



Guide to completing your application form (RTB1)

If you think you are eligible and feel ready to apply for the Right to Buy, you need to fill out the RTB1 application form.

You can download it at www.communities.gov.uk/righttobuy on the 'How to apply' page or get one from your landlord. Make sure you have the following information to hand before you fill out your application form.

Part A The property

The full address of the property you want to buy
Remember to include the area where you live and the full postcode.

The name of your landlord
For example Basildon Borough Council.

Part B The tenant(s)

The full names of everyone listed on your tenancy agreement (or 'rent book')

For example RICK SMITH would probably be RICHARD JAMES SMITH. Remember to tick the boxes to say whether the property is each tenant's only or principal property, and if they wish to buy. On joint tenancies, not all tenants may wish to buy.

Part C Family member(s)

The full names of family members who wish to share the Right to Buy with you
They must be a spouse, civil partner or wider family members and over 18. Wider family members must have also lived in the property as their main home for at least the last 12 months.

Part D Qualification and discount

Details of your current and previous tenancies
You will need dates, names of tenants, addresses and name of landlord for your tenancies. This includes those of your spouse/civil partner, those of your former spouse/civil partner who you have separated from/ divorced, or who has died, and parents who previously held the tenancy.

Details of any other properties you have bought under the Right to Buy scheme, or at a discount through any other Government scheme, for example Right to Acquire
You do not need to give details of applications, only purchases.

Part E Previous discount(s)

Details of any discount previously received under the Right to Buy
You might get a slightly lower discount if you have purchased through Right to Buy on another home. Include details of address of the property purchased, name of landlord and date of purchase.

Part F Tenant's improvements

Details of any improvements you have made whilst living in the property
The improvements may have increased the value of the property. If you list them in your application, the value of the improvements will not be included in the valuation of the property so you don't pay twice.

Part G Signatures

Signatures of all tenants
Make sure all tenants sign in the correct place. On page 13, the first set of boxes are for family members who are not tenants but want to share the Right to Buy. The second set of boxes are for tenants who do not wish to share the Right to Buy.

Once you've completed and signed the form, send it to your landlord.