



## Notice Claiming the Right to Buy

This notice is for use by certain tenants of local authorities, and of certain housing associations and other bodies, who wish to claim the right to buy their homes.

Before filling in each part of this notice, please read the notes relating to that part and the information pack which should have been provided by your landlord.

You may also find it useful to read the Government booklet 'Your Right to Buy Your Home'.

This publication is available free of charge from: Communities and Local Government Publications, Cambertown House, Goldthorpe Industrial Estate, Rotherham S63 9BL. Tel: 0300 123 1124. It can also be viewed online and is available for download in the housing publications section of the Government website [www.communities.gov.uk](http://www.communities.gov.uk).

If you need further advice you can get help from a Citizens Advice Bureau or you can consult a solicitor. Help with the cost of advice from a solicitor may be available under the Legal Aid Scheme.

**When you have filled in this notice, take it or send it by recorded delivery to your landlord. If you take it by hand, ask for a receipt. Keep a copy of the completed notice for yourself.**

### FREE RTB ADVICE

Liverpool Mutual Homes (LMH) Housing Options Team provides a FREE Right to Buy administration and advice service, and does not promote the services of any mortgage broker or lender. Be wary of any door to door sales representatives seeking to advise you to the contrary. NEVER sign any loan agreement unless you have read the terms and conditions and you are satisfied with them. Always check the fees, charges and interest rates of any mortgage product you may be offered.

**NO ONE FROM LMH WILL CALL AT YOUR HOME  
TO PROMOTE THE RIGHT TO BUY SCHEME.**

Anyone from LMH who needs to attend your home for the purpose of undertaking a valuation or inspection will do so by prior appointment and will carry identification.

If you need further FREE advice please phone us on 0151 235 2364 / 0151 235 2325 or e-mail [LMHHOT@liverpoolmh.co.uk](mailto:LMHHOT@liverpoolmh.co.uk)

LMH has a duty to protect any public money it deals with and may use the information you have given in this form to prevent and detect fraud.

## To the landlord:

### Part A: The property

Give the following details:

Address of the property you wish to buy


Name of your landlord

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Note

You can only claim the right to buy the property of which you are a tenant. It does not matter whether it is a house or a bungalow, a flat or a maisonette – the right to buy can still apply.

### Part B: The tenant(s)

Give the following detail for each tenant of the property:

Surname	Other names	Title	<i>Is the property the tenant's only or principal home?</i>		<i>Does he or she wish to buy?</i>	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<i>Please tick appropriate box</i>			
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Notes

1. You may be a tenant if your name appears on the tenancy agreement, rent book or rent card. If you are unsure whether you are a tenant, you should check with your landlord.
2. You can only claim the right to buy 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 tenant who does not wish to buy must be obtained before you claim the right to buy. **They should sign Part G of this notice. Their tenancy will end when you buy the property.**

## Part C: Family member(s) sharing the right to buy

If you wish to share the right to buy with any member of your family who is not a tenant, please give their details below:

Surname	Other names	Title	<i>Is the property the family member's only or principal home?</i>		<i>Has he or she lived with the tenant throughout the last 12 months?</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Please tick appropriate box		
Relationship to tenant			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="text"/>					
Surname	Other names	Title	<i>Is the property the family member's only or principal home?</i>		<i>Has he or she lived with the tenant throughout the last 12 months?</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Please tick appropriate box		
Relationship to tenant			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="text"/>					
Surname	Other names	Title	<i>Is the property the family member's only or principal home?</i>		<i>Has he or she lived with the tenant throughout the last 12 months?</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Please tick appropriate box		
Relationship to tenant			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="text"/>					

### Notes

1. You may share the right to buy with up to 3 members of your family who are not themselves tenants, if the property is their only or principal home. Unless your landlord agrees otherwise, the family members must also:
  - be your husband, wife or civil partner; or
  - have lived with you throughout the last 12 months.
2. A person living with you:
  - as your husband or wife but who is not married to you; or
  - as if you were civil partners but who is not your registered civil partner
 is regarded as a member of your family.

## Part D: Qualification and discount

Please read these notes before filling in the table(s)

1. If you were a public sector tenant before 18 January 2005, you must have been a tenant for at least two years to be eligible to buy your home. The discount available then is 32% if you are a tenant of a house and 44% if you are a tenant of a flat. If you are buying a house, you are eligible for 1% more discount for each extra full year, up to a maximum limit of 60%. If you are buying a flat, you are eligible for 2% more discount for each extra full year, up to a maximum limit of 70%.

**But, whatever percentage you are eligible for, your discount cannot be greater than the maximum discount for the area in which you live, see page 10 of the booklet 'Your Right to Buy Your Home'**

2. If you become a public sector tenant for the first time on or after 18 January 2005, you must have been a tenant for at least five years to be eligible to buy your home. The discount available to you after five years is then 35% if you are a tenant of a house and 50% if you are a tenant of a flat. If you are buying a house you are eligible for 1% more discount for each extra full year, up to a maximum limit of 60%. If you are buying a flat, you are eligible for 2% more discount for each extra full year, up to a maximum limit of 70%.

**But, whatever percentage you are eligible for, your discount cannot be greater than the maximum discount for the area in which you live, see page 10 of the booklet 'Your Right to Buy Your Home'**

3. You need not have spent the full qualifying period in your present home or with your present landlord, and in some circumstances periods which another person (such as your husband or wife) has spent as a public sector tenant or armed forces occupier can count towards your qualifying period.

A public sector tenant is a tenant of one of the public sector landlords listed on page 12 who occupies the property as their only or principal home. (This may include an employee living in accommodation provided in connection with their job).

An armed forces occupier is a person who occupies accommodation provided for them as a member of the regular armed forces of the Crown.

## Part D: Qualification and discount (continued)

*Go through the headings below. Where a heading applies to you, give details in the tables on the following pages. If you are the only person applying for the right to buy your home, you need only fill in the tables which apply to you on page 6. If you are applying to buy jointly with others, each additional purchaser should fill in the purchaser's name box and complete a separate page of tables from page 7 onwards – i.e. one page to be filled in per applicant.*

### 1. Present and previous tenancies

Give details of:

- your present tenancy if you are the tenant of the property
- any periods in the past when you were a public sector tenant or an armed forces occupier

### 2. If you are married or a civil partner and you are living with your husband, wife or civil partner

Give details of any periods when your husband, wife or civil partner:

- was a public sector tenant or an armed forces occupier
- was previously married to another person, or previously had a different civil partner, and lived in a property of which that person was a public sector tenant or armed forces occupier

### 3. If you are separated or have been divorced, or your civil partnership has been dissolved

Give details of any periods when you were living in a property of which your separated or former husband, wife or civil partner was a public sector tenant or an armed forces occupier

### 4. If your husband, wife or civil partner has died and you were living together when he or she died

Give details of any periods when your deceased husband, wife or civil partner:

- was a public sector tenant or an armed forces occupier
- was previously married to another person, or previously had a different civil partner, and lived in a property of which that person was a public sector tenant or an armed forces occupier

### 5. Tenants who have taken over a public sector tenancy from a parent

(A tenant who has taken over a parent's public sector tenancy may be able to count for qualification and discount periods after the age of 16 living in a property of which a parent was a public sector tenant).

Give details of any period when:

- you were over the age of 16 and living with a parent who was a public sector tenant
- a person to whom you are or were previously married, was over the age of 16 and living with a parent who was a public sector tenant
- a person to whom your husband or wife was previously married, was over the age of 16 and living with a parent who was a public sector tenant

Purchaser's Name:

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Period		Name of tenant(s) (or member of armed forces)	Address of property (not required for armed forces accommodation)	Name of landlord (or branch of armed forces)
From month/year	To month/year			
1. Present and previous tenancies				
2. If you are married, or have a civil partner, and you are living with your husband, wife or civil partner				
3. If you are separated or have been divorced, or your civil partnership has been dissolved				
4. If your husband, wife or civil partner has died and you were living together when he or she died				
5. Tenants who have taken over a public sector tenancy from a parent				

Purchaser's Name:

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Period		Name of tenant(s) (or member of armed forces)	Address of property (not required for armed forces accommodation)	Name of landlord (or branch of armed forces)
From month/year	To month/year			
1. Present and previous tenancies				
2. If you are married, or have a civil partner, and you are living with your husband, wife or civil partner				
3. If you are separated or have been divorced, or your civil partnership has been dissolved				
4. If your husband, wife or civil partner has died and you were living together when he or she died				
5. Tenants who have taken over a public sector tenancy from a parent				

Purchaser's Name:

Period		Name of tenant(s) (or member of armed forces)	Address of property (not required for armed forces accommodation)	Name of landlord (or branch of armed forces)
From month/year	To month/year			
1. Present and previous tenancies				
2. If you are married, or have a civil partner, and you are living with your husband, wife or civil partner				
3. If you are separated or have been divorced, or your civil partnership has been dissolved				
4. If your husband, wife or civil partner has died and you were living together when he or she died				
5. Tenants who have taken over a public sector tenancy from a parent				

Purchaser's Name:

Period		Name of tenant(s) (or member of armed forces)	Address of property (not required for armed forces accommodation)	Name of landlord (or branch of armed forces)
From month/year	To month/year			
1. Present and previous tenancies				
2. If you are married, or have a civil partner, and you are living with your husband, wife or civil partner				
3. If you are separated or have been divorced, or your civil partnership has been dissolved				
4. If your husband, wife or civil partner has died and you were living together when he or she died				
5. Tenants who have taken over a public sector tenancy from a parent				

### Part E: Previous discount

Give details of any previous purchase at a discount from a public sector landlord (see page 12) which you (or your husband or wife or deceased husband or wife) have made. If you are applying to buy jointly with others, give details in relation to each purchaser.

Address of property	Name of public sector landlord	Date of purchase (month/year)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Name of previous purchaser	
<input type="text"/>	<input type="text"/>	

Address of property	Name of public sector landlord	Date of purchase (month/year)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Name of previous purchaser	
<input type="text"/>	<input type="text"/>	

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 F: Tenants' improvements

Give the following details of any tenants' improvements to the property:

Description of improvement	Name of tenant who made the improvement
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Notes

1. When the property is valued to fix the price, any improvements which you have made will not be included in the valuation. You should give details of any improvements which you think may affect the valuation e.g. central heating, double glazing, a fitted kitchen or a new bathroom suite.
2. If a member of your family, or your former husband, wife or civil partner, was the tenant of the property immediately before you, any improvements they made to the property will also be ignored.

### Part G: Signatures

Remember, if you give false information or withhold relevant information you may be prosecuted.

To be completed by each tenant wishing to buy:

- I claim the right to buy
- As far as I know, the information given in this notice is true

Signature <input type="text"/>	Surname <input type="text"/>	Other names <input type="text"/>	Date of birth <input type="text"/>
Date <input type="text"/>	Daytime tel no <input type="text"/>	email address <input type="text"/>	
Signature <input type="text"/>	Surname <input type="text"/>	Other names <input type="text"/>	Date of birth <input type="text"/>
Date <input type="text"/>	Daytime tel no <input type="text"/>	email address <input type="text"/>	
Signature <input type="text"/>	Surname <input type="text"/>	Other names <input type="text"/>	Date of birth <input type="text"/>
Date <input type="text"/>	Daytime tel no <input type="text"/>	email address <input type="text"/>	
Signature <input type="text"/>	Surname <input type="text"/>	Other names <input type="text"/>	Date of birth <input type="text"/>
Date <input type="text"/>	Daytime tel no <input type="text"/>	email address <input type="text"/>	

To be completed by each family member (who is not a tenant) sharing the right to buy:

- I agree to share the right to buy
- As far as I know, the information given in this notice is true

Signature <input type="text"/>	Surname <input type="text"/>	Other names <input type="text"/>	Date <input type="text"/>
Signature <input type="text"/>	Surname <input type="text"/>	Other names <input type="text"/>	Date <input type="text"/>
Signature <input type="text"/>	Surname <input type="text"/>	Other names <input type="text"/>	Date <input type="text"/>

To be completed by each tenant not wishing to buy: (Your tenancy will end if the purchase goes ahead)

- I do not wish to claim the right to buy
- I agree to the above purchaser(s) exercising the right to buy

Signature <input type="text"/>	Surname <input type="text"/>	Other names <input type="text"/>	Date <input type="text"/>
Signature <input type="text"/>	Surname <input type="text"/>	Other names <input type="text"/>	Date <input type="text"/>
Signature <input type="text"/>	Surname <input type="text"/>	Other names <input type="text"/>	Date <input type="text"/>

## What happens next?

Your landlord must reply to your claim either by admitting or denying the right to buy. If the right to buy is denied, reasons must be given. Your landlord has 4 weeks to reply unless the period on which you rely to qualify for the right to buy includes a period spent as a tenant of another landlord. In that case, your landlord must reply within 8 weeks.

After admitting your right to buy, your landlord must notify you of the proposed terms of sale, including the purchase price. At that stage you must decide whether to go ahead with the right to buy or to withdraw your application.

This notice does not commit you to buying the property. You may withdraw at any time before completion by notifying your landlord in writing.

## Public sector landlords (see Parts D and E)

Local authorities, parish councils, community councils. Any of the following bodies set up in consequence of the abolition of the Greater London Council and the metropolitan county councils.

a metropolitan county police authority  
the Northumbria Police Authority  
a metropolitan county fire and civil defence authority  
London Fire and Emergency Planning Authority  
a metropolitan county passenger transport authority  
the London Waste Regulation Authority  
the West London, North London, East London and Western  
Riverside Waste Authorities  
the Merseyside and Greater Manchester Waste Disposal  
Authorities  
a metropolitan county residuary body

Fire and Rescue Authorities  
Internal drainage boards  
London Regional Transport  
Passenger transport executives  
Police authorities

Commission for the New Towns  
Housing action trusts  
Housing Corporation  
Housing for Wales  
New town development corporations  
Registered social landlords such as housing associations (which  
are not co-operative associations)  
Residuary Body for Wales  
Urban development corporations

AFRC Institute for Grassland and Animal Production  
Agricultural and Food Research Council  
Area Electricity Boards  
British Airports Authority  
British Broadcasting Corporation  
British Coal Corporation  
British Gas Corporation  
British Railways Board  
British Steel Corporation  
British Waterways Board  
General Electricity Generating Board  
Church Commissioners  
Civil Aviation Authority

Electricity Council  
English Sports Council  
Historic Buildings and Monuments Commission for England  
Lake District Special Planning Board  
Lee Valley Regional Park Authority  
London Residuary Body  
Metropolitan county residuary body  
Ministers of the Crown and Government Departments  
Medical Research Council  
National Bus Company  
National Health Service trusts  
National Rivers Authority  
Natural Environment Research Council  
Nature Conservancy Council for England  
New towns  
Peak Park Joint Planning Board  
Post office  
Science and Engineering Research Council  
Sports Council  
Trinity House (in its capacity as a lighthouse authority)  
United Kingdom Atomic Energy Authority  
United Kingdom Sports Council  
Water authorities

Countryside Council for Wales  
Development Board for Rural Wales  
National Library of Wales  
National Museum of Wales  
Sports Council for Wales  
Welsh Development Agency  
Commissioners of Northern Lighthouses  
Highlands and Islands Enterprise  
North of Scotland Hydro-Electric Board  
Scottish Homes  
Scottish Natural Heritage  
Scottish Sports Council  
South of Scotland Electricity Board  
Education and Library Boards in Northern Ireland  
Fire Authority for Northern Ireland  
Northern Ireland Electricity Service  
Northern Ireland Housing Executive  
Northern Ireland Transport Holding Company  
Police Authority for Northern Ireland  
Sports Council for Northern Ireland

AND ANY PREDECESSOR OF THESE LANDLORDS