

Guide to completing Right to Buy (RTB1 form)

If you are a Secure or an Assured tenant of Solihull MBC or Solihull Community Housing and would like to apply to purchase your property. You can apply to exercise the Right to Buy (RTB) or the Right to Acquire (RTA). To do this, you will need to complete an application form. This is known as an **RTB1** and it requires you to provide evidence or proof in support of your application.

There are 2 ways in which you can obtain the RTB1 form.

1. Online at <https://www.ownyourhome.gov.uk/scheme/right-to-buy/applying/rtb1-application-form/> or
2. Telephone our contact center and request the RTB application form is sent to your home address.

If you need assistance completing the RTB1, please contact us on 0121 717 1515 and ask to speak to a member of Rent Control, or you can use our 'Contact Us Page' on the Solihull Community Housing Website and we will respond to you within 24 hours.

To make sure that your right to buy application goes as smoothly as possible, it is important for you to provide supporting evidence at the point of application.

This supporting evidence is not an exhaustive list, and Solihull MBC may request more or additional information at any point in the process.

Evidence to provide when submitting your application.

- 6 months statements of all bank accounts, including ISA, savings, help to buy
- Proof of ID, such as valid UK passport, UK driving license, Birth Certificate, Marriage Certificate
- Proof of finance to purchase i.e., mortgage in principle, proof of funds and source of funds if not purchasing via a mortgage.
- At least x2 proof of address dated within the last 6 months for all applicants

By providing this information at the outset, it will allow the relevant checks to be completed without causing any delay. Please note, that if you're unable to provide all the information at the start, it will not prevent you from making the RTB or RTA application.

However, you must bear in mind that we are unable to fully process your application until all the information has been submitted.

Completing the Form

Part A: The Property

Include the **full** postal address of the property you want to buy. Also note that the name of your landlord is Solihull Metropolitan Borough Council.

Part B: The tenant(s) and family member(s) wishing to share the Right to Buy

The full names of everyone listed on your tenancy. Make sure you tick the boxes to say whether the property is each person(s) only principal home and or property, and if they wish to buy with you.

The full names of any family members who wish to share the Right to Buy with you. Also note that is important to know that they must have lived in the property as their main home for at **least the last 12 months prior to your application** and they must be over 18 years of age.

Part C: Qualification and discount

Where you can please give us details of your current and previous public sector tenancies. Make sure you have completed dates, names of tenants, addresses and name of landlord for your tenancies. We hold the dates for your current tenancy so there is no need to worry about that. We will need though, the same tenancy details of your spouse/civil partner, those of your former spouse/civil partner who you have divorced or who has passed away and any parents or relatives who previously held the tenancy.

Part D: Previous discount

Let us know if you have any details of any discount previously received under the Right to Buy or other government home ownership schemes. 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. Therefore, it is important that you include the full address of the property purchased.

Part E: Tenants' improvements

You must provide details of any improvements you have made to the property. Your improvements may have increased the value of the property, but, if you disclose them in your application, the value of the improvements *will not* be included in the valuation of the property. This means effectively you don't pay twice.

Part F: Signatures

Don't forget to list the full names of everyone living in the household, and state on your application form if they want to be included or excluded from the right to buy.

Please make sure that the signatures of everyone listed on your tenancy agreement and any family members who want to share the Right to Buy with you, are in the right areas of the RTB1 form.

Make sure signatures are in the right places:

- Page 10 - 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.
- Most importantly, make sure that **YOU** sign the form?

Once you have completed the RTB1 and have all the Supporting Evidence, you are ready to submit to us:

Right to Buy
Rent Control
Endeavour House
Freepost RLSS-UEBA-RTUZ
Meriden Drive, Kingshurst
Solihull B37 6BX