

Guidance notes for filling in the Right to Buy application form

The information below will help you complete your Right to Buy application form.

Part A – the property

Enter the full address of your current home which you want to buy. Your Landlord is **'Newcastle City Council'**.

Part B – the tenants and family members wishing to share the Right to Buy

Write the full names, including any middle names, of everyone listed on your tenancy agreement/rent card. Remember to tick the boxes to say whether the property is each tenants only or principle home and if they wish to buy. For joint tenancies not all tenants may wish to buy.

Write the full names, including any middle names, of any family members who wish to share the right to buy. They must be a spouse, civil partner or wider family members over eighteen years old.

Family members must have lived in the property as their main home for at least the last 12 months. We also need to know how they are related to the tenant.

Part C – qualification and discount

Write the details of your current and previous tenancies. You will need to put dates, names of tenants, addresses and name of landlord for your tenancies.

If you have changed your name at any time please advise us of your previous name(s) next to the address.

If you have taken over a tenancy from a parent please provide us with the details.

If any of your previous tenancies have been with a different social housing provider and you wish to claim for the tenancy you will need to contact your previous landlord and ask that they provide confirmation of the start and end dates of your tenancy which you can send to us with your completed application form.

Part D – previous discount

If you have bought a property from a public sector landlord previously, you must provide details of this.

Part E – tenants improvements

Please tell us about any improvements you have made to your home. The improvements may have increased the value of the property and if so they will not be included in the valuation.

Part F – signatures

Make sure all tenants who want to buy fill in and sign the boxes on page 10. Any tenants who do not wish to buy need to sign the first set of boxes on page 11 and any family member who does wish to share the right to buy need to sign the second lot of boxes on page 11. **It is important that copies of identification documents and proof of address are sent to us with your completed application form.**