



## Right to Acquire

### RTA1: Tenant's notice of intention to claim the Right to Acquire

Notes: please read these notes carefully

This notice is for use by assured/secure tenants of Registered Providers (RPs)\* who wish to claim the Right to Acquire their homes.

1. Please read the booklet 'Guide to the Right to Acquire'. You can get a copy from your landlord.
2. You are advised to take your own independent legal and financial advice before completing your purchase. Please note any costs associated with obtaining this advice will be payable by you.
3. If you have any questions about the scheme you should speak to your landlord.
4. It is important that you answer all questions as fully as possible.
5. When you have filled in this notice, please send it to your landlord.
6. Keep a copy of the completed form for yourself. Completing this form does not guarantee that you will be able to purchase your property. Your landlord will advise you in writing whether you are able to purchase the property under the Right to Acquire.
7. Please note if you are currently in the process of purchasing your property under the Right to Buy or Preserved Right to Buy you cannot proceed with a purchase under the Right to Acquire unless you withdraw your other claims.
8. Please ensure you complete this form correctly as any false information provided may lead to prosecution.

**Important:**

This organisation must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

The information may also be used for statistical surveys, which means we may pass this information, in confidence, to the Department of Communities and Local Government (DCLG) and agencies working on our and their behalf.

\*Housing Associations are also known as Registered Providers.

### Part A: The property

| Address of property you wish to buy | Name of your landlord |
|-------------------------------------|-----------------------|
|                                     |                       |



## Part B: The tenant(s)

Please give the following details of **all tenants** who live in the property.

| Title | Full name | Is the property the tenant's only or principal home (Y/N)? | Does he or she wish to buy (Y/N)? |
|-------|-----------|--|-----------------------------------|
|       |           |  |                                   |
|       |           |  |                                   |
|       |           |  |                                   |
|       |           |  |                                   |

### NOTES:

1. You will be a tenant if your name appears on the tenancy agreement, rent book or rent card.
2. You can only claim the Right to Acquire if the property is your only or principal home. (If you are applying to buy jointly with other tenants, only one tenant need satisfy this requirement).
3. The agreement of any joint tenant who does not wish to be included in the purchase must be obtained before you claim the Right to Acquire.
4. They should sign Part H of this notice. Their tenancy will end when you buy the property.

## Part C: Family member(s) sharing the Right to Acquire

If you wish to share the Right to Acquire with any member of your family who is not a tenant, give their details below.

|                 | Title | Full name | Relationship to you | Is the property their only or principal home (Y/N)? | Have they lived with you throughout the last twelve months (Y/N)? |
|-----------------|-------|-----------|---------------------|---|---|
| Family member 1 |       |           |                     |   |   |
| Family member 2 |       |           |                     |   |   |
| Family member 3 |       |           |                     |   |   |
|                 |       |           |                     |   |   |

### Notes

1. Your spouse/partner may share the Right to Acquire with you if the property is their only or principal home.



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2. Other members of your family may share the Right to Acquire if the property is their only or principal home and they have lived with you throughout the last 12 months (or a shorter period accepted by your landlord). A person living with you as your spouse/partner, but not actually married to you, is regarded as a member of your family.
  
3. You may share the Right to Acquire with up to 3 members of your family who are not themselves tenants.

## Part D: Details of income

NOTE: The Government collects information on the incomes of people buying their homes under the Right to Acquire. It uses this information to help it take decisions on future funding and policy in relation to social housing. Please assist in this process by adding the income details of you and your partner (if applicable).

**Gross annual income** – this **includes** state benefits, **except** Housing Benefit and Council tax benefit. It does **not include** income from investments. Please round up or down to the nearest pound.

|          | Amount | Used in Mortgage Application? (Please delete as appropriate) |
|----------|--------|--|
| Person 1 |        | Yes/No   |
| Person 2 |        | Yes/No   |

**Net annual income of purchaser(s)** - This includes **all** income **except** Child Benefit, Housing Benefit, Council Tax Benefit and income from investments. Please round up or down to the nearest pound.

|  |  |
|--|--|
| <b>Monthly earnings</b><br>(after deductions such as tax, national insurance etc. – includes working tax credit but <b>not</b> the child care element) |  |
| <b>Weekly Child Tax Credit</b><br>(this does <b>not</b> include Child Benefit)   |  |
| <b>Weekly Occupational/Stakeholder Pension</b><br>(including SERPs)  |  |
| <b>Weekly State Benefits</b><br>(this does <b>not</b> include Child Benefit, Housing Benefit or Council Tax Benefit)                                   |  |
| <b>Other Weekly Income</b><br>(this does <b>not</b> include income from investments)   |  |

### Savings

|  |  |
|--|--|
| <b>Total savings of purchaser(s) <u>before any deposit is paid</u></b> (please round to nearest £10) |  |
|--|--|



## Part E: Qualification

To qualify for the Right to Acquire, you need to have been a public sector tenant for at least three years (please see note below). However, you do not need to have been living in your current home for three years; previous public sector tenancies, including those with a branch of the armed forces, can also count towards the qualifying period.

### 1. Present tenancy

When did your tenancy begin (dd/mm/yyyy)      \_/ \_/ \_ \_ \_ \_

Have you been a tenant at your current address for three years or more? (please delete as appropriate)

Yes – go to part F

No – go to question 2

### 2. Previous tenancies

#### i) Time you spent as a public sector tenant

| Tenancy Start Date<br>(mth/year) | Tenancy End Date<br>(mth/year) | Address of Property | Name of landlord (or branch of armed forces) |
|----------------------------------|--------------------------------|---------------------|--|
|                                  |                                |                     |  |

Continue on a separate sheet if necessary.

#### ii) Time spent living with a public sector tenant. You may have been the spouse/partner of a public sector tenant in which case you may be able to count this time towards your qualifying period. Time spent aged 16 and over living with a parent who was a public sector tenant may count if you took over the parent's public sector tenancy.

| Tenancy Start Date<br>(mth/year) | Tenancy End Date<br>(mth/year) | Address of Property | Name of landlord (or branch of armed forces) |
|----------------------------------|--------------------------------|---------------------|--|
|                                  |                                |                     |  |

Continue on a separate sheet if necessary.

Note:

A public sector tenant is a tenant of any housing association, local authority or any other public sector landlord.



## Part F: Previous discount

Please give details below of any previous property purchase at a discount from a public sector landlord which you (or your spouse/partner) have undertaken.

| Property Address | Landlord Name | Purchaser Name | Date of Purchase (mth/year) | Amount of discount received |
|------------------|---------------|----------------|-----------------------------|-----------------------------|
|                  |               |                |                             |                             |
|                  |               |                |                             |                             |

Note:

The amount of any discount on a previous purchase from a public sector landlord, less any sum later repaid, may be deducted from the discount allowed on your present purchase.

## Part G: Tenants' improvements

Please give details below of any improvements you or any other tenants have made to the property.

| Description of improvement | Name of tenant who made the improvement |
|----------------------------|---|
|                            |   |
|                            |   |
|                            |   |

Notes:

1. When the property is valued to fix the price, any improvements which you have made will be ignored so that the value is based on the condition of the property without your improvements. Some improvements may not make any difference to the value e.g. decorations.
2. If a member of your family, or your former spouse/partner, was the tenant of the property immediately before you, any improvements they made to the property will also be ignored.
3. You should give details of any such improvements you have made if you think they may affect the value of the property e.g. central heating, double glazing, a fitted kitchen or a new bathroom suite.



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## Part H: Signatures

Remember, if you deliberately give false information you may be prosecuted

### 1. To be completed by each tenant wishing to buy:

I claim the Right to Acquire.

To the best of my knowledge and belief the information given in this notice is true.

#### Tenant 1

Signature

Full name

Date

Phone number

Email address (optional)

#### Tenant 2

Signature

Full name

Date

Phone number

Email address (optional)

#### Tenant 3:

Signature

Full name

Date

Phone number

Email address (optional)



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**2. To be completed by each family member (who is not a tenant) sharing the Right to Acquire**

I agree to share the Right to Acquire  
To the best of my knowledge and belief the information given in this notice is true.

**Family member 1**

Signature

Full name

Date

Phone number

Email address (optional)

**Family member 2**

Signature

Full name

Date

Phone number

Email address (optional)

**3. To be completed by each joint tenant not wishing to buy (your tenancy will end if the purchase goes ahead).**

I do not wish to claim the Right to Acquire  
I agree to the above purchaser(s) exercising the Right to Acquire

**Tenant 1**

Signature

Full name

Date

Phone number

Email address (optional)

**Tenant 2**

Signature

Full name

Date

Phone number

Email address (optional)