**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 and also that surrounding Data Protection and Money Laundering, we require you to complete this form and return it to us at Housing and Community Safety, West Offices, Station Rise, York YO1 6GA.

**We need to verify the identity and permanent address of all applicants**

**Please provide us with details of:**

1. **National Insurance number(s)**

|  |  |
| --- | --- |
| **Tenant Name** | **NI Number** |
| 1) |  |
| 2) |  |
| **Family Member Name** |  |
| 1) |  |
| 2) |  |
| 3) |  |

1. Do you (or a family member living with you) own, or have an interest in, another property in the UK? Yes/No

If Yes please give details ………………………………………………………………………………………………………………………………………………………………………………………………………………………………....................................................

Do you reside at this property? Yes/No

1. Do you (or a family member living with you) own, or have an interest in, another property outside of the UK? Yes/No

If Yes please give details ………………………………………………………………………………………………………………………………………………………………………………………………………………………………....................................................

Do you reside at this property? Yes/No

1. Do you (or a family member living with you) hold a tenancy for another property in the UK? Yes/No

If Yes please give details ……………………………………………………………………………………………………………………………………………………………………………………………………………………………......................................................

Do you reside at this property? Yes/No

1. Do you (or a family member living with you) hold a tenancy for another property outside the UK? Yes/No

If Yes please give details ………………………………………………………………………………………………………………………………………………………………………………………………………………………………....................................................

Do you reside at this property? Yes/No

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

**Please give details of how you wish to finance the purchase of your property through the Right to Buy scheme:**

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

Full mortgage Part mortgage

Please list all parties to be named on the mortgage:

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship to tenant** | **Current address** |
|  |  |  |
|  |  |  |
|  |  |  |

Name of mortgage provider ………………………………………………………………………………………………….

No mortgage required

1. Are you receiving a financial gift to purchase the property? Yes/No

If Yes, please give details .……………………………………………………………………………………………………………………………………………………………....................................................................................................................................

1. Will the property be paid for by an inheritance? Yes/No

If Yes, please give details ………………………………………………………………………………………………………………………………………………………………………………………………...............................................................................................

1. Are you using savings to pay for the property?
2. All savings Part savings No savings being used

If All or Part savings are being used, please give details ……………………………………………………………………………………………………………………………………………….

1. Please give details of any other means being used to pay for the property purchase: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………...

**Any tenant or family member who is subject to certain Court Orders (or who have a Court Hearing date pending) will not be eligible for the Right to Buy scheme until such time as the Order has ended.**

**Are you currently subject to (or have a Court Hearing date pending) for any of the following Court Orders?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Court Order in place | Court Hearing date pending | No Court Order |
| Bankruptcy\* |  |  |  |
| Possession Order |  |  |  |
| Demotion of tenancy |  |  |  |
| Anti-Social Behaviour Order |  |  |  |

\*For more details on the Bankruptcy option, please see the notes below.

**BANKRUPTCY**

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.

**DECLARATION AND SIGNATURES**

**I/we grant permission to City of York 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 may be taken against me. The Council is under a duty to protect the public funds, and to this end may use information you have provided for the improvement of financial management and the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.**

**Signed (Tenant 1) ………………………………………………..**

**Signed (Tenant 2) ………………………………………………..**

**Signed (Family member 1) …………………………………..**

**Signed (Family member 2) …………………………………..**

**Signed (Family member 3) …………………………………..**

**Date ………………………………..**