

Right to Buy Checklist

To enable us to process your application, please use this checklist to ensure you have completed the RTB1 form in full and all required supporting evidence is provided.

If there is missing information or further supporting evidence is required, we will need to contact you. Should you not be able to supply the information it may result in delays with processing your application.

Notice claiming the Right to Buy (RTB1 form)

- Part A: The Property
- Part B: The tenant(s) and family member(s) wishing to share the Right to Buy
- Part C: Qualification and discount
- Part D: Previous discount
- Part E: Tenants' improvements
- Part F: Signatures

Have **YOU** signed the form?

Supporting Evidence

- ID for all named applicants on the RTB1 form
- Details of all bank accounts, ISA, Help to Buy grant or support.
- 3 consecutive months of bank statements for every bank account held.
- Mortgage in principle – if you do not have this yet do not worry as you can provide this later on.
- Proof and source of finance to purchase the property if it's not via a mortgage
- Proof of residency

Please note there are different required documents for: Tenants. Husband, wife, or Civil partners and family members or partners. See the Supporting Evidence document for specific requirements.

- Section 121 Declaration – Bankruptcy form
- Right to Buy Declaration/Data Protection Form

You are ready to submit your RTB1 and Supporting Evidence.

You can return your RTB1 form and Supporting Evidence to a Solihull Connect office, or post it to:

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