

Right to Buy Additional Information Form

In order for us to process your application in line with the legislation governing the Right to Buy scheme and Data Protection and Money Laundering regulations, we require you to complete this Additional Information form.

Please return this form in the envelope provided, or hand it in to West Offices.

Part A: Your details, and any other person applying jointly with you

Please answer these questions in full. Use a separate sheet of paper if there is not enough room on the form to provide details of all joint applicants.

Give the following details for each tenant(s) of the property and any family member(s) who wish to share the Right to Buy:

Your details

Surname

First names

Title (Mr, Mrs, Ms, other)

Gender

Date of birth

National Insurance number

Address of your current home

Contact number

Email address

Joint applicant

Surname

First names

Title (Mr, Mrs, Ms, other)

Gender

Date of birth

National Insurance number

Address of your current home

Contact number

Email address

Relationship to tenant

3rd joint applicant

Surname

First names

Title (Mr, Mrs, Ms, other)

Gender

Date of birth

National Insurance number

Address of your current home

Contact number

Email address

Relationship to tenant

Have you or your joint applicant(s) ever been known by any other name?

Yes

No

If yes, please give details:

Part B: Other properties and tenancies

Please fill this section in even if you don't think that you own any property or land, or have an interest in any property or land.

Do you, or the joint applicant(s), own or have an interest in a residential property or land in the UK or abroad?

Please complete this section whether or not you currently live in the property.

You

Yes

No

Joint applicant(s)

Yes

No

If Yes has been ticked, please provide further details:

Name of applicant

Address of property/land

Value of property/land

If the applicant is not currently living there, please tell us why

Other than your current tenancy, do you or the joint applicant(s) hold another tenancy or joint tenancy anywhere in the UK?

You

Yes

No

Joint applicant(s)

Yes

No

If Yes has been ticked, please provide further details:

Name of applicant

Address of property

Name of landlord

If the applicant is not currently living there, please tell us why:

Part C: Money laundering regulations

We are required to comply with the Money Laundering Regulations, and in particular to verify the identity and permanent address of all applicants. This is to ensure we comply with policies, adopted worldwide by financial and government authorities, preventing the use of laundering systems to disguise the proceeds of crime.

You are therefore requested to supply details of how you intend to fund the purchase of your home. Please answer these questions in full:

Are you funding the purchase with a mortgage?

Yes

No

Will you be funding with a full mortgage or part mortgage?

Full

Part

Who is the mortgage provider?

Who else will be named on the mortgage?

Name

Relationship to tenant

Current address

Name

Relationship to tenant

Current address

Name

Relationship to tenant

Current address

If you are not using a full mortgage, please answer the following questions:

Are you funding the purchase with gifted or inherited money?

Yes

No

If Yes, please give details:

Are you funding the purchase with existing savings?

Yes

No

If Yes, please give details:

If none of the above applies, are there any other means by which you will be funding the purchase?

Yes

No

If Yes, please give details:

Part D: Debts and court orders

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.

In order to comply with Section 121 of the Housing Act 1985, we must 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. In these circumstances the Right to Buy cannot be exercised until such an order or arrangement has been discharged.

Have you or the joint applicant(s) ever been made bankrupt and/or have a bankruptcy pending against you?

You

Yes

No

Joint applicant(s)

Yes

No

If Yes, please give details:

Do you or the joint applicant(s) have arrangements with any creditors and still owe them money? Creditors are people or companies you owe money to, for example an Individual Voluntary Arrangement (IVA) or Debt Relief Order (DRO).

You

Yes

No

Joint applicant(s)

Yes

No

If Yes, please give details:

**Do you or the joint applicant(s) owe money to City of York Council?
E.g. Housing Benefit Overpayments, rent arrears, council tax
arrears etc.**

You

Yes

No

Joint applicant(s)

Yes

No

If Yes, please give details:

**Are you or any joint applicant(s) currently subject to an Anti-Social
Behaviour Order?**

You

Yes

No

Joint applicant(s)

Yes

No

If Yes, please give details:

Are you or any joint applicant(s) currently subject to a Possession Order

You

Yes

No

Joint applicant(s)

Yes

No

If Yes, please give details:

Part E: Declaration and signatures

City of York Council may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to check accuracy of information, prevent or detect crime and to protect public funds. We may check information we receive about you with information in our records. This can include information provided by you as well as by others such as government departments and agencies.

City of York Council has a duty to protect public funds and to this end may use information you have provided for the improvement of financial management and the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. This may include participation in national and local data matching initiatives.

Please see the Data Protection and Freedom of Information (FOI) page, on the City of York Council's website, if you require further information www.york.gov.uk/privacy

All applicants must read and sign this declaration:

I grant City of York Council permission to make any enquiries needed to confirm the information given on this form. This may include checking City of York Council's own records, and may also include conducting credit checks with credit reference agencies.

I confirm that to the best of my knowledge and belief the information that has been provided on this form is true, complete and correct. I understand it is used in determining my/our eligibility for the Right to Buy.

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



Tenant 1

Full name

Signature

Date

Joint applicant

Full name

Signature

Date

3rd Joint Applicant

Full name

Signature

Date

Please return this form to City of York Council, West Offices, Station Rise, York, YO1 6GA.