



Right to Buy Additional Information

This form is for use by tenants who have applied to exercise the right to purchase their home under the Right to Buy scheme.

We advise that this form together with the Right to Buy application form is either hand delivered or sent by recorded delivery to Sheffield City Council. If you hand deliver the forms ask for a receipt. Keep a copy of the completed forms yourself.

Prevention of Social Housing Fraud Act 2013

Please be aware if you give false or misleading information or omit information for the purpose of gaining the Right to Buy, it may be regarded as a criminal offence. Action could be taken against you including court action and the recovery of the property.

Home Ownership & Revenue Unit
Level 3 East Wing
Moorfoot, Sheffield, S1 4PL
Tel: 0114 273 5595 or 273 5359
Email: RightToBuy@sheffield.gov.uk
www.sheffield.gov.uk

Part A: Your details and any other person applying jointly with you

Please answer these questions in full. Use a separate sheet of paper if there is not enough room on the form to provide details of all joint applicants.

Give the following details for each tenant(s) of the property and any family members(s) who are sharing the Right to Buy:

Address of Property.....

Tenant(s) who wish to buy to complete this part

Title (Mr, Mrs, Ms or other)	First Names	Surname	Name of Employer/employment status	National Insurance Number

Family members (who are not tenants but wish to buy) to complete this part

Title (Mr, Mrs, Ms or other)	First Names	Surname	National Insurance Number	Relationship to Tenant	Name of Employer	How long living with the Tenant

Part B: Other Properties and Tenancies.
Please make sure you answer each question below.

Other Properties: Please answer these questions in full.

Use a separate sheet of paper if there is not enough room on the form to provide details for all joint applicants – this includes tenants and family members.

1. Do you or any applicants own or have an interest in any other residential property or land in the UK or Abroad?

Yes

No

If yes please complete the table below for each person applying to buy and give details of other properties owned by any of the applicants

Name	Address of Property	Value of Property	Reason for not living at the property?

2. Have you or any of the applicants ever purchased a property from a local authority or a social landlord before?

Yes

No

If you have answered yes to question 2 please give details below

Name	Address of Previous Purchase	Value of Previous Discount	Name of Landlord	Date Purchased and Date sold on

3. Other than your current tenancy, do you or any of the applicant(s) hold another tenancy or joint tenancy anywhere in the UK?

Yes

No

If yes please complete the table below for each person applying to buy and give details of other tenancies held by any of the joint applicants

Name	Address of property	Reason for not living at the property?

Part C: Money Laundering Regulations

We are required to comply with the Money Laundering Regulations and in particular to verify the identity and permanent address of all applicants.

This is to ensure we comply with policies adopted worldwide by financial and government authorities, preventing the use of laundering systems to disguise the proceeds of crime.

Please provide details of how you intend to fund the purchase of your home.

In answering this question you must complete each of the 5 boxes below

1. I intend to pay cash	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please give further details;				
Where is the cash coming from				

2. I intend to get a mortgage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes give name of lender if known.....				

3. I intend to use a cash gift	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes please give name of person gifting the cash.....				

4. I intend to use an inheritance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes give further details				

5. Other means of payment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes please give further details.....				

Part D: Insolvency Declaration

All applicants must answer each of the following questions:

Are you Bankrupt?

LIST ALL APPLICANTS AND ANSWER EACH QUESTION

Name	Yes	No	If Yes Date of Order	If order satisfied please give details
<i>Eg. Joe Bloggs</i>				

Is there a Bankruptcy petition pending against you?

LIST ALL APPLICANTS AND ANSWER EACH QUESTION

Name	Yes	No	Please Give Details
<i>Eg. Joe Bloggs</i>			

Have you or any of the applicants made any legal arrangements with their creditors (people or companies they owe money to), and still owe them money?

LIST ALL APPLICANTS AND ANSWER EACH QUESTION

Name	Yes	No	Please give details
<i>Eg. Joe Bloggs</i>			

Part E: Evidence required

Tenants who wish to purchase their home under the Right to Buy scheme must live in the property as their only or principal home. Family members who wish to join the tenant in the purchase of the property must also live in the property as their only or principal home, additionally family members must have been living with the tenant for 12 months before the date of the claim for Right to Buy and must continue to live with them now.

Tenants and family members joining in the Right to Buy are required to provide evidence of identity and proof of residency at the property.

1. Identity - Everyone taking part in the Right to Buy should provide at least one COPY of the following documents which provide photographic proof of your identity

- Passport
- National Identity Card
- Work ID Card
- Driving Licence
- Travel Pass
- Citizen Card

If you are an overseas national you also need to provide us with proof of your entitlement to reside in the UK, i.e. You must have indefinite leave to remain.

2. Residency - Tenants should provide a copy of a current document showing the following information. It must be dated within the last 6 months and NOT be from Sheffield City Council.

- Applicants name (matching the name on the application)
- Address
- Date the document was sent (not just the dates the document covers)

Family members, who are not tenants but are sharing the Right to Buy, must provide two documents showing the above information - one dated from the present time and one from 12 months ago – this is to prove residency with the tenant throughout the last 12 months

Examples of documents we may accept are shown in the list below.

- Utility Bills
- Telephone Bills
- TV services Bill (e.g. Sky, Virgin Media)
- Credit Card Bill
- Contents Insurance Policy document
- Car Insurance Policy document
- Letter from government Agency eg Department of Work and Pensions (DWP)
- P60, P45 or payslip (only if shows your home address and is dated in the last 6 months)

We cannot accept hand written letters, undated documents or junk mail or documents downloaded from a computer. Documents must be from more than one organisation or company.

Part F: Declaration and Signatures, Please read before signing

All applicants, including family members, must sign this declaration.

I/We grant Sheffield City Council permission to make any enquiries needed to confirm the information given on this form.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to check accuracy of information, prevent or detect crime or protect public funds. We may check information we received about you with information in our records. This can include information provided by you as well as by others such as government departments and agencies. Please contact the Council's Data Protection Officer if you require further information.

You also confirm that:

To the best of your knowledge and belief the information that has been provided in this form is true, complete and correct. You understand it is used in determining your eligibility for the Right to Buy.

You also understand that if you give false or misleading information or you 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 you including court action and the recovery of the property.

Title Mr, Mrs, Ms or other	First Names	Surname	Signatures

HAVE YOU REMEMBERED

YOUR COPY OF PHOTO ID AND PROOF OF WHERE YOU LIVE?

**CHECK PART E IF YOU'RE NOT SURE AS YOUR APPLICATION
WILL BE RETURNED IF IT IS INCOMPLETE**

Before you send this form to Sheffield City Council

Please tick the boxes to confirm you have completed each section:

Part A - Applicant details

Part B - Other properties & tenancies

Part C – Money laundering regulations

Part D – Insolvency declaration

Part E – Evidence required for proof of residency

Part F – Declarations and signatures

If you have any questions about this form please contact the Home Ownership Team on 0114 2735595 or email us at RightToBuy@sheffield.gov.uk

DATA PROTECTION – PRIVACY NOTICE

HOW WE WILL USE YOUR INFORMATION

Sheffield City Council, who administer the Right to Buy scheme, will use the information you have provided in accordance with Right to Buy Legislation (Part V, Housing Act 1985) and the Prevention of Social Housing Fraud Act 2013. It may also be used to trace rent owed to the Council.

HOW LONG WILL YOUR INFORMATION BE KEPT

Your personal information will be kept for 12 years after you complete the purchase of your home. If for any reason you do not go ahead with the purchase your personal information will be kept for 12 months after the date your application is cancelled.

HOW WILL WE SHARE YOUR INFORMATION

We may share your Personal Information with other Council Departments. We may, with your written permission, share your Personal Information with other Councils or Housing Associations. Details of Right to Buy sales may also be shared with the Department of Work and Pensions.

WHAT ARE YOUR RIGHTS

If you wish to request a copy of your personal data, you can make a Subject Access Request by email to. subjectaccess@sheffield.gov.uk or in writing to: The Resources Business Support Team, Sheffield City Council, P.O. Box 1283, Sheffield S1 1UJ, further details can be found on the council website at www.sheffield.gov.uk/privacy.html

Your personal data will be treated in accordance with the Data Protection Act 2018. For further details about your rights, the contact details of Sheffield City Council's Data Protection Officer and your right to make a complaint please see our Data Protection web page:

<https://www.sheffield.gov.uk/content/sheffield/home/your-city-council/data-protection.html>