

## RIGHT TO BUY INFORMATION

### Right to buy procedure

The right to buy application process is a completely **free** service and does not commit you to purchasing the property.

It is the policy of the Council that upon receipt of an application to purchase, only essential repair work will be undertaken to the property such as faults to the gas or electrical system, water leaks or dealing with items of a structural nature. Other repairs and improvements will not be undertaken.

East Riding of Yorkshire Council carry out a valuation on your property, which is a visual inspection only and is not a home buyers or full structural survey. If you decide to proceed, you are advised to have a structural survey carried out on your property, however, this will be at your own expense and you should budget for this.

If you are applying to purchase a flat, please be aware that the loft space does not form part of your tenancy and will not be sold to you. You have no rights to enter or use the loft space.

Your rent account must be clear before the right to buy can be completed.

**All information given is strictly confidential, however, please be aware that we may share the information you provide for your right to buy application with internal departments and other public sector organisations for the purpose of processing your right to buy application and preventing and detecting fraud.**

### Cost floor rule

The cost floor rule may apply if your home has recently been purchased or built by the council or a considerable amount of money has been spent on repairing or maintaining your property. Under the cost floor rule the discount you receive must not reduce the price you pay below what has been spent on building, buying, repairing or maintaining your property.

### Energy performance certificate

It is a requirement that the council provide you with an energy performance certificate in relation to the property that you are applying to buy. Therefore, it may be necessary for a domestic energy assessor to contact you to arrange a visit and carry out an assessment on your property.

### Suspension of the right to buy – anti social behaviour orders

The right to buy can be suspended on the grounds of anti-social behaviour and cannot be exercised during the ‘suspension order period’. A suspension order is made by the court in respect of the tenancy under section 82A Housing Act 1985 which is made if the court is satisfied that:

- a) The tenant (or persons visiting or residing) have engaged or threatened to engage in conduct to which sections 153A or 153B Housing Act 1996 applies (anti-social behaviour) and
- b) It is reasonable to make the order.

### Demoted tenancies

You will be unable to exercise your right to buy during the period when your secure tenancy has been demoted through the County Court as a result of nuisance or illegal behaviour at your tenancy. This demotion period will last for 12 months (in some circumstances the demotion period could be extended up to a maximum of 18 months). At the end of the demotion period, should your behaviour improve, your tenancy will revert to a full secure tenancy but you will be unable to claim the period when your tenancy was demoted in calculating any applicable discount.



## LANDLORD RESPONSE AND TIMESCALES

Within 3 working days of requesting right to buy information a right to buy information pack will be sent.



Upon receipt of a completed application form, an acknowledgement is sent, normally on the same day but in any case within 5 working days. At this stage we will be liaising with various internal departments/external organisations to process the application.



Within 4 weeks (or 8 weeks if you have not been a tenant of this council for the relevant 5 years) a form (RTB2) will be sent either admitting or denying the right to buy. If the right to buy is denied, the application is cancelled.



If the right to buy is admitted the valuers and the energy performance assessors will be instructed. The offer letter (s. 125 notice) will be sent out within the next 8 weeks (12 weeks if a flat).



You have 12 weeks to decide if you wish to proceed, withdraw or appeal against the valuation.



Proceed – complete and return the RTB proceed form (section a) with your solicitors details.



Appeal – contact the RTB team for an appeals form (RTB5) which needs to be completed and returned.



Withdraw – complete and return the RTB proceed form (section b) indicating your wish to withdraw.



Instructions and documentation will be sent to the council's legal department (within 5 working days). Documentation will be sent to your solicitors (within the following 10 working days).



The district valuer will be instructed. The length of time taken for the valuation process depends on the workload of the district valuer. A new offer letter (s. 128 notice) will be sent out.



# EAST RIDING OF YORKSHIRE COUNCIL ADDRESSES/CONTACT NUMBERS

**East Riding of Yorkshire Council**  
County Hall, Cross Street, Beverley, HU17 9BA  
Tel: (01482) 393939  
Website Address: [www.eastriding.gov.uk/housing](http://www.eastriding.gov.uk/housing)

## Right to buy team

01482 396301

County Hall, Cross Street, Beverley, HU17 9BA  
E-mail address: [RightToBuy@eastriding.gov.uk](mailto:RightToBuy@eastriding.gov.uk)

## Housing offices

<b>East area</b> - County Hall, Cross Street, Beverley, HU17 9BA	Tel: (01482) 396301
<b>North area</b> - Town Hall, Quay Road, Bridlington, YO25 4LP	Tel: (01482) 396301
<b>West area</b> - Council Offices, Church Street, Goole, DN14 5BG	Tel: (01482) 396301

## Customer service centres

To contact any of the council's customer service centres please telephone (01482) 393939

Anlaby Haltemprice Customer Service Centre  
Haltemprice Leisure Centre, 120 Springfield Way,  
Anlaby, HU10 6QJ

Beverley Customer Service Centre  
7 Cross Street, Beverley, HU17 9AX

Bridlington Customer Service Centre  
Town Hall, Quay Road, Bridlington, YO16 4LP

Brough Petuaria Centre  
Centurion Way, Brough, HU15 1DF

Cottingham Customer Service Centre  
Council Offices, Market Green, Cottingham,  
HU16 5QG

Drifffield Customer Service Centre  
Town Clerks Office, West Garth, Mill Street, Drifffield,  
YO25 6TP

Goole Customer Service Centre  
Council Offices, Church Street, Goole, DN14 5BG

Hedon Customer Service Centre  
2 New Road, Hedon, HU12 8EN

Hessle Centre  
Southgate, Hessle, HU13 0RB

Hornsea Customer Service Centre  
Council Offices, 75 Newbegin, Hornsea, HU18 1PA

Howden Customer Service Centre  
69 Hailgate, Howden, DN14 7SX

Market Weighton Wicstun Centre  
14 Beverley Road, Market Weighton, YO43 3JP

Pocklington Pocela Centre  
23 Railway Street, Pocklington, YO42 2QU

Withernsea Customer Service Centre  
243 Queen Street, Withernsea, HU19 2HH

## **OTHER USEFUL ADDRESSES/CONTACT NUMBERS**

### **Residential property tribunal service**

Property Chamber, Northern Residential Property,  
First-tier Tribunal, First Floor, Piccadilly Exchange,  
2 Piccadilly Plaza, Manchester, M1 4AH  
Tel: 0161 2379491 Fax: 01264 785 128  
Email: [rpnorthern@hmcts.gsi.gov.uk](mailto:rpnorthern@hmcts.gsi.gov.uk)

### **Valuation office agency**

Valuation Office Agency  
Earle House, Colonial Street, Hull, HU2 8JN  
Tel: 03000 503480

### **Department for communities and local government**

Right to Buy, Fry Building, 2 Marsham Street, London,  
SW1P 4DF  
Tel: 0303 444 0000

**REMEMBER – YOUR HOME IS AT RISK IF YOU DO NOT KEEP UP WITH YOUR  
MORTGAGE PAYMENTS**

**This leaflet can be made available in other languages or formats if required. To request  
another format, please telephone 01482 396301 or email [RightToBuy@eastriding.gov.uk](mailto:RightToBuy@eastriding.gov.uk)**