

## **TIPS ON FILLING OUT YOUR APPLICATION FORM**

### **Use this guide with the RTB1 application form**

#### **PART A: The property**

Write down the full address of the property you are currently the tenant of. Remember to include the area you live in and your full postcode.

Your landlord is **NOTTINGHAM CITY COUNCIL**

#### **PART B: The tenant(s) and family member(s) sharing the right to buy**

This is where you list those people who are named on your tenancy agreement or rent book, even if they don't wish to be included in the Right to Buy.

Please write the full name(s) including any middle names of each tenant;  
e.g: Bill Smith in full would probably be **WILLIAM ARTHUR SMITH**

Remember to tick the boxes asking if this property is your only or principal home and whether or not you wish to buy. Sometimes, on joint tenancies, only one tenant wishes to buy.

#### **Family members joining in**

Write here anyone who wishes to join in the right to buy with you but remember they;

- must be a family member; spouse, civil partner, son, daughter, parent etc - ***birth/marriage certificates must be provided to prove the relationship status.***
- must have lived in the property as their only or main home for at least 12 months – ***photo ID plus one form of ID showing an original date within the previous 12 months will be required***
- For each family member joining in, you must also provide 2 forms of ID – ***which show an original date older than the previous 12 months but no more than 24 months old.***
- must be aged 18 or over at the date of purchase.

#### **PART C: Qualification and discount**

List here your present tenancy and any previous tenancies you have held with us, or any other local authority, housing association, armed forces etc where **your** name has been on the tenancy agreement/rent book.

You may also claim any previous tenancies held by your current spouse/civil partner either on their own or jointly with a former spouse/civil partner.

If your spouse/civil partner is now deceased, list all tenancies that either of you held if you were living together when your partner passed away.

Write down any tenancies you have taken over (succeeded) from a parent.

### **Authority to disclose**

Please complete this section if you are claiming a previous tenancy where the landlord was not Nottingham City Council. This will allow us to write to them for confirmation of any tenancy you have held with them.

### **PART D: Previous discount**

Tell us about any other properties you may have bought under the Right to Buy scheme from this or any other local authority or housing association. You only need to include previous applications if the sale completed and you became the owner of that property.

### **PART E: Tenant(s) improvements**

Give us details of any improvements you have done and paid for while you have been living in the property.

These will be disregarded by our valuer, which means that you won't pay more for your property because of improvements you have carried out.

### **PART F: Signatures**

**Tenant 1 & Tenant 2** - Sign here if you are a tenant or joint tenant of the property you currently live in and you wish to join in the Right to Buy.

*Also give us your full name(s), date of birth, the date you signed the application form and a contact number just in case we need any more information.*

**Tenant(s) not wishing to buy** - Sign here if you **are** a tenant but you do **not** wish to join in the Right to Buy

**Family member 1, 2 & 3** - Sign here if you are **not** a tenant but you wish to join in the Right to Buy

### **Additional information**

Any ID you have to provide can take the form of;

- utility bills
- bank statements
- phone statements
- Hospital/GP letters
- Any official document showing an original date, the family member name and your address
- driving licence/passport – for photo ID

In some circumstances we may request additional evidence but we will write to you if that is the case.