

Notice claiming the right to buy

This notice is for use by certain secure tenants of local authorities, and of certain housing associations and other bodies, who wish to claim the right to buy their homes.

Before filling in each part of this notice please read the notes relating to that part and the information pack which should have been provided by your landlord.

You may also find it helpful to read the Government booklet "Your right to Buy Your Home". You can get a copy from your landlord or a Citizens Advice Bureau or by writing to the Office of the Deputy Prime Minister, ODPM Literature, PO Box No 236, Wetherby, West Yorkshire LS3 7NB.

If you need further advice you can get help from a Citizens Advice Bureau or you can consult a solicitor. Help with the cost of advice from a solicitor may be available under the Legal Aid Scheme.

When you have filled in this notice, take it or send it by recorded delivery to your landlord. If you take it by hand, ask for a receipt. Keep a copy of the completed notice for yourself.

To the landlord:

Part A: The property

Give the following details:

Address of property you wish to buy

Name of your landlord

Note

You can only claim the right to buy the property of which you are a tenant. It does not matter whether it is a house or a bungalow, a flat or a maisonette - the right to buy can still apply.

Part B: The tenant(s)

Give the following details for each tenant of the property:

Surname	Other names	Title	Is the property the tenant's only or principal home?		Does he or she wish to buy?			
			Yes	No	Please tick appropriate box			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes

1. You may be a tenant if your name appears on the tenancy agreement, rent book or rent card. If you are unsure whether you are a tenant, you should check with your landlord.
2. You can only claim the right to buy if the property is your only or principal home. If you are applying to buy jointly with other tenants, only one tenant need satisfy this requirement.
3. **The agreement of any tenant who does not wish to buy must be obtained before you claim the right to buy. They should sign Part G of this notice. Their tenancy will end when you buy the property.**

Part C: Family member(s) sharing the right to buy

If you wish to share the right to buy with any member of your family who is not a tenant, give their details below:

			Is the property the family member's only or principal home?		Has he or she lived with the tenant throughout the last 12 months?		
Surname	Other names	Title	Please tick appropriate box				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Relationship to tenant	<input type="text"/>						

			Is the property the family member's only or principal home?		Has he or she lived with the tenant throughout the last 12 months?		
Surname	Other names	Title	Please tick appropriate box				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Relationship to tenant	<input type="text"/>						

Notes

You may share the right to buy with up to 3 members of your family who are not themselves tenants, if the property is their only or principal home. Unless your landlord agrees otherwise, the family members must also -

- be your husband or wife; or
- have lived with you throughout the last 12 months.

A person living with you as your husband or wife, but not actually married to you, is regarded as a member of your family.

Part D: Qualification and discount

Please read these notes before filling in the table(s)

1. If you were a public sector tenant before 18th January 2005, you must have been a tenant for at least two years to be eligible to buy your home. The discount available to you then is 32% if you are a tenant of a house and 44% if you are a tenant of a flat. If you are buying a house, you are eligible for 1% more discount for each extra full year, up to a maximum limit of 60%. If you are buying a flat, you are eligible for 2% more discount for each extra full year, up to a maximum limit of 70%. But, whatever percentage you are eligible for, your discount cannot be greater than the maximum discount for the area in which you live, see page 10 of the booklet "Your Right to Buy Your Home".
2. If you become a public sector tenant for the first time on or after 18th January 2005, you must have been a tenant for at least five years to be eligible to buy your home. The discount available to you after five years is then 35% if you are a tenant of a house and 50% if you are a tenant of a flat. If you are buying a house, you are eligible for 1% more discount for each extra full year, up to a maximum limit of 60%. If you are buying a flat, you are eligible for 2% more discount for each extra full year, up to a maximum limit of 70%. But, whatever percentage you are eligible for, your discount cannot be greater than the maximum discount for the area in which you live, see page 10 of the booklet "Your Right to Buy Your Home".
3. You need not have spent the full qualifying period in your present home or with your present landlord, and in some circumstances periods which another person (such as your husband or wife) has spent as a public sector tenant or armed forces occupier can count towards your qualifying period.

A public sector tenant is a tenant of one of the public sector landlords listed below who occupies the property as their only or principal home. This may include an employee living in accommodation provided in connection with their job.

An armed forces occupier is a person who occupies accommodation provided for them as a member of the regular armed forces of the Crown.

Part D: Qualification and discount (continued)

Go through the headings below. Where a heading applies to you, give details in the table below. If you are applying to buy jointly with others, each purchaser should fill in the purchaser's name and complete a separate table.

1. Present and previous tenancies

Give details of:

- your present tenancy if you are a tenant of the property
- any periods in the past when you were a public sector tenant or an armed forces occupier.

2. If you are married and living with your husband or wife

Give details of any periods when your husband or wife:

- was a public sector tenant or an armed forces occupier
- was previously married to another person and lived in a property of which that person was a public sector tenant or an armed forces occupier.

3. If you are separated or have been divorced

Give details of any periods when you were living in a property of which your separated or former husband or wife was a public sector tenant or an armed forces occupier.

4. If your husband or wife has died and you were living together when he or she died

Give details of any periods when your deceased husband or wife:

- was a public sector tenant or an armed forces occupier
- was previously married to another person and lived in a property of which that person was a public sector tenant or an armed forces occupier.

5. Tenants who have taken over a public sector tenancy from a parent

A tenant who has taken over a parent's public sector tenancy may be able to count for qualification and discount, periods after the age of 16 living in a property of which a parent was a public sector tenant.

Give details of any periods when:

- you were over the age of 16 and living with a parent who was a public sector tenant
- a person to whom you are or were previously married was over the age of 16 and living with a parent who was a public sector tenant
- a person to whom your husband or wife was previously married was over the age of 16 and living with a parent who was a public sector tenant.

Purchaser's Name:

Period		Name of tenant(s) (or member of armed forces)	Address of property (not required for armed forces accommodation)	Name of landlord (or branch of armed forces)
from month/year	to month/year			

Part E: Previous discount

Give details below of any previous purchase at a discount from a public sector landlord (see below) which you (or your husband or wife or deceased husband or wife) have made. If you are applying to buy jointly with others, give details in relation to each purchaser.

Address of property

Name of public sector landlord

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Name of previous purchaser

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Date of purchase (month/year)

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Address of property

Name of public sector landlord

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Name of previous purchaser

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Date of purchase (month/year)

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Note

The amount of any discount on a previous purchase from a public sector landlord, less any sum later repaid, may be deducted from the discount allowed on your present purchase.

Part F: Tenants' improvements

Give the following details of any tenants' improvements to the property.

Description of improvement

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Name of tenant who made the improvement

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Notes

1. When the property is valued to fix the price any improvements which you have made will not be included in the valuation. You should give details of any improvements which you think may affect the valuation e.g. central heating, double glazing, a fitted kitchen or a new bathroom suite.
2. The value of improvements will also be ignored where they were carried out by either -
 - your predecessor in the same tenancy (including an introductory tenancy at the start of the tenancy); or
 - a family member who was a secure or introductory tenant of the property immediately before you under a different tenancy.

Part G: Signatures

Remember, if you give false information or withhold relevant information you may be prosecuted.

To be completed by each tenant wishing to buy:

- I claim the right to buy
- As far as I know the information given in this notice is true.

Signature

Surname

Other names

Date

Daytime Tel No (if any)

Signature

Surname

Other names

Date

Daytime Tel No (if any)

To be completed by each family member (who is not a tenant) sharing the right to buy:

- I agree to share the right to buy
- As far as I know the information given in this notice is true.

Signature

Surname

Other names

Date

Signature

Surname

Other names

Date

To be completed by each tenant not wishing to buy:

(Your tenancy will end if the purchase goes ahead.)

- I do not wish to claim the right to buy
- I agree to the above purchaser(s) exercising the right to buy.

Signature

Surname

Other names

Date

Signature

Surname

Other names

Date

What happens next?

Your landlord must reply to your claim either by admitting or denying the right to buy. If the right to buy is denied, reasons must be given. Your landlord has 4 weeks to reply unless the period on which you rely to qualify for the right to buy includes a period spent as a tenant of another landlord. In that case your landlord must reply within 8 weeks.

After admitting your right to buy your landlord must notify you of the proposed terms of sale, including the purchase price. At that stage you must decide whether to go ahead with the right to buy or to withdraw your application.

This notice does not commit you to buying the property. You may withdraw at any time before completion by notifying your landlord in writing.

Public sector landlords (see Parts D and E)

Local authorities, parish councils, community councils. Any of the following bodies set up in consequence of the abolition of the Greater London Council and the metropolitan county councils.

- a metropolitan county police authority
- the Northumbria Police Authority
- a metropolitan county fire and civil defence authority
- the London Fire and Emergency Planning Authority
- a metropolitan county passenger transport authority
- The London Waste Regulation Authority
- the West London, North London, East London and Western Riverside Waste Authorities
- the Merseyside and Greater Manchester Waste Disposal Authorities
- a metropolitan county residuary body

Fire and rescue authorities
Internal drainage boards London
Regional Transport Passenger
transport executives Police
authorities
Commission for the New Towns
Housing action trusts
Housing Corporation
Housing for Wales
New town development corporations
Registered social landlords such as housing
associations (which are not co-operative
associations)
Residuary Body for Wales
Urban development corporations
AFRC Institute for Grassland and Animal
Production
Agricultural and Food Research Council
Area Electricity Boards
British Airports Authority
British Broadcasting Corporation
British Coal Corporation
British Gas Corporation
British Railways Board
British Steel Corporation
British Waterways Board
Central Electricity Generating Board
Church Commissioners
Civil Aviation Authority
Electricity Council
English Sports Council
Historic Buildings and Monuments Commission
for England
Lake District Special Planning Board
Lee Valley Regional Park Authority
London Residuary Body
Metropolitan county residuary body
Ministers of the Crown and Government
Departments
Medical Research Council
National Bus Company

National Health Service Trusts
National Rivers Authority
Natural Environment Research Council
Nature Conservancy Council for England
New Towns
Peak Park Joint Planning Board
Post Office
Science and Engineering Research Council
Sports Council
Trinity House (but only in its capacity as a
lighthouse authority)
United Kingdom Atomic Energy Authority
United Kingdom Sports Council
Water authorities
Countryside Council for Wales
Development Board for Rural Wales
National Library of Wales
National Museum of Wales
Sports Council for Wales
Welsh Development Agency
Commissioners of Northern Lighthouses
Highlands and Islands Enterprise
North of Scotland Hydro-Electric Board
Scottish Homes
Scottish Natural Heritage
Scottish Sports Council
South of Scotland Electricity Board
Education and Library Boards in Northern
Ireland
Fire Authority for Northern Ireland
Northern Ireland Electricity Service
Northern Ireland Housing Executive
Northern Ireland Transport Holding Company
Police Authority for Northern Ireland
Sports Council for Northern Ireland
AND ANY PREDECESSOR OF THESE
LANDLORDS