

Right to Buy / Right to Acquire Application checklist

As part of the application process, we need you, and any other, in the case of a joint application, to provide documentation to confirm who you are, where you live and how you plan to fund the purchase.

Below is a checklist of copies of documents required, please check and tick if you have them prior to submitting an application.

Proof of Funds, Identification and Residency		
Document type	Further detail/examples	✓
<ul style="list-style-type: none"> Mortgage in Principle/Mortgage Promise from mortgage provider <i>or</i> Evidence of funds if a cash purchase 	If cash purchase you would need to provide bank statements, passbook, etc, evidencing where funds are coming from	
<ul style="list-style-type: none"> Colour photocopy of Photo ID with signature 	Passport or driving licence	
<ul style="list-style-type: none"> Proof that you have treated the property as your main and principal home continuously for 12 months. <ul style="list-style-type: none"> This applies to all applicants and must show, name, address & date for the required timeframe from when submitting your application. 	12 consecutive months made up of any of the following examples: monthly bank statements / payslips / utility bills and car insurance documents (where applicable)	
<ul style="list-style-type: none"> Previous and current years' council tax bill 		
<ul style="list-style-type: none"> Proof of kinship (only if it is a joint application) 	If spouse joining in a copy of marriage certificate is required If any children are joining in a birth certificate is required	
<ul style="list-style-type: none"> Tenancy agreements from previous housing associations (only if you are claiming tenancy periods from time with another landlord) 		

Please take time to review this checklist and ensure you have all the relevant information before submitting your application.

Please do not send originals only colour photocopies.

Useful contacts

We recommend that you speak to the Right to Buy Agents before you apply to give you advice on your own circumstances.

Right to Buy Agents

Website: www.righttobuy.gov.uk/agent-service

Email address: enquiry@righttobuyagent.org.uk

Telephone number: 0300 123 0913

There is also useful information on RTB via:

- Right to buy website – <https://righttobuy.gov.uk/am-i-eligible/housing-association-tenants/>
- Right to Buy Facebook page – www.facebook.com/righttobuy
- Money Advice Service website – www.moneyadviceservice.org.uk/en
- Mortgage Advice Bureau website – www.mortgageadvicebureau.com
- Newcastle Citizens Advice Bureau – call them on 08444 994115 or visit them at:
 - 25-27 Well Street, Newcastle-under-Lyme, Staffordshire, ST5 1BP
- Stoke on Trent Citizens Advice Bureau – call them on 01782 408600 or 03444 111 444 or visit them at:
 - Advice House, Cheapside, Hanley, Staffordshire, ST1 1HL
- Financial Services Authority (FSA) for advice on Mortgage Lenders – call them on 0800 111 6768 or 0300 500 8082

Stay wise

Think twice before getting advice from any agency that asks for money to help you. They may be asking you to pay for advice you could just as easily get free of charge from one of the resources above.

Further information

If you'd like further assistance or have any questions, please telephone us on 01782 635200 – ask to speak to Linda Morgan, Property Law Coordinator, or alternatively, please email Lmorgan@aspirehousing.co.uk.