

How to complete your Right to Buy application form

This document has been compiled to assist you in completing your Right to Buy application form (RTB1). It is designed to guide you through the application ensuring you provide full and accurate information, therefore enabling us to process applications within the required timescales.

Please ensure that you read the supporting information document “Your Right to Buy Your Home” fully before completing your application form. **Please complete the form by writing in capital letters, and using a black ink pen.**

Completing the application form

Part A: The property

Please ensure that you fully complete your current address, and insert Moat Homes Limited as your Landlord.

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

At least one tenant who is named on the tenancy agreement must be included in the application, however the Right to Buy can be shared with up to three family members, providing they are 18 years or over, and have lived in the property as their main and principle home for at least the last 12 months.

The top table should be completed by all tenants named on the tenancy agreement, and you should indicate if each tenant wishes to be included in the application. The bottom table should be completed by all family members living in the property who are aged 18 or over, regardless as to whether they are to be included on the application. Please ensure that you indicate whether each family member wishes to be included in the application or not.

Part C: Qualification and discount

This section must be completed by the named tenant(s) who wish to buy. You must confirm when your tenancy with Moat commenced, and provide full details of any previous tenancies you may have had with other registered social landlords, or any time spent in the armed services.

Authority to disclose

If you have claimed any tenancy with another landlord you will need to provide us with your landlord's details so that we can contact them to confirm the tenancy. Please note that all tenants, even if they are not buying under the Right to Buy scheme. Family members wishing to purchase will also be required to sign this form.

Part D: Previous discount

Please only complete this section if you have purchased under any Right to Buy schemes previously.

Part E: Tenant's improvements

If you or a family member has made any significant improvements to your rented home that you wish to be taken into consideration when the property is valued, please provide full details here. Any such works should have been consented to and approved by Moat. Any works undertaken by Moat should not be included in this section.

Part F: Signatures

All tenants wishing to buy must sign the application on page 10. They should complete their full name, date of birth, contact telephone number and email address (if one is available). Each signature should be dated. Tenants not wishing to be included in the application to buy, should sign at the top of page 11, and include their full name, date of birth, and date of signature. Family members wishing to share the Right to Buy should sign the application at the in the lower signature boxes on page 11, and include their full name, date of birth, and date of signature.

Before you send your form to your landlord please use this checklist to ensure that you have provided the information required fully and accurately.

What happens next?

Keep this guide so that you can keep track of the progress of your application. All applicants (including family members sharing the Right to Buy) are also required complete an “Insolvency Declaration Form” – this is a legal declaration and you should ensure that it is completed accurately.

Contact us

If you have any enquires about your application form, please contact the Home Ownership team as follows:

 righttobuy@moat.co.uk

0300 323 0011

Please note: Your home is at risk if you do not keep up mortgage repayments or payments on other loans secured against it. The value of properties can go down as well as up.