



Finance & Procurement
Castle Point Borough Council,
Council Offices, Kiln Road,
Thundersley, Benfleet,
Essex, SS7 1TF
www.castlepoint.gov.uk

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, Data Protection and Money Laundering, we do require you to complete this form and return it as part of your Right to Buy application.

National Insurance number(s) & Supporting Documentation Required

Tenant Name	NI Number
1)	
2)	
Family Member Name	
1)	
2)	
3)	

Please provide evidence of identification and of occupation of the property where the Right to Buy is being claimed, in respect of each tenant and family member in the form of:

- a) Passport or driving licence.
- b) A utility or other service bill(s) in the name of each applicant showing the address of the property.

Please provide **copies only**; this can be email in photographic form or PDF document.

Other Property Interests

Do you (or a family member named on the RTB Application) own, or have an interest in, another property in the UK? **Yes/No**

If yes, please provide the address here & names of any RTB applicants living at the address.

Do you (or a family member named on the RTB Application) own, or have an interest in, another property outside of the UK? **Yes/No**

If yes, please provide the address here & names of any RTB applicants living at the address.

Do you (or a family member named on the RTB Application) hold a tenancy for another property in the UK? **Yes/No**

If yes, please provide the address here & names of any RTB applicants living at the address.

Do you (or a family member named on the RTB Application) hold a tenancy for another property outside of the UK? **Yes/No**

If yes, please provide the address here & names of any RTB applicants living at the address.

Financing

We are required to comply with the Money Laundering Regulations and to the policies adopted worldwide by financial and government authorities designed to prevent the use of laundering systems to disguise the proceeds of crime.

Please give details of how you will finance the purchase of your home through the Right to Buy scheme.

Will you require a mortgage in full or in part payment of the sale price?

Full mortgage

Part mortgage

No mortgage

Are you using savings to pay for the property?

All savings

Part savings

No savings being used

Are you receiving a financial gift to purchase the property?

Yes/No

If yes, please provide details of where the gift is coming from.

Will the purchase be funded, to some extent, by an inheritance?

Yes/No

If yes, please provide details of benefactor and date you inherited.

Please provide details of any other means by which you intend to fund the purchase.

Court Orders & Bankruptcy

Tenants or family members who are subject to certain court orders will not be eligible to join the right to buy scheme, and the application can be suspended where a court hearing date has been set. 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.

Are you currently subject to (or have a court hearing date pending) for any of the following Court Orders? Please tick to indicate the correct status for each type of order.

	Court Order in place	Court Hearing date pending	No Court Order
Bankruptcy order			
Possession order			
Demotion of tenancy			
Ground 2 criminal nuisance order			

DECLARATION AND SIGNATURES

I/we grant permission to Castle Point Borough 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 could be taken against me.

Signed (Tenant 1)

×

Signed (Family member 2)

×

Signed (Tenant 2)

×

Signed (Family member 3)

×

Signed (Family member 1)

×

Date: / /