will need a stamp.

**We need to verify the identity and permanent address of all applicants**

**Please provide us with details of;**

**a) National Insurance number(s)**

Tenant Name	NI Number
1)	
2)	
Family Member Name	
1)	
2)	
3)	

b) Do you (or a family member living with you) own, or have an interest in, another property in the UK? Yes/No

If Yes please give details

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Do you reside at this property Yes/No

c) Do you (or a family member living with you) own, or have an interest in, another property outside of the UK? Yes/No

If Yes please give details

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Do you reside at this property

Yes/No

d) Do you (or a family member living with you) hold a tenancy for another property in the UK? Yes/No

If Yes please give details

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Do you reside at this property

Yes/No

e) Do you (or a family member living with you) hold a tenancy for another property outside of the UK? Yes/No

If Yes please give details

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Do you reside at this property

Yes/No

**We are required to comply with the Money Laundering Regulations and to policies adopted worldwide by financial and government authorities, preventing the use of laundering systems to disguise the proceeds of crime.**

**Please give details of how you wish to finance the purchase of your property through the Right to Buy scheme:**

a) Will you require a mortgage in full or in part payment of the sale price?

Full mortgage  Part mortgage

Name of mortgage provider

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No mortgage required

b) Are you receiving a financial gift to purchase the property? Yes/No

If Yes please give details

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c) Will the property be paid for by an inheritance? Yes/No

If Yes please give details

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d) Are you using savings to pay for the property?

e) All savings  Part savings  No savings being used

If All or Part savings are being used, please give details

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f) Please give details of any other means being used to pay for the property purchase:

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**Any tenant or family member who is subject to certain Court Orders (or who have a Court Hearing date pending ) will not be eligible for the Right to Buy scheme until such time as the Order has ended.**

**Are you currently subject to (or have a Court Hearing date pending) for any of the following Court Orders?**

	Court Order in place	Court Hearing date pending	No Court Order
Bankruptcy*			
Possession Order			
Demotion of tenancy			
Anti-Social Behaviour Order			

\*For more details on the Bankruptcy option, please see the notes below.

**BANKRUPTCY**

In order to comply with Section 121 of the Housing Act 1985, we need to establish any person(s) to whom the Right to Buy belongs who may be an undischarged bankrupt (or have made a composition or arrangement with his/her creditors) the terms of which remain unfulfilled, or who have a bankruptcy petition or receiving order pending. This is because in these circumstances the Right to Buy cannot be exercised until such an order or arrangement has been discharged.

**DECLARATION AND SIGNATURES**

**I/we grant permission to North West Leicestershire District Council to make any enquiries necessary in order to confirm information specified in this form. To the best of my knowledge and belief the information given in this form is true, complete and correct. I understand that by giving false or misleading information or by omitting information for the purpose of gaining the Right to Buy, it may be regarded as a criminal offence and action may be taken against me.**

**Signed (Tenant 1) .....**

**Signed (Tenant 2) .....**

**Signed (Family member 1) .....**

**Signed (Family member 2) .....**

**Signed (Family member 3) .....**

**Date .....**