

Guide to completing a Right to Buy (RTB1) application form

If you think you are eligible and would like to apply for RTB you need to fill out an RTB1 application form.

You can apply online at www.communities.gov.uk/righttobuy on the 'completing your application form' page or you can ask us for a form.

If you need help filling in the form call us on 0121 717 1515 and ask to speak to our Right to Buy Officer.

Make sure you have the following information to hand before you fill out your application form.

- **Part A – The property**

The full address of the property you want to buy

Remember to include the area where you live and the full post code.

The name of your landlord

Solihull Metropolitan Borough Council.

- **Part B – The tenant(s) and family member(s)**

The full name of everyone listed on the tenancy agreement (or 'rent book')

For example, Rick Smith would probably be Richard James Smith. Remember to tick the boxes to say whether the property is each tenant's only or principal home, and if they wish to buy. On joint tenancies, not all tenants may wish to buy.

The full names of family members who wish to share the RTB with you

They must be a spouse, civil partner or wider family member, and be over 18. Wider family members must have lived in the property as their only and main home for at least the last 12 months.

- **Part C – Qualification and discount**

Details of your current and previous tenancies

You will need dates, names of tenants, addresses and names of landlords for your tenancies. This includes those of your spouse/civil partner, those of your former

spouse/civil partner who have separated from/divorced, or who has died, and parents who previously held the tenancy that you have succeeded from.

- **Part D – Previous discount(s)**

Details of any other properties you have bought under RTB or at a discount through any other government scheme (for example, Right to Acquire)

You do not need to give details of applications, only purchases.

You might get a slightly lower discount if you have purchased through any discounted government scheme on another home. Include the full address of the property purchased.

- **Part E – Tenant improvements**

Details of any improvements you have made whilst living in the property

The improvements may have increased the value of the property. If you list 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.

- **Part F – Signatures**

Make sure you sign in the correct place

- Page 10 - boxes are for tenants who wish to buy.
- Page 11 - first set of boxes are for tenants who do not wish to share the RTB.
- Page 11 - second set of boxes are for family members who are not tenants but want to share the RTB.

Once you've completed all six sections of the form and signed it, send it to:

Solihull Community Housing
Endeavour House
Meriden Drive
Solihull B37 6BX

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