

## Supporting Evidence

To enable us and Solihull MBC to process your Right to Buy application we will require the following Supporting Evidence:

1. Proof of ID
2. Proof of Residency
3. Proof of finance or source of finance for purchase
4. Proof of every bank account held
5. Section 121 Declaration – Bankruptcy
6. Right to Buy Declaration/Data Protection

If the required Supporting Evidence isn't provided in full, we will contact you to let you know what is needed. If you do not have the supporting evidence, it could result in delays with processing your application.

**Why are we asking for this information?** - Due to Anti-Fraud measures we are required to obtain this information alongside your RTB1 form.

**Please do not send original documents in the post to us, for security reasons.** You can take them to one of our Connect Offices, where one of our advisors can take a copy of the original documents on your behalf.

If you have any queries regarding Supporting Evidence, please contact us on 0121 717 1515 or via our Contact Us section on our website.

***ID will be required for all persons named on the application.***

### **1. Proof of ID**

You are required to provide ID for all named applicants on the application form of either.

- A Full Valid UK Photo Driving License
- A Valid UK Passport
- A Valid EU identity Card (where applicable)

Please note that signatures on the ID provided will be checked against signatures on the RTB1 form.

## 2. Proof of Residency

You will be required to provide proof of residency. This must clearly state your name, address, and postal details in the form of either of the following.

### For tenants:

- Council Tax Bill
- Electoral Register – details/confirmation you are registered to vote at this property
- Bank statements - minimum 3 consecutive months for **every** bank account held
- 2 Utility Bills - dated within the last 3 months
- Pay Slips - 3 consecutive months

### For husband, wife, or Civil Partners

- All the above plus your Marriage Certificate

### For Family Members or Partners

Evidence for the **current 12 months prior to submitting** your RTB application in the form of.

- Electoral Register – details/confirmation you are registered to vote at this property
- Bank Statements - minimum 3 consecutive months for **every** bank account held
- 2 Utility Bills - dated within the last 3 months
- Birth Certificate/passport

Documents will be required for all members named on the application.

## 3. Proof of finance or source of finance for purchase

Please provide supporting evidence of how you plan to purchase the property. This could be via a mortgage with a regulated and reputable lender, who will provide you with a mortgage in principle, although you may not have this yet but as soon as you do let us know.

If you choose to purchase the property via another means, you must provide all evidence of where the funds have originated from. It may be better for you to seek independent advice if you are buying via another means other than a mortgage.

## 4. Proof of every bank account held

Please provide details of every bank account held, including current accounts, savings accounts, ISA's, and any other means of finance such as Help to Buy grants or schemes that you will be using.

You will need to provide a minimum of 3 consecutive months for **every** bank account. If you have an ISA, please provide details of when this was opened and a statement of transactions since that date.

## 5. Section 121 Declaration – Bankruptcy

If you or anyone to be included as part of this application are an un-discharged bankrupt, have a bankruptcy petition pending against you or have an arrangement with creditors still in force, you will be unable to purchase your home and your Right to Buy will be denied.

A Bankruptcy search will be carried out upon receipt of your application and by the Legal team prior to completion of the sale.

If found that any of the above applies to you, your Right to Buy will be denied at this point and the application will not proceed.

NAME(S) OF APPLICANTS	SIGNATURES

**ADDRESS OF PROPERTY:**

**Has any person exercising the Right to Buy: -**

1. A Bankruptcy petition pending against them? YES/NO

If Yes who?

2. A Receiving order in force against them? YES/NO

If Yes who?

Made a composition or arrangement with creditors where the terms remain unfulfilled?

3. YES/NO

If Yes who?

4. An un-discharged bankrupt? YES/NO

If Yes who?

## 6. Right to Buy Declaration/Data protection

The information you provide on your RTB1 application form is subject to the provisions of the Data Protection Act. The information will be held confidentially and will be used for the purposes of processing your Right to Buy application.

**IMPORTANT: - You can only exercise the Right to Buy if you are a Secure tenant of the property you are purchasing, and if it is your only or principal home. The property must continue to be your only or principal home throughout the duration of your Right to Buy application so you must tell us immediately if your circumstances change.**

Solihull MBC will carry out comprehensive checks at every stage of your Right to Buy application. The information you provide may be shared and verified with (but not inclusive):

- a. Any other relevant council departments deemed necessary to check details provided.
- b. Other organisations such as credit reference agencies
- c. Previous landlords to help calculate any discount to which you may be entitled.

These checks are carried out so that we can detect and prevent illegal activity, such as fraud and identify theft.

If you apply for the Right to Buy and provide us with false/misleading information or withhold information, you may be prosecuted. The RTB1 application form informs you of this. If we discover evidence of fraud after you have bought the property you can still be prosecuted.

For us to process your Right to Buy application you, and all joint applicants, must complete and return the declaration shown below. If you are unsure as to what is meant by 'Secure Tenant' 'only or principal home' or any other legal term, you should seek legal advice.

It is important that you do not sign the declaration until you have read and understood this and all applicants have provided responses to the below questions.

Additional questions which all applicants must provide yes or no response to:

Applicant 1	<p>Q1. Do you have or hold any other tenancies with another Council (other than Solihull Metropolitan Borough Council), Housing Association, Registered Social Landlord or Private Landlord?</p> <p>Yes <span style="margin-left: 150px;">No</span></p>	<p>Name:</p> <p>Signature:</p> <p>Date:</p>
Applicant 1	<p>Q2. Do you own or have an interest in another property in the UK or Abroad?</p> <p>Yes <span style="margin-left: 150px;">No</span></p> <p><b>If you have answered Yes, please provide property details:</b></p>	<p>Name:</p> <p>Signature:</p> <p>Date:</p>



Applicant 4	<p>Q2. Do you own or have an interest in another property in the UK or Abroad?</p> <p>Yes    No</p> <p>If you have answered Yes, please provide property details:</p>	<p>Name:</p> <p>Signature:</p> <p>Date:</p>
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<p>Current property address:</p>
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**Declaration:**

This is to certify that - the information I have given on my Right to Buy application (RTB1) is true, accurate and complete.

I authorise that Solihull Community Housing on behalf of Solihull Metropolitan Borough Council, can check any details that I have supplied with any other agencies.

I understand that the property that I am applying to buy must be my only or principal home and will continue to be throughout the duration of my application.

I am aware that I must inform Solihull Community Housing of any changes in my circumstances immediately during this process.

I also understand that if I provide any false/misleading information or withhold information that I may be prosecuted at any time and this could affect my tenancy.

NAME(S) OF APPLICANTS	SIGNATURES
Applicant 1:	
Applicant 2:	
Applicant 3:	
Applicant 4:	