

Purchase of your home

Thank you for your recent enquiry about buying your home. Please find enclosed an application form and some additional information about Right to Buy.

Buying your home is a big decision. **Before applying** we strongly recommend you seek independent financial advice to find out whether you would be able to obtain a mortgage and to avoid possible disappointment later.

You will also need to think about the costs of homeownership - not only the costs of purchasing your home such as solicitor, survey and mortgage fees but also the long term costs of running your home. As a homeowner you will have additional costs you currently do not have as a tenant such as a mortgage, insurance, repairs and maintenance. You must ensure you can afford these additional outgoings. A good starting point is to work out a monthly budget.

To be eligible for the right to buy:

- ☐ You must have a secure tenancy although some assured tenants also have the preserved right to buy*
- ☐ You have been a public sector tenant for at least three years if you live in England or five years if you live in Wales
- ☐ You must not live in sheltered or other housing suitable for elderly or disabled people
- ☐ You must not have any legal problems with debt
- ☐ You must not have any outstanding possession orders against you
- ☐ Your home must not be due for demolition

***If you still live in the same home that was transferred to us from Cotswold District Council (28 February 1997) or Lichfield District Council (24 March 1997) or Tewkesbury Council (27 April 1998) or South Gloucestershire Council (12 February 2007) you may have the 'preserved' right to buy.**

If you have the right to buy you will be entitled to a discount on the property valuation. The maximum cash capped discount amount is confirmed every April and can be found on the [government website](#).

The discount you are entitled to will depend on the length of time you have held a public sector tenancy. You can visit [right to buy calculator](#) to obtain an estimate of your discount. To help calculate the estimated discount you can get an idea of the value of your property by looking locally to see how much similar properties are selling for.

If you decide to go ahead with the application, please complete and return the enclosed forms together with proof of any former tenancies not held with us.

Please be aware door-to-door sales people may charge for advising you about Right to Buy whereas we offer the service for free.

For more information and guidance about Right to Buy please refer to the [right to buy agent service](#) or contact us to discuss an application further.

Buying a property – Right to Buy

Step 1	<p>Find out about local property prices in the area you live. Consider how you will finance the purchase of your property.</p> <p>If you require a mortgage seek financial advice from an independent financial advisor and obtain a mortgage agreed in principal before applying.</p> <p>For advice on mortgages please contact the Money Advice Service</p>
Step 2	<p>If you are in a position to buy, fill in and return the Right to Buy Application form (RTB1)</p> <p>If you are a tenant and wish to apply with another family member who is living with you but who is not a joint tenant, you will need to send us evidence that they have been living with you for at least 12 months.</p>
Step 3	<p>We will consider your eligibility for the Right to Buy scheme based on:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The type of tenancy and length of tenancy you have <input type="checkbox"/> We will check whether you live in a house or flat which is a self-contained property, which has not been adapted or designated for particular client groups
Step 4	<p>We will write to you within 4 weeks to confirm whether you are eligible to purchase</p>
Step 5	<p>If you are eligible we will arrange and pay for an open market valuation of the property and calculate the discount you are entitled to. This will be based on the length of public sector tenancies you have held, but is also capped at a maximum discount depending on the property type and whether the property is in England or Wales</p>
Step 6	<p>We will provide you with an offer notice, which includes how much it will cost to purchase the property, the property value and discount and details of any service charges you may have to pay. If there are no service charges to pay this will be sent to you in the post.</p> <p>This will be sent to you within 8 weeks of our notice confirming you were eligible to purchase the property if you are buying a house and within 12 weeks if you are buying a flat.</p>
Step 7	<p>If you then decide to go ahead you will need to instruct a solicitor and complete the purchase within 3 months of the offer notice being issued</p>

Right to Buy Confirmation

Please return this form with your Right to Buy application form to E mail: ehst@bromford.co.uk or
Existing Homes Sales Team, Bromford, 1 Exchange Court, Brabourne Avenue, Wolverhampton
Business Park, Wolverhampton, WV10 6AU

Confirmation Form

This form applies to all applicants

Your Name	
Your Address	

I/ WE CAN CONFIRM THAT

	YES	NO
I have previously applied for the Right to Buy/ Acquire with my current landlord and been refused What was the reason for refusal?.....		
I am an undischarged bankrupt or have a bankruptcy petition pending against me		
I am subject to a formal creditors agreement made under the Insolvency Acts		
I have made a compromise or an arrangement with creditors following bankruptcy and a copy is enclosed		
If you have held previous public sector tenancies you will need to send proof of tenancy from all your previous landlords. This can either be a letter from your previous landlord or copies of your previous tenancy agreements		

Data Protection

How information about you may be used

Information provided to us will be held electronically and will be used by Bromford for the purposes specified below and within accordance with the General Data Protection Regulation 2018 (GDPR) and DPA 2018.

By signing this form you are consenting to Bromford requesting and holding on file, references for all members of your household which we feel are necessary to assess your application to purchase your property. These references include, but are not limited to, references from:

- Your previous landlords; including social housing providers, private landlords and local authorities
- Your mortgage lender
- Credit Reference Agencies

- Land registry searches

If you want to know more about this and more about how we use and share your information you can view our [Privacy Notice on our Website](#).

Signed – 1st applicant	
Date	
Signed – 2nd applicant	
Date	
Signed – 3rd applicant	
Date	
Signed - 4th applicant	
Date	
Signed – 5th applicant	