



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 Publications, 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

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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	Yes	No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<i>Please tick appropriate box</i>			
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <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:

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

Please tick appropriate box

Relationship to tenant

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

Please tick appropriate box

Relationship to tenant

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

Please tick appropriate box

Relationship to tenant

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 principle home.
Unless your landlord agrees otherwise, the family member 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 18 January 2005**, you must have been a tenant for at least two years to be eligible to buy your home. The discount available 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 18 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 on page 12 who occupies the property as their only or principle 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.

*The other side of this fold-out
page gives instructions for
filling in the table*



Part D: Qualification and discount (continued)

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

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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			

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			

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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 page 12) 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	Date of purchase (month/year)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Name of previous purchaser	
<input type="text"/>	<input type="text"/>	
Address of property	Name of public sector landlord	Date of purchase (month/year)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Name of previous purchaser	
<input type="text"/>	<input type="text"/>	

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	Name of tenant who made the improvement
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Daytime Tel No (if any)

Signature	Surname	Other names	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Daytime Tel No (if any)

Signature	Surname	Other names	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Daytime Tel No (if any)

Signature	Surname	Other names	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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.

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
- 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

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

- 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