ROCHDALE BOROUGHWIDE HOUSING



INFORMATION WE REQUIRE FROM YOU

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| In order to help you with your purchase, we have drawn up a list of documents that we will be requesting from you as part of the initial application process: |
| * Right to Buy/Acquire application form. * If applying for mortgage copy of mortgage offer in principal from a lender. * Funding Declaration. * Donor’s Funding Declaration if money is coming from someone as a gift. * Insolvency Declaration Form. * Photographic Id e.g. driving licence/passport (copies accepted). * Recent utility bill. Electric, Gas NOT Council Tax Bill. * Any other documents that are required to prove your identity and Right to Buy/Acquire. |

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| VALUATIONS  If you want an idea of your property’s value, please look on the Rightmove website which allows you to search for prices of sold properties in your area. This will assist you with your mortgage application. Later on in the process an official Valuer will be instructed to value your property and your Right to Buy/Acquire will be based on his valuation.  [www.rightmove.co.uk](http://www.rightmove.co.uk) |

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| IMPORTANT NOTE:  Please print and complete as we do not accept electronic signatures.  We will return your application if you do not provide the information requested. Please submit by post or email to:-  **Homeownership Team, Rochdale Boroughwide Housing, Unique Enterprise Centre, Belfield Rd, Rochdale OL16 2UP**  [Homeownership@rbh.org.uk](mailto:Homeownership@rbh.org.uk)  If you have any questions about what we need from you, please contact Rochdale Borougwide Housing on 0800 027 7769 |

ROCHDALE BOROUGHWIDE HOUSING



FUNDING DECLARATION

Section 121 Housing Act 1985

IMPORTANT NOTE:

(1) You must inform us if the answer to any of these questions changes before you complete the purchase.

(2) This declaration must be completed by each applicant in all cases.

(3) If any information contained in this declaration proves to be false, you may be prosecuted for a criminal offence and may be responsible for full repayment of any discount.

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| --- | --- |
| Property Address |  |
| Applicant(s) Name  Applicant(s) Address |  |

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| Have you ever bought a property under the Right to Buy or Right to Acquire scheme? **Yes/No** |
| **If so, please provide details of:**  Which applicant(s) received a discount?  Whether the discount was shared with others **not** on this application?  The discount amount given.  How many people were party to the original sale?  Did you repay any of the discount? |

|  |  |  |
| --- | --- | --- |
| I/We the applicant(s) wish to exercise the Right to Buy the property identified above and confirm the details of the funding of the purchase as follows: | | |
| Are you funding the purchase from your own funds? Please indicate yes or no.  \*If yes, please attached a bank statement or savings account evidence to show the accumulation of the funds | **Yes** | **No** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| If not, or only part of the purchase is from your own funds, what is the source of the balance? Please circle. | | **Gift** | | **Mortgage** | **Loan** | **Other** |
| If your purchase is funded by any of the other options (mortgage, loan or other) please provide details.  \*Please provide proof of any mortgage offer/loan terms and conditions/or other evidence in support. | | Name:  Address:  Amount: | | | |

ROCHDALE BOROUGHWIDE HOUSING



DONOR’S FUNDING DECLARATION

Section 121 Housing Act 1985

IMPORTANT NOTE:

(1) You must inform us if the answer to any of these questions changes before applicant completes the purchase.

(2) This declaration must be completed by each donor in all cases.

(3) If any information contained in this declaration proves to be false, you may be prosecuted for a criminal offence and the applicant may be responsible for full repayment of any discount.

|  |  |
| --- | --- |
| Property Address |  |
| Applicant(s) Name  Applicant(s) Address |  |
| Donor(s) Name  Donor(s) Address |  |

|  |  |  |
| --- | --- | --- |
| I/We the donor(s) wish to confirm the details of how we are funding the applicant’s purchase as follows:: | | |
| Are you funding the gift from your own funds? Please indicate yes or no  \*If yes, please attached a bank statement or savings account evidence to show the accumulation of the funds | **Yes** | **No** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If not, or only part of the gift is from your own funds, what is the source of the balance? Please circle. | **Gift** | **Mortgage** | **Loan** | **Other** |

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| If your purchase is funded wholly or partly by gift, please provide the full name and address of each person or organisation that is providing the gift and the amount to be gifted to you. | Name:  Address:  Amount: |
| Name:  Address:  Amount: |

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| **\*Please note:** If any part of your gift is funded by another gift to you, the person(s)/organisation providing the gift must provide evidence of the source of funds for the purpose of anti-money laundering regulations and will be asked to sign an insolvency declaration. |

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| I/We, the Donor(s) named above, do solemnly and sincerely declare that the information set out above is true to the best of my/our knowledge and belief and that I/we make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.  Donor to Sign: ………………………………………………………….  Date: ………………………………………………………………………….  Donor to Sign: ………………………………………………………….  Date: ..……………………………………………………………………….. |

ROCHDALE BOROUGHWIDE HOUSING



INSOLVENCY DECLARATION

Section 121 Housing Act 1985

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| Does ANY applicant have a bankruptcy petition pending against them? | YES / NO |
| Is ANY applicant an undischarged bankrupt? | YES / NO |
| Has ANY applicant made a composition or arrangement with your Creditors (if any) and not fulfilled the terms of the composition or arrangement? | YES / NO |

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| If you have answered YES to any of the above questions then please provide the name of the applicant and details:-  Name ……………………………………………………………………………………………………………..  Details ……………………………………………………………………………………………………………  .……………………………………………………………………………………………………………………….. |

IMPORTANT NOTE:

You must inform RBH if the answer to any of these questions changes before you complete the purchase.

**Declaration and Signatures. Please read before signing**

All applicants **must** sign this declaration.

**I/We acknowledge that Rochdale Boroughwide Housing may need to make further enquiries to confirm the information given on this form.**

Our aims are to ensure the Right to Buy/Right to Acquire is lawfully exercised, to prevent fraud and to protect public funds. In order to do that we may need to obtain information about you from other sources. For example, we may perform a credit check on you. We may seek information from other government departments and agencies. We may cross check information you provide to us with our own records. We will ensure that all information processing is carried out lawfully and in compliance with the Data Protection Act 2018 and that any information we receive is kept securely within the Homeownership Service.

**I/We confirm:**

**To the best of my knowledge and belief the information that has been provided on this form is true, complete and correct. I/We understand it is to be used in determining my/our eligibility for the Right to Buy/Right to Acquire and other purposes set out above.**

**I/We also understand that if I/We give false or misleading information or I/We omit information for the purpose of gaining a Right to Buy/Right to Acquire discount my/our actions may be regarded as a criminal activity and that action could be taken against me/us including court action and the recovery of the property.**

**Tenant 1: Family member (who is not a tenant but is**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **sharing in the RTB/RTA)**

Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_

Date of birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth\_\_\_\_\_\_\_\_\_\_\_ \_\_

**Tenant 2:**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Full name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

**Last Updated:** 30th May 2018

Processing Right to Buy Applications Privacy Notice

**The purpose of RBH processing your information is:** to process your Right to Buy/Right to Acquire application in line with statutory legislation from application to completion.

**Our legal basis for doing this is:** that it is necessary for compliance with legal obligations.

**You are required to provide us with this information by:**  The Right to Buy Act 1985 & Right to Acquire Act 1996.

**As part of this process your personal data will be shared with:** Our property valuation service provider and Threesixty Credit Check.

**All processing of your personal information will remain with in the UK.**

**Your personal information will then be kept on our records for:** 6 Years following completion.

You have a number of rights which we have to respect. One of these is a right to see all your personal information that RBH processes. For more information on your rights and for further information on how RBH protects your personal information, please see the [RBH Privacy Statement](https://www.rbh.org.uk/privacystatement)

If you are unhappy with how RBH processes personal information you may complain to the UK’s regulator, the [Information Commissioner’s Office (ICO)](https://ico.org.uk/concerns/).

RBH employs a Data Protection Officer (DPO) to ensure RBH protects your rights when processing your personal information. The DPO can be contacted in the following ways:

**Email:** [DPO@rbh.org.uk](mailto:DPO@rbh.org.uk)

**Telephone:** 0800 027 7769 (and ask to speak with the DPO)

**By letter:** DPO, RBH, Unique Enterprise Centre, Belfield Rd, Rochdale OL16 2UP .