

**Right to Acquire or  
Voluntary Purchase Grant  
Tenant's Application to Purchase  
May 2005**

Send this form to your landlord at the address shown below. Please complete all sections of the form. Your landlord will help you if you are unsure of any details. Remember that you will be responsible for your own legal and survey fees if approval to purchase is given. Do not incur costs until your landlord instructs you in writing to proceed.

**PLEASE USE CAPITAL LETTERS****PART A Registered Social Landlord and Property Details**

To:		Address of property you wish to buy (if different from current address)	
Address:			
Your Current address:			
Postcode:			
Postcode:	Home Telephone No:		
	Work Telephone No:		
Unitary Authority		Unitary Authority	
Community:		Community	
Application for:	VPG	Right to Acquire	Please tick

**PART B Tenant Details**

Provide details for each tenant. (You are a tenant if your name appears on the tenancy agreement, rent book or rent card.)

Your Surname <input style="width: 90%;" type="text"/> Joint tenant's surname <input style="width: 90%;" type="text"/>	Other Names <input style="width: 90%;" type="text"/> Other Names <input style="width: 90%;" type="text"/>	Do you wish to buy? Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this your principal or only home? Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
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**PART C Details of other household members who wish to buy jointly with the tenant(s) shown above.**

Surname <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>	Other Names <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>	Relationship to tenant <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>	Is this your principal or only home? Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Notes:**

1. Other members of your household may purchase the property jointly with you if it is their only or principal home and they have lived with you throughout the last 12 months (or a shorter period if accepted by your landlord)
2. You may purchase jointly with up to 3 other household members who are not themselves tenants.

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**PART D Tenancy Details**

How long have you been a tenant:

	YEARS	MONTHS	DATE FROM	DATE TO
a. with your present landlord?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b. with another social landlord?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. with a public sector landlord?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If b) or c) please provide the landlord's name and address:

**PART E Details of your Current Property (Please tick one box in each section)**

<input type="checkbox"/> House	<input type="checkbox"/> Maisonette	<input type="checkbox"/> Flat	<input type="checkbox"/> Bungalow
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Number of bedrooms:    1                       2                       3                       4 or more

**PART F Financial Details**

Do you intend to:

	YES	NO
a) obtain a bank/building society mortgage?	<input type="checkbox"/>	<input type="checkbox"/>
b) pay cash?	<input type="checkbox"/>	<input type="checkbox"/>
c) use other means of financing the purchase?	<input type="checkbox"/>	<input type="checkbox"/>

If c), please provide details:

**PART G Previous Discount or Cash Sum Received**

Give details below of any previous purchase at a discount or with cash received from a public sector or social landlord which you [or your joint tenant(s) or other household member who will buy jointly with you] have made.

Address of property

Name &amp; address of landlord

Date of Purchase  
(month/year)Amount of discount/  
cash received
  
  
 Postcode:
  
 £

Address of property

Name &amp; address of landlord

Date of Purchase  
(month/year)Amount of discount/  
cash received
  
  
 Postcode:
  
 £

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**PART H Tenant's Improvements**

Give the following details of any improvements which you have carried out to the property.

Description of Improvement

Name of tenant(s) who paid for the improvement



Description of Improvement

Name of tenant(s) who paid for the improvement


**Notes:**

1. When the property is valued to fix the price, any improvements which the tenant(s) have made will be ignored and the purchase price may therefore be lower.
2. If a member of your family, or your former husband or wife, was the tenant of the property immediately before you, any improvements they made to the property will be ignored.
3. You should give details of any improvements if you think that they may affect the value of the property, eg central heating, double glazing, a fitted kitchen or a new bathroom suite.

**PART I Certifications To be completed by each tenant**

1. I certify that to the best of my knowledge and belief the information given on this form is correct.
2. I certify that I am not an undischarged bankrupt, nor do I have a bankruptcy petition pending against me or had a composition or arrangement with creditors, the terms of which remain to be fulfilled.

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

**PART J Certifications**

**To be completed by each household member who will buy jointly with the tenant(s)**

1. I certify that to the best of my knowledge and belief the information given on this form is correct.
2. I certify that I am not an undischarged bankrupt, nor do I have a bankruptcy petition pending against me or had a composition or arrangement with creditors, the terms of which remain to be fulfilled.

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

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**PART K Certifications**

**To be completed by each tenant not wishing to buy. (Your tenancy will end if the purchase goes ahead.) If all tenants do not agree to the surrender of the tenancy, the purchase will not proceed. If you agree to surrender your tenancy but do not wish to purchase, you will not be eligible for rehousing in alternative social rented accommodation.**

Please delete as appropriate:

I do not wish to surrender my tenancy

I agree to the sale of this property to the tenant(s) and household members detailed at Parts B and C of this form.

Signature

Surname

Other Names

Date


**PART L What happens next?**

Your landlord will:

1. Check that the information provided by you on this form is correct.
2. Check that both you and your property are eligible for this scheme in accordance with published policies and procedures.
3. Tell you if you or your property are not eligible and the reasons for this decision. If you are not satisfied with the reasons given you should ask your landlord for information about their formal complaints procedure.
4. Tell you if you are eligible. You may be asked to get an "in principle" mortgage offer from a bank or building society.
5. Once your landlord has confirmed with you that you wish to proceed with the purchase, a visit to your property by a valuer will be arranged in order for the purchase price and the discount to be determined.

**For Voluntary Purchase Grant only:**

6. Once these details are known, your landlord will check to confirm that funding is available. They will tell you when they have received this confirmation in order that you can proceed to purchase. You should not take any action until you have received this confirmation in writing.
7. If funding is not currently available, your landlord will inform you of this and contact you in the future if/when funding does become available.

**NOTE: If you deliberately give false information you may be prosecuted. We 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.**