



Clanmil Housing Association Right to Buy Application Form

- Every section of this form must be completed.
- Where any question is not relevant to your application tick 'No' or write 'None' in the box provided.
- Failure to complete this application form accurately or provide the required supporting documentation will result in your application form being returned to you.
- Prior to an application being accepted, an inspection will be arranged by Clanmil to confirm compliance with our Tenancy Agreement.
- Completed forms, along with the valuation fee, should be returned to:

Development Team
Clanmil Housing Association
3 Waring Street
Belfast
BT1 2DX



Tenancy Verification

Fraud Warning: Anyone knowingly making a false statement for the purpose of fraudulently benefiting from the provisions of the House Sales Scheme is liable for prosecution.

Secure Tenants/Joint Tenants

In order to process this House Sales application, you and any joint tenant(s) must supply proof of identity to establish that you are the secure tenant(s) and are occupying the property as your sole or principal home.

Note: The address on the identity documents must relate to the subject property.

(a) This should consist of **one** of the following documents:

- Current UK Driving Licence (with photograph)
- Current passport or National Identity Card
- Translink Senior Smartpass
- Electoral Identity Card

(b) Plus **one** of the following documents:

- Utility Bill (dated within the last three months)
- Payslip (dated within the last three months)

(c) If none of the above are available, **three** of the following must be produced:

- Birth Certificate
- Benefit Notification
- Credit Card Statement (dated within the last three months)
- Medical Card
- Bank/Building Society statement (dated within the last three months)
- Marriage/Civil Partnership Certificate

Please note: Only copies of the documents listed are required. Originals need not be produced. Failure to provide the required documentation will result in your application form being returned to you.



Part A: Tenancy Details

All details must be completed. Provision of your home, work, mobile telephone number(s) and email address will enable the Valuer to contact you directly to arrange the inspection for valuation purposes and help prevent delays in processing your application.

Address and Postcode:	Home Tel:
	Work Tel:
	Mobile:
	Email:

Exact date your tenancy commenced:

D	D	M	M	Y	Y
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Please provide details of each Tenant/Joint Tenant(s) and any other person(s) residing in the property:

	First Name	Surname	Date of Birth	National Insurance No:
Tenant 1:				
Tenant 2:				
Tenant 3:				
Tenant 4:				
Tenant 5:				

**Have any of the above previously been known by a different name (including maiden name)?
Please tick the appropriate box. If yes, please provide details of the previous name.**

Tenant 1: Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Details:
Tenant 2: Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Details:
Tenant 3: Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Details:
Tenant 4: Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Details:
Tenant 5: Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Details:

Have you made improvements to the dwelling at your own expense? Yes No



If Yes, please provide details of the improvements (including structural improvements).

Horizontal lines for providing details of improvements.

Does the dwelling have a stair lift or a through floor lift installed? Yes No

Part B: Previous Tenancy Periods

Failure to complete this section accurately could result in a loss of discount.

Have you ever previously been a tenant of Clanmil Housing Association, a Housing Association or a public authority in the UK prior to your current tenancy?

Yes No

If Yes, please list previous tenancies in the table below:

Table with 5 columns: Address, Town, From, To, Landlord. It contains 4 empty rows for listing previous tenancies.

Please note: proof of tenancy is required for all tenancies listed above.



Part C: Additional Purchasers

You must provide details of any additional person(s) who wish to purchase the dwelling with you.

If you receive Housing Benefit, any other applicant(s) named on this form must be declared and disclosed as part of your Housing Benefit claim or they will not be considered as part of this application.

Please provide details of additional purchasers in the table below. If there are not joint purchasers, write **NONE**.

First Name	Surname	Date of Birth	National Insurance No:	Relationship to Tenant

Purchasers who are not joint tenants must provide proof of their residence for the previous 12 months before we received the application and evidence of current residency unless they have been included on the tenant’s Housing Benefit claim for a minimum of 12 months.

Two items of proof are required:

- Proof of residency for the 12 months prior to application
- Proof of current occupancy

The following are acceptable items of proof:

- Benefit Notification
- Wage/Salary Slips
- Bank/Building Society/Credit Card Statements
- Utility Bills

Part D: Previous House Purchases

Have you or any of the above joint purchasers previously purchased a Housing Executive, Housing Association or a Public Authority dwelling in the UK?

Yes No

If yes, please provide details in the table below:

Full Name	Address of Dwelling Purchased	Date Purchased	Discount Received



Part E: Miscellaneous

Are you or any persons applying to purchase your home with you, an employee, related to an employee or to a member of the Board of Clanmil Housing Association? Yes No

If Yes, please provide the employees' / Board Members' name, relationship and staff number in the table below:

Name	Relationship	Staff No

Part F: Finance

This section is used to help counteract fraud.

Please note that only people who have a statutory right to buy their property under the 'Right to Buy' Scheme are entitled to enjoy the benefits which the Scheme offers - for example, the benefit of a discounted purchase price. Anyone who does not have a statutory right to buy a property must not seek to acquire any legal or beneficial interest in that property where it is being purchased under the Scheme. (A "beneficial interest" is the right to receive a benefit in a property which is in the legal ownership of another person). For example, any arrangement whereby a secure tenant purchaser exercises his/her right to buy his/her property with the result that he/she holds that property on trust for a third party who has no right under the scheme will breach the conditions of the scheme. In those circumstances, the Association may take legal action to recover the property. We strongly recommend that you seek legal advice to ensure that your purchase of the property does not constitute a breach of the Right to Buy scheme.

The following section requests information required to satisfy the Association that, upon completion of your purchase, the applicant(s) named in this form will be the sole legal and beneficial owner(s) of the property.

Are you in receipt of Housing Benefit? Yes No

Are you in receipt of Income Support/Job Seekers Allowance? Yes No

Please confirm how this House Sale/Equity Purchase is being funded (please tick) and provide details.

- Mortgage
- Gift
- Savings
- Private Loan
- Inheritance
- Other

Details:



Part G: Valuation Fee

The level of the valuation fee will vary based on where the property is located. Valuation report validity is outlined within the final report, this validity will be for a maximum 6 months however may be less subject to market conditions. The current estimated costs of valuations are:

£150 inclusive of VAT

**Note that these valuation costs are subject to change.*

The initial valuation fee is repayable to those tenants who purchase either all or the minimum allowable percentage of their home. Please allow 4 weeks from the date of completion for your refund to be processed.

This fee or proof of payment **must** be sent with the completed application form or your application will be returned to you.

Please be advised that you have two weeks from receipt of application to pay valuation fee, otherwise your application will be withdrawn.

Ways to pay

Allpay App

You can pay using our Allpay app which is available to download via the following link
<http://www.allpay.net/allpay-payment-app>.



Online

Online - You can make payments by using your PC, laptop or mobile device via the following link
<https://www.allpayments.net/Allpayments/Signin.aspx?ReturnUrl=%2fallpayments>.



By payment card

You can pay using your rent payment card where you see the Pay Point sign.



By Telephone

Telephone If you have a Debit or Credit card you can make one-off payments via the phone on 028 90 876 000 and select option 2.



By Cheque

You can send a cheque or postal order to us at: Development Team, Clanmil Housing Association, 3 Waring Street, Belfast, BT1 2DX. Never send cash in the post. You need to allow three days for your payment to reach us in time.



Cheques should be made payable to **Clanmil Housing Association**.



It is solely the responsibility of Clanmil Housing Association to request an Independent Professional Valuer to value the property.

What we do with your information? Our privacy policy can be found enclosed.

You have applied to Clanmil Housing Association to purchase your dwelling.

Clanmil Housing Association in processing your application is exercising its statutory powers using the lawful basis of public task.

Clanmil Housing Association requires the information requested to assist you in purchasing your dwelling and to calculate the correct discount.

Sharing your information with others

We will share your information with an independent valuation company to enable them to value the dwelling you are applying to buy.

We will share your information with Land and Property Services if the value of the dwelling is disputed by you.

We will share your information with a Domestic Energy Assessor but only if an Energy Performance Certificate is required for your dwelling.

Your information may also be shared with others for statistical analysis and fraud prevention/detection. Your information is only shared where this is necessary to comply with our legal obligations or as permitted by General Data Protection Regulation or Data Protection Act 2018.

Your Rights

Within certain limitations, you are entitled to view, request a copy, amend, delete, object to or restrict processing of your information.

We will retain your information in line with Clanmil Housing Association's Retention Policy.



Part H: Declaration (Please read carefully)

Checklist

- Have you answered all the questions in the application?
- If you have held a tenancy under a different name have you enclosed the necessary evidence?
- Have all joint purchasers detailed in Part C provided proof of residency?
- Have you and all joint purchasers signed and dated this application?
- Have you declared whether you are in receipt of Housing Benefit?
- Have you and any joint tenant(s) supplied photographic proof of identity?
- Have you included the valuation fee?

Failure to complete any part of this form will result in a delay in processing your application and/or the loss of eligible discount. This declaration **must** be signed by all tenants listed in Part A and all additional purchasers listed in Part C.

I / We understand that Clanmil Housing Association reserves the right to suspend/cancel an application to purchase in the event of suspected fraud or any other potentially unlawful conditions which may arise during the course of the sale process. Clanmil Housing Association will not be liable for any loss occurring due to any subsequent variation in valuations.

I / We understand that providing false information or withholding information may lead to prosecution.

I / We are interested in purchasing **all / part** of the equity in the above dwelling in which **I / we** occupy as a secure tenant(s).

I / We confirm that the dwelling is used as **my / our** only or principal home, and is not used for any business or commercial purpose.

I / We understand that prior to the application being accepted, a visit will be carried out by Clanmil to confirm compliance with our Tenancy Agreement.

I / We declare the information **I / we** have given on this form is accurate and correct and **I / we** understand that if **I / we** give false or misleading information or omit relevant information for the purpose of fraudulently gaining the right to buy or obtaining a benefit to which **I / we** (or another person) are not entitled under the House Sales Scheme it may be regarded as a criminal offence and action could be taken against **I / we** including court action and the recovery of the property.

I / We understand that this application is conditional on there being a secure tenant of the property in sale at the time the application is made. This application shall be void if it is not signed personally by a secure tenant of the property. In particular, the vendor will not accept any contract which is either signed in trust for a secure tenant, or by an attorney of a secure tenant, or by any other person authorised to sign for or on behalf of a secure tenant.



This Contract is subject to the vendor being satisfied that none of the following circumstances apply at the time of the Contract being signed by the Vendor:

- (i) The Vendor has served a notice seeking possession upon the secure tenant of the property in sale at any time within the previous 3 months prior to submission of an application to purchase; or
- (ii) The Vendor is actively considering whether it would be appropriate to serve – at some time within the next three months – notice seeking possession.

In the event that any of the above circumstances apply at the time of signature by the vendor, this application shall be void.

Those parties signing will be the sole legal and beneficial owner(s) of the property.

Signature (Tenant)	Date
Signature (Joint Tenant / Purchaser)	
Signature (Joint Tenant / Purchaser)	
Signature (Joint Tenant / Purchaser)	



Advice Notes

Application forms will not be considered valid until they are fully and accurately completed and all requested supporting documentation is received by Clanmil Housing Association. Incomplete applications will be returned.

Part A

All details must be completed. Provision of your home, work and mobile telephone numbers and email address can make it easier for the Independent Valuer to contact you to arrange the necessary valuation inspection of your home and help prevent delay in processing the application.

Part B

If you indicate your eligibility to purchase is based upon your time as a tenant in a non-Clanmil Housing Association tenancy, you **must** provide details of the tenancy. Failure to provide details may impact on your entitlement to buy or result in a loss of discount. If any of the previous tenancy period(s) were held in a different name, the following documentary evidence is required:

- A Birth Certificate (where the tenancy was held in your maiden name)
- A Marriage Certificate (where the tenancy was held in a previous married name)
- Deed Poll (where your name has been changed by deed poll)

Part C

Joint Applicants:

If you want to buy your home (or an equity share of it) with others, a maximum of 4 purchasers is permitted.

If you receive Housing Benefit, the other applicant(s) must be declared on your Housing Benefit claim, otherwise they will not be considered on your application.

Any other applicant who is not a joint tenant will be asked to provide proof of their residence for the 12 months before we received the application.

Two items of proof are required:

- Residency of the 12 months prior to application
- Current occupancy

The following examples are acceptable items of proof

- Benefit notification



- Wage / Salary Slips
- Bank / Building Society Statements
- Utility Bills

If a joint purchaser is your legal spouse you should send a copy of your marriage certificate.

National Insurance Numbers must be provided for all joint purchasers.

Part D

Please complete this section as failure to do so may affect the discount you may be entitled to.

Part E

Please complete if applicable.

Part F

This section is used to collate statistical data and helps to combat fraud.

Part H

All applicants must sign and date this section. The application form will be returned as incomplete if this section is not correctly completed.

If you are entitled to buy or lease your home, Clanmil Housing Association will provide the valuation together with the approved level of discount. At this stage you can advise Clanmil Housing Association of the amount of equity you wish to purchase.

Clanmil Housing Association

Development Department
Clanmil Housing Association
3 Waring Street
Belfast
BT1 2DX

Tel: 028 90 87 6018

Email: kelly.oneill@clanmil.org.uk

Website: www.clanmil.org.uk