

# Getting advice on the right to buy

## Is someone trying to buy your council house?

The Ministry of Housing, Communities and Local Government and local authorities are concerned that tenants do not always receive good advice when they ask private companies and individuals for help when buying their council homes.

Sometimes, tenants are asked to pay a lot of money for things that landlords will do for nothing - for example, Right to Buy application forms are available from landlords and also on the Government website, or they are paid money as part of a deal under where the company ends up owning the property. Good for the company but not always good for the tenants as they could then be charged a higher rent than the council could when it let the property. The money received by the tenant may not be enough to prevent them from becoming homeless.

It is often claimed that the Right to Buy scheme is going to be changed or ended. The Government has made it clear in its Housing Green Paper that it has no intention of making any further significant changes to the Right to Buy scheme in the foreseeable future. Be suspicious if anyone tries to tell you otherwise. They may be trying to persuade you to do something that benefits them rather than you. If you need advice on any aspect of the Right to Buy scheme, contact your council first.

If you are approached or contacted by a person or a company offering to help you to buy your council home, check out what's in it for them and talk to your council before signing up to any deal.

# Important information

You may have been approached recently by a private company offering to help you purchase your home. We are receiving an increasing number of telephone calls from tenants about this and stress that:

**these companies do not represent Slough Borough Council; they have not been engaged by the authority and do not have any connection with slough borough council whatsoever.**

Several of these companies charge tenants a fee for dealing with the Right to Buy scheme and these fees can be quite substantial. They may offer to add these fees to the mortgage amount and you could then end up paying substantially more over the life of your mortgage. We strongly recommend that you make sure you know what services are being provided, and what charges you will incur **before** signing any agreements or handing over any money. You may be paying for unnecessary services or services the council will provide free under the Right to Buy legislation.

The usual practice when tenants wish to purchase their home is to liaise directly with the council (your landlord). Whether you apply to us direct or via a private company, it is the council's officers who will check your eligibility for the scheme, who will process all the necessary application documentation, arrange a valuation (where applicable), calculate your discount entitlement and send you an offer notice. We do **not** charge for any of the above services.

We will also supply a link to the booklet "Your Right to Buy Your Home" as issued by the Ministry of Housing, Communities and Local Government. This booklet explains the scheme and contains a 'step-by-step guide' on the procedure including your rights and obligations. The Department of Communities and Local Government can be contacted on 0300 123 0913.

The council considers the process to be private and confidential and we will therefore deal directly with you and send all correspondence direct to you, until such time as it is necessary for you to involve a solicitor.

There are a wide variety of mortgages available from reputable lenders and we would urge tenants to read the conditions carefully before signing any contract. There are many firms of solicitors within the local area who will be happy to provide an estimate for their service before you need to commit yourself.

The Right to Buy section is available on 01753 875407/875215/875357 to answer any of your questions in relation to the scheme, address your concerns and provide guidance or advice as necessary.

**Department:** Place & Development  
**Contact:** Right to Buy  
Housing Services (Leasehold & Right to Buy Team)  
Slough Borough Council  
Observatory House, 25 Windsor Road, Slough,  
Berks SL1 2EL  
**Contact No:** 01753 875407 or 01753 875215  
or 01753 875357  
**Email:** [rtb@slough.gov.uk](mailto:rtb@slough.gov.uk)

Dear Applicants,

### Re: Right to Buy Application

Please find enclosed details of the Right to Buy scheme as requested advising you of how to apply to the scheme which I hope you will find informative.

When completing the application form, please ensure that all the questions have been answered. **If a question does not apply to you, please draw a line in the box or write 'not applicable'.** If you do not complete the form correctly and/or fully it may result in a delay when processing your application.

Please also complete the enclosed: Anti Money Laundering and Insolvency Declaration forms (these need to be signed by all applicants participating in the Right to Buy process of your application) and Equal Opportunities form (optional).

Each applicant wishing to share the Right to Buy must provide:

- **Proofs of residency covering the last 12 months. Each proof must show their name and address and one proof is required for each month. Applicants can provide bank statements/documentation, credit card bills, utility bills, car insurance, letters from the Department of Working and Pensions, HMRC, P60 or other official correspondence from other agencies.**

**Please note mobile phone bills and wage slips are not accepted. The documents provided do not all need to be of the same type. Unfortunately, we are unable to accept letters that have been sent to you from Slough Borough Council or Osborne.**

- **Please also supply the last three months (full) bank statements evidencing their household income.**
- **Gas/electric statements/bills covering the last 12 months.**

Please note that if your utilities are provided on a key or card meter please ask your service provider for a statement.

Once you have completed the application and supporting forms and collated the requested documentation please call one of the telephone numbers at the top of this letter to book an appointment to submit your application. The purpose of your interview is to verify your Right to Buy application and the documentation/information provided and go through the process with you in more detail.

**Please note each person on the application wishing to share in the Right to Buy must attend the appointment and bring along two forms of identification each for verification purposes (one must be photographic) such as:**

- **Passport, driving license, British birth certificates, Naturalisation or Home Office paperwork.**

***Failure to attend a verification appointment may result in your application being denied or go into default and possible cancellation.***

Any family member sharing the Right to Buy must provide proof of their relationship to the tenant(s) also on the application. Additional applicants cannot be added to the application after it has been submitted.

Please note: If there has been any change to the details of your tenancy (i.e. change of name due to marriage, divorce etc.) you must have the necessary amendments made to your tenancy before submitting a Right to Buy application, otherwise the application will have to be denied. To arrange changes to your tenancy you should contact your Housing Officer on 01753 875491/92.

The personal data you supply on your application and supporting documentation will be processed in accordance with the General Data Protection Regulations. Under the Data Protection Act 2018, we are required to notify you of the personal details we hold for you. Slough Borough Council and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes.

For further information please visit: [www.slough.gov.uk/yourprivacy](http://www.slough.gov.uk/yourprivacy). If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the data protection officer at [DataProtectionOfficer@slough.gov.uk](mailto:DataProtectionOfficer@slough.gov.uk).

Information provided maybe shared with other departments/agencies for the purpose of preventing and detecting fraud.

If you require any further assistance regarding the scheme please contact an officer from the team - information at the top of this letter.

Please check that your application form and all other paperwork has been completed before submission as failure to do so may cause your application to go into default and possible cancellation.

**Leasehold Service Charge and Right to Buy Team**



## Notice claiming the Right to Buy (RTB1 form)

Please use this form if you are a council or housing association tenant and wish to purchase your home under the Right to Buy or Preserved Right to Buy schemes.

**You could be eligible for a Right to Buy discount if:**

- ✓ You are a council tenant OR you were a council tenant and were living in your home when it was transferred to your current housing association landlord
- ✓ The property is your only or main home
- ✓ You have been a public sector tenant (usually a tenant of a council or a housing association) for at least 3 years
- ✓ You don't live in sheltered housing or other housing particularly suitable for elderly or disabled people
- ✓ Your home is not due to be demolished
- ✓ You don't have any legal problems with debt
- ✓ You don't have any outstanding possession orders

If you can answer 'yes' to these statements, you are probably eligible but your landlord will need to confirm this.

Remember, buying your home is a big decision. If you haven't done so already, you should get impartial financial and legal advice before buying. **You can get free information and advice from:**

- Your landlord
- The Government's Right to Buy website: [www.communities.gov.uk/righttobuy](http://www.communities.gov.uk/righttobuy) and helpline: 0300 123 0913
- The Government's booklets – *Want to make your home your own?* and *Your Right to Buy your Home*
- For legal matters contact your local Citizens Advice Bureau: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)
- For budgeting and financial advice, contact the Money Advice Service: 0300 500 5000; [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)

**When you have completed this form, take it or send it by recorded delivery to your landlord. If you take it by hand, ask for a receipt. You should keep a copy of the completed form.**

# Part A: The property

**Note:**

You can only claim the Right to Buy discount if you are a tenant of this property.

Give the following details:

Address of the property you wish to buy  
(including postcode)


Name of your landlord

--

Please turn the page

## Part B: The tenant(s) and family member(s) wishing to share the Right to Buy

### Notes:

#### Tenant

1. You have the right to 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 main home'. If you are applying to buy jointly with other tenants, only one of you needs to live in the property as your 'only or main home'.
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 F of this notice. Their tenancy will end when you buy the property.

#### Family member

1. You may share the Right to Buy with up to three family members over the age of 18. They must be a spouse, civil partner or wider family member, but do not have to be tenants themselves. Wider family members must have also lived in the property as their main home for at least the last 12 months.
2. If you are unsure whether someone qualifies as a family member for this purpose, you should check with your landlord. You can ask your landlord to allow family members who haven't lived with you for 12 months to buy with you, but they do not have to agree to this.

Fill in the table below for each tenant of the property, and then for any family member(s) who are not tenants but wish to share the Right to Buy with you.

	Title	Full name	Do they wish to buy (Y/N)?	Only/main home (Y/N)
Tenant 1				
Tenant 2				
Tenant 3				

	Title	Full name	Have they lived in this property for the last 12 months (Y/N)?	Do they wish to buy (Y/N)?	Relationship to tenant (son, etc)	Only/main home (Y/N)
Family member 1						
Family member 2						
Family member 3						

## Part C: Qualification and discount

### Note:

You must have been a public sector tenant for at least three years to qualify to buy your home at a discount.

You do not need to have spent the full three years in your present home or with your present landlord. In some circumstances periods which another person (such as your husband, wife or civil partner) has spent as a public sector tenant or armed forces occupier can count towards your qualifying period.

The longer you have been a tenant, the bigger the discount you could be eligible for. Maximum discount levels apply. For details of the current discount levels, please go to [www.communities.gov.uk/righttobuy](http://www.communities.gov.uk/righttobuy).

Please give details of:

- Your current tenancy
- Previous tenancies
- Previous tenancies of your **spouse/civil partner**
- Previous tenancies of your spouse/civil partner's **ex-partner** (if they were married at the time or if they were living together at the time of death)
- If you are claiming a tenancy that was not in your name please tell us your relationship to the tenant of that address
- You should also sign the '**Authority to Disclose**' form if you are claiming a previous tenancy with a different landlord so that we can confirm the details.

### Current tenancy

Property address (including postcode)		
Name of tenant 1		
Name of tenant 2		
Name of tenant 3		
Date tenancy started (MM/YY)		
Have you ever been known by any other name?	Yes      No	If 'yes' - give details



### Previous tenancy details

Name of tenant	
Landlord of the property (e.g. name of council/housing association)	
Property address (including postcode)	
Enter date tenancy started (MM/YYYY)	
Enter date tenancy ended (MM/YYYY)	

### Previous tenancy details

Name of tenant	
Landlord of the property (e.g. name of council/housing association)	
Property address (including postcode)	
Enter date tenancy started (MM/YYYY)	
Enter date tenancy ended (MM/YYYY)	

### Previous tenancy details

Name of tenant	
Landlord of the property (e.g. name of council/housing association)	
Property address (including postcode)	
Enter date tenancy started (MM/YYYY)	
Enter date tenancy ended (MM/YYYY)	

### Previous tenancy details

Name of tenant	
Landlord of the property (e.g. name of council/housing association)	
Property address (including postcode)	
Enter date tenancy started (MM/YYYY)	
Enter date tenancy ended (MM/YYYY)	

### Previous tenancy details

Name of tenant	
Landlord of the property (e.g. name of council/housing association)	
Property address (including postcode)	
Enter date tenancy started (MM/YYYY)	
Enter date tenancy ended (MM/YYYY)	

### Previous tenancy details

Name of tenant	
Landlord of the property (e.g. name of council/housing association)	
Property address (including postcode)	
Enter date tenancy started (MM/YYYY)	
Enter date tenancy ended (MM/YYYY)	

Please turn the page

# Authority to disclose

Please complete this form if you have claimed any tenancy with another landlord. It will help us to process your application more quickly.

Name(s):

Address:

  
  
  

Postcode:

Date (DD/MM/YYYY):

I have provided details of all previous tenancies in my application form for the Right to Buy (RTB1) and I give consent for my landlord to request and receive any information relating to any previous tenancy I have claimed towards my qualification criteria and discount entitlement for the Right to Buy.

**All tenants must sign this form, even if they aren't joining in the Right to Buy**

## Tenants' signatures:

Signed (Tenant 1):\*

Signed (Tenant 2):\*

Signed (Tenant 3):\*

## Family members' signatures:

Signed (Family member 1):\*

Signed (Family member 2):\*

Signed (Family member 3):\*

\* Sign by hand after printing completed form

## Part D: Previous discount

**Note:**

You may get a lower discount if you purchased through Right to Buy on another home (or a different government scheme). The amount of your previous discount, less any amount repaid, will be taken into account when determining the discount value for your current purchase.

Give details below of any previous purchase, at a discount, from a public sector landlord (see the list of public sector landlords at the end of this form) which you or your husband, wife or civil partner, or deceased husband, wife or civil partner, have made. If you are making a joint application, provide details in relation to each purchaser.

Address of the property  
(including postcode)


Name of your landlord

--

Date of purchase  
(MM/YYYY)

--

Name of purchaser(s)

--

Yes

No

Have you ever repaid any of the discount given?

--

--

If 'Yes', how much?

--

When?

--

Address of the property  
(including postcode)


Name of your landlord

--

Date of purchase  
(MM/YYYY)

--

Name of purchaser(s)

--

Yes

No

Have you ever repaid any of the discount given?

--

--

If 'Yes', how much?

--

When?

--

## Part E: Tenants' improvements

**Note:**

When the property is valued, any improvements which you have made will not be included in the valuation. You should use this application form to give details of any improvements you have made which you think may affect the valuation. This could include central heating, double glazing, a fitted kitchen or a new bathroom suite.

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.

Give the following details of any tenants' improvements to the property (tick those that apply):

General decoration	<input type="checkbox"/>	Give details:
Flooring	<input type="checkbox"/>	Give details:
Kitchen fittings	<input type="checkbox"/>	Give details:
Bathroom fittings	<input type="checkbox"/>	Give details:
Garden landscaping	<input type="checkbox"/>	Give details:
Other?	<input type="checkbox"/>	Give details:

# Part F: Signatures

To the best of my/our knowledge and belief the information that has been provided on this form is true, complete and correct. I/we understand it is used in determining my/our eligibility for the Right to Buy.

I/we understand that if I/we give false or misleading information or I/we omit 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/us including court action and the recovery of property.

## Tenant 1:

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

Phone number

Email address (optional):

## Tenant 2:

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

Phone number

Email address (optional):

## Tenant 3:

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

Phone number

Email address (optional):

\* Sign by hand after printing completed form

### Tenant(s) not wishing to buy:

**Note:**

Your tenancy will end if the purchase goes ahead.

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

### Family member 1 (who is not a tenant but is sharing the Right to Buy):

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

### Family member 2 (who is not a tenant but is sharing the Right to Buy):

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

### Family member 3 (who is not a tenant but is sharing the Right to Buy):

Signature\*

Full name

Date of birth

Date (DD/MM/YYYY)

\* Sign by hand after printing completed form

# Before you send your form to your landlord

Before you send this application form to your landlord, make a copy and check that you have completed the following:

☐ The full address of the property you want to buy (make sure you have included the area where you live and the full postcode).

☐ The name of your landlord e.g. Nottingham City Council.

☐ The full names of everyone listed on your tenancy agreement/rent book (e.g. RICK SMITH would probably be RICHARD JAMES SMITH). Make sure you tick the boxes to say whether the property is each tenant's only or principal property, and if they wish to buy. On joint tenancies, not all tenants may wish to buy.

☐ The full names of any family members who wish to share the Right to Buy with you. They must be a family member, spouse or civil partner. They must have lived in the property as their main home for at least the last 12 months. They must be over 18.

☐ Details of your current and previous public sector tenancies. Make sure you have completed dates, names of tenants, addresses and name of landlord for your tenancies, those of your spouse/civil partner, those of your former spouse/civil partner who you have divorced or who has died, parents who previously held the tenancy.

☐ Details of any discount previously received under the Right to Buy or other government home ownership schemes, for example Right to Acquire. You do not need to give details of applications, only purchases.

☐ Details of any improvements you have made to the property. The improvements may have increased the value of the property. If you disclose them in your application, the value of the improvements will not be included in the valuation of the property so you don't pay twice.

☐ Signatures of everyone listed on your tenancy agreement/rent book and any family members who wish to share the Right to Buy with you. Make sure all tenants sign in the correct place.

☐ **Have YOU signed the form (Part F)?**



## STOP – HAVE YOU CHECKED YOU HAVE INCLUDED ALL THE INFORMATION on page 12?

### What happens next?

**Tear this section off and use to keep a note of important dates and information as you go through the process**

Please fill this in as you go along:

1. **Now you have completed your application, make a copy and take or send it by recorded delivery to your landlord. If you take it in person, don't forget to get a receipt.**

**Did you get a receipt? Receipt date and number:**

2. **Landlord confirms if you are eligible (RTB 2 form) – your landlord has up to 4 weeks from receipt of your application to reply confirming whether you have the Right to Buy, or 8 weeks if you have been with your current landlord for less than 3 years. My landlord should confirm or deny my eligibility by:**

3. **Receive an offer – your landlord has to send your offer notice within a specific time from the date you receive your RTB2 confirming your eligibility. This is within 8 weeks where your home is freehold (usually houses or bungalows); or within 12 weeks where it is leasehold (usually flats or maisonettes).**

**I should receive my offer notice by:**

This offer notice, which is known as a s125 notice, sets out:

- The landlord's valuation of your property\*, your discount, the price you'll pay.
- Any structural problems the landlord knows about.
- Any terms and conditions of the purchase.
- *For leasehold properties only*, the s125 offer notice will also include an estimate of the service charges that you will need to pay over the next 5 years.

\* If you are not happy with your landlord's valuation you have the right to ask for an independent valuation by a District Valuer.

4. **Decide if you want to go ahead with your Right to Buy – you have up to 12 weeks to accept your landlord's offer. It's during this time that you'll need to arrange a mortgage or loan if you need one, get a survey and hire a solicitor. Get independent financial and legal advice (if you haven't already done so) and check you understand all the costs before you sign anything. I need to respond to my landlord's offer by:**

5. **Complete the purchase – Once you're happy with your landlord's terms and have arranged how you will pay for your home, carry on and complete your purchase.**

It's usually during this time that you pay your stamp duty (if applicable) and finalise and sign the paperwork. Your solicitor will advise you and help with arrangements for these final stages of the process.

**I could be a homeowner on:**



## Public sector landlords (see Parts C and D)

Community councils  
Local Authorities  
New town corporations  
Parish councils  
Urban development corporations

Housing Action Trusts  
Registered social landlords (but not co-operative housing associations)

Government departments  
Ministers of the Crown  
Secretary of State (in some circumstances)

Area electricity boards  
Fire and rescue authorities  
Internal drainage boards  
National Health Service trusts and foundation trusts  
Passenger transport executives  
Police authorities  
Water authorities

AFRC Institute for Grassland and Animal Production  
Agricultural and Food Research Council  
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  
Coal Authority  
Electricity Council  
English Sports Council  
Environment Agency  
Historic Buildings and Monuments Commission for England  
Housing Corporation  
Lake District Special Planning Board  
Lee Valley Regional Park Authority  
Medical Research Council  
National Bus Company  
Natural England (in some circumstances)  
Natural Environment Research Council  
Peak Park Joint Planning Board  
Post Office  
Science and Engineering Research Council  
Sports Council  
Transport for London

Trinity House (in some circumstances)  
United Kingdom Atomic Energy Authority  
United Kingdom Sports Council

### In Wales:

Countryside Council for Wales  
National Assembly for Wales (in some circumstances)  
National Library of Wales  
National Museum of Wales  
Sports Council for Wales

### In Scotland:

Councils  
Development corporations  
Housing associations (in some circumstances)  
Water authorities  
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

### In Northern Ireland:

District councils  
Education and Library Boards  
Registered housing associations  
Fire Authority for Northern Ireland  
Northern Ireland Electricity Service  
Northern Ireland Housing Executive  
Northern Ireland Policing Board  
Northern Ireland Transport Holding Company  
Sports Council for Northern Ireland

### In respect of housing co-operative agreements

In England and Wales, a local housing authority, new town corporation, or the Development Board for Rural Wales.

In Scotland, a local housing authority.

**And any predecessor of these landlords.**

**Department:** Place & Development  
**Section:** Leasehold Services  
**Contact:** Leasehold Services  
**Contact No:** 01753 875407  
**Fax:** 01753 875434  
**Email:** rtb@slough.gov.uk

Dear Sir/Madam,

You are making an application under the Right to Buy scheme to purchase your council property. In order to process this application we **will** require information ensuring the sale is made to those entitled to right to buy discount. Confirmation of the identity of the person we are dealing with and the council is not part of a financial transaction that could amount to handling the proceeds of crime (money laundering).

The information you will be required to provide will be as follows:

- a) Your name and address
- b) Documents to prove your identity and place of residency
- c) Details of the intended future owners of the property you are applying to purchase
- d) Details of any other property you have an interest in or ownership of
- e) Proof, if funded by mortgage of the offer and the financial institution
- f) If you are using savings the accounts and amounts, providing a copy of the account statements
- g) If using other sources of funding, i.e. loans from friends or other sources, to make up a shortfall details of where these funds are coming from. To include savings, loans from friends, inheritances or any other money from any other source
- h) If family and friends are lending or gifting money, please provide copy account statements and a letter from those providing the funds, confirming the nature and details of any loan or gift, plus a photocopy of an identify document examples include passport, driving licence, birth certificate, bank statements, utility bills (mobile phone bills are not acceptable)

You will be sent a form to complete providing the above information once you have found a solicitor and the purchase is moving towards completion. As the applicant you are under a continuing duty to update Slough Borough Council with all changes relating to the finance of the purchase.

A failure to provide any of this information is likely to delay the completion of the right to buy process.

Any person knowingly making a false statement or representation in securing services, property or the "Right To Buy", which causes a loss, material gain, evasion of liability or pecuniary advantage for the benefit of themselves or another, may be prosecuted under any and all relevant legislation.



## Anti Money Laundering Declaration Regulations 2007

The personal data you supply on your application and supporting forms will be processed in accordance with the General Data Protection Regulations under The Data Protection Act 2018, we are required to notify you of the personal details we hold for you. Slough Borough Council and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. For further information please visit: [www.slough.gov.uk/yourprivacy](http://www.slough.gov.uk/yourprivacy)

If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the data protection officer at [DataProtectionOfficer@slough.gov.uk](mailto:DataProtectionOfficer@slough.gov.uk)

Information provided maybe shared with other departments/agencies for the purpose of preventing and detecting fraud.

**This declaration must include each person participating in the Right to Buy Purchase and all parties will need to print name, sign and date the document - this is relevant in all cases. Failure to do this may delay your application.**

### Part 1

Name: .....

Property Address: .....  
 .....  
 .....

1. Please provide at least two forms of identification documentation (one must be photographic), confirming the identities and addresses of all those purchasing the property or any person providing money to those purchasing the property, examples include passport, driving licence, birth certificate, bank statements, credit card and utility bills (mobile phone bills and wage slips are not acceptable).

Name	Address	Documents provided

2. Please specify who will be the owner(s) of the property, if more than one person, specify the percentage of ownership, i.e. 50/50, 60/40.

Name	Percentage of ownership

3. Please provide details and copy documentation (if available) as to how you intend to fund the purchase i.e. mortgage, loan, savings, investment policies, inheritance, any other means.

If family and friends are lending or gifting money, please provide a copy of account statements and a letter from those providing the funds, confirming the nature and details of any loan or gift.

Any persons specified other than the purchaser should provide documentation specified at point 1.

Name	Method of purchase	Source of funds	Documents provided

4. Do you own or have an "interest" in any other property in the UK or elsewhere in the world?  
If yes please provide details.

Address	Details of ownership/interest

The applicant is under a continuing duty to update SBC with all changes relating to (a) your occupation of the property as your only or main home and (b) the finance of the purchase.

*Any person knowingly making a false statement or representation in securing services, property or the 'Right To Buy': which causes a loss, material gain, evasion of liability or pecuniary advantage for the benefit of themselves or another, may be prosecuted under any and all relevant legislation.*

Date:

Print Name:

Signature:

Date:

Print Name:

Signature:

Date:

Print Name:

Signature:

Date:

Print Name:

Signature:

Date:

Print Name:

Signature:

## Equal opportunities monitoring form – Right to Buy (confidential)

We would appreciate if you assist us in completing this form so that we can provide a better, sensitive and tailored service by having detailed information about residents who apply to buy their council property.

The information recorded here will be used by Slough Borough Council's housing service to assist us in providing high quality services tailored to our customer needs and to monitor that all applicants have equal opportunity to buy their council property.

If you need assistance to complete this form please ring MyCouncil on 01753 875491/92.

Tenant - names: .....

Joint tenant - names: .....

Family member - names: .....

Q1 **Address:** .....  
 .....

Q2 **Home telephone number:** .....

Q3 **Mobile telephone number:** .....

Q4 **Work telephone number:** .....

Q5 **Email address:** .....

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Q6 <b>Age</b>	Tenant	Joint applicant (if applicable)
Under 18	<input type="checkbox"/>	<input type="checkbox"/>
18-29	<input type="checkbox"/>	<input type="checkbox"/>
30-39	<input type="checkbox"/>	<input type="checkbox"/>
40-49	<input type="checkbox"/>	<input type="checkbox"/>
50-59	<input type="checkbox"/>	<input type="checkbox"/>
60-69	<input type="checkbox"/>	<input type="checkbox"/>
70+	<input type="checkbox"/>	<input type="checkbox"/>
Declined to answer	<input type="checkbox"/>	<input type="checkbox"/>

<b>Q7 Gender</b>	<b>Tenant</b>	<b>Joint applicant (if applicable)</b>
Male	<input type="checkbox"/>	<input type="checkbox"/>
Female	<input type="checkbox"/>	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>

---

<b>Q8 What is your sexual orientation?</b>	<b>Tenant</b>	<b>Joint applicant (if applicable)</b>
Bisexual	<input type="checkbox"/>	<input type="checkbox"/>
Gay Man	<input type="checkbox"/>	<input type="checkbox"/>
Gay Woman/Lesbian	<input type="checkbox"/>	<input type="checkbox"/>
Hetrosexual/Straight	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>

---

<b>Q9 Can you speak English?</b>	<b>Tenant</b>	<b>Joint applicant (if applicable)</b>
Yes	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>

---

<b>Q10 Can you read English?</b>	<b>Tenant</b>	<b>Joint applicant (if applicable)</b>
Yes	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>



**Q11 What is your main language read and written?**

Tenant

Joint applicant  
(if applicable)

English

☐☐

Gujarati

☐☐

Hindi

☐☐

Polish

☐☐

Punjabi

☐☐

Urdu

☐☐

Somali

☐☐

Cannot read

☐☐

Large print

☐☐

Audio tape

☐☐

Braille

☐☐

Other

☐☐

If "other" what is your preferred language

.....

.....

---

**Q12 What is your main language spoken?**

Tenant

Joint applicant  
(if applicable)

English

☐☐

Gujarati

☐☐

Hindi

☐☐

Polish

☐☐

Punjabi

☐☐

Urdu

☐☐

Somali

☐☐

British Sign Language

☐☐

Other

☐☐

If "other" what is your preferred language

.....

.....

**Q13 What access requirements (such as large print, audiotape) do you require to access our services?**

---

---

**Q14 Disability**

Tenant

Joint applicant  
(if applicable)

Yes

☐☐

No

☐☐

If Yes, please specify the nature of disability

---

**If you have answered “yes” to Question 13 please also complete Questions 14 as it will be relevant to you.**

---

**Q15 Do you have a disability?**

**What do we mean by a disability?**

The Equality Act 2010 defines disability as a physical or mental impairment with substantial and long-term, adverse effects on ability to perform day to day activities.

Tenant

Joint applicant  
(if applicable)

00 None

☐☐

01 You have a specific learning difficulty  
(for example dyslexia)

☐☐

02 You are blind or partially sighted

☐☐

03 You are deaf or hard of hearing

☐☐

04 You use a wheelchair or have mobility  
difficulties

☐☐

05 You have Autistic Spectrum Disorder or  
Asperger Syndrome

☐☐

06 You have mental health difficulties

☐☐

07 You have a disability that cannot be seen,  
eg. diabetes, epilepsy or a heart condition

☐☐

08 You have two or more of the above

☐☐

09 You have a disability, special need or  
medical condition that is not listed above

☐☐

10 I do not wish to provide this information

☐☐

**Q16. What is your Ethnic Group**

**Ethnicity:** Our ethnic background describes how we think of ourselves. This is based on many things, including, for example, our skin colour, language, ancestry or family history.

Ethnic background is not the same as national country of birth. Please study the list below and **tick one box** only to indicate ethnic background of the adult named above. This information will be collated and analysed to improve our work on planning services.

<b>A. White</b>	Tenant	Joint applicant (if applicable)
British	<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>
Any other White background, please state:		

<b>D. Black or Black British</b>	Tenant	Joint applicant (if applicable)
Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
African	<input type="checkbox"/>	<input type="checkbox"/>
Any other Black background, please state:		

<b>B. Mixed</b>	Tenant	Joint applicant (if applicable)
White and Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	<input type="checkbox"/>
Any other Mixed background, please state:		

<b>E. Chinese or other ethnic group</b>	Tenant	Joint applicant (if applicable)
Chinese	<input type="checkbox"/>	<input type="checkbox"/>
Other, please write in:		

<b>C. Asian or Asian British</b>	Tenant	Joint applicant (if applicable)
Indian	<input type="checkbox"/>	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	<input type="checkbox"/>
Kashmiri	<input type="checkbox"/>	<input type="checkbox"/>
Any other Asian background, please state:		

<b>F. I do not wish to provide this information</b>	Tenant	Joint applicant (if applicable)
	<input type="checkbox"/>	<input type="checkbox"/>

**Q17 Religion**

Tenant

Joint applicant  
(if applicable)

None

☐☐

Hindu

☐☐

Christian

☐☐

Muslim

☐☐

Buddhist

☐☐

Sikh

☐☐

Jewish

☐☐

Any other

☐☐

Declined to answer

☐☐**Thank you for completing this form.**

The information recorded here will be used by Slough Borough Council to assist in providing high quality services to our customers. The information may be monitored to ensure equality of access to services and may be subject to audit. The information will be stored and kept in accordance with our confidential access to files procedure.

Signatures of tenants: .....

.....

Signatures of family members: .....

.....

.....

Date: .....

**For office use only**

Date received: .....

Ref no. ....

Please return the completed form to:  
**Housing Services (Leasehold & Right to Buy Team)**  
**Slough Borough Council**  
**Observatory House, 25 Windsor Road**  
**Slough, Berkshire SL1 2EL**

## Insolvency Declaration

### Section 121 Housing Act 1985

This declaration must be completed by each tenant and family member wishing to share the right to buy (continue over the page if necessary).

**Important note:** You must inform us if the answers to any questions change before you complete the purchase.

Please return this declaration with your application to:

**Housing Services (Leasehold & Right to Buy Team), Slough Borough Council, Observatory House,  
25 Windsor Road, Slough, Berkshire SL1 2EL**

---

Do you have a bankruptcy petition pending against you?

☐ YES ☐ NO

Do you have any current Bankruptcy Orders against you?

☐ YES ☐ NO

Have you made a composition or arrangement with your creditors (if any)  
and not yet fulfilled the terms of the composition or arrangement?

☐ YES ☐ NO

Print name

Sign

Address

Date

---

Do you have a bankruptcy petition pending against you?

☐ YES ☐ NO

Do you have any current Bankruptcy Orders against you?

☐ YES ☐ NO

Have you made a composition or arrangement with your creditors (if any)  
and not yet fulfilled the terms of the composition or arrangement?

☐ YES ☐ NO

Print name

Sign

Address

Date

Do you have a bankruptcy petition pending against you?

☐ YES ☐ NO

Do you have any current Bankruptcy Orders against you?

☐ YES ☐ NO

Have you made a composition or arrangement with your creditors (if any)  
and not yet fulfilled the terms of the composition or arrangement?

☐ YES ☐ NO

Print name

Sign

Address

Date

---

Do you have a bankruptcy petition pending against you?

☐ YES ☐ NO

Do you have any current Bankruptcy Orders against you?

☐ YES ☐ NO

Have you made a composition or arrangement with your creditors (if any)  
and not yet fulfilled the terms of the composition or arrangement?

☐ YES ☐ NO

Print name

Sign

Address

Date

---

Do you have a bankruptcy petition pending against you?

☐ YES ☐ NO

Do you have any current Bankruptcy Orders against you?

☐ YES ☐ NO

Have you made a composition or arrangement with your creditors (if any)  
and not yet fulfilled the terms of the composition or arrangement?

☐ YES ☐ NO

Print name

Sign

Address

Date

If you would like assistance with the translation of the information in this document, please ask an English speaking person to request this by calling 01753 875403.

यदि आप इस दस्तावेज़ में दी गई जानकारी के अनुवाद किए जाने की सहायता चाहते हैं तो कृपया किसी अंग्रेजी भाषी व्यक्ति से यह अनुरोध करने के लिए 01753 875403 पर बात करके कहें।

ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਦਾ ਅਨੁਵਾਦ ਕਰਨ ਲਈ ਸਹਾਇਤਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਵਿਅਕਤੀ ਨੂੰ 01753 875403 ਉੱਤੇ ਕਾਲ ਕਰਕੇ ਇਸ ਬਾਰੇ ਬੇਨਤੀ ਕਰਨ ਲਈ ਕਹੋ।

Aby uzyskać pomoc odnośnie tłumaczenia instrukcji zawartych w niniejszym dokumencie, należy zwrócić się do osoby mówiącej po angielsku, aby zadzwoniła w tej sprawie pod numer 01753 875403.

Haddii aad doonayso caawinaad ah in lagu turjibaano warbixinta dukumeentigaan ku qoran, fadlan weydiiso in qof ku hadla Inriis uu ku Waco 01753 875403 si uu kugu codsado.

اگر آپ کو اس دستاویز میں دی گئی معلومات کے ترجمے کے سلسلے میں مدد چاہئے تو، براہ کرم ایک انگریزی بولنے والے شخص سے 01753 875403 پر کال کر کے اس کی درخواست کرنے کے لئے کہیں۔

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