



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

Address of Property:

.....

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

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? Yes/No

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 East Riding of Yorkshire 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

The information collected on this form, and from any supporting evidence by East Riding of Yorkshire Council will be used for council tax, benefit and supporting people purposes. The information may be passed to other council and government departments as permitted by law. We may check information provided by you, or about you provided by a third party, with other information held by us. We may also get, or give information to third parties to prevent or detect crime, or to protect public funds in other ways as permitted by law. These third parties include Government Departments and local authorities.

East Riding of Yorkshire Council is a Data Controller for the purposes of the Data Protection Act 2018.

Please return this form to the following address:

Sam Pearson
 Right to Buy Officer
 Housing and Public Protection
 East Riding of Yorkshire Council
 County Hall
 Room DF33
 BEVERLEY
 East Riding of Yorkshire
 HU17 9BA